

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire**

CONTOOCCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, May 3, 2022

6:00 PM

Location: SAU Finch Conference Room

MINUTES

Committee Members: Crista Salamy (Chair), Tom Burgess, Katherine Heck, Janine Lesser, Kevin Pobst, Stephen Ullman

Present: Crista Salamy, Tom Burgess, Janine Lesser, Stephen Ullman, Dr. Kimberly Saunders, Lori Schmidt, Mark Schaub, Kat Foecking

1. Call to order

Crista Salamy called the meeting to order at 6:00 p.m.

2. Approval of the April 19, 2022 Minutes

Stephen Ullman moved to approve the minutes of April 19, 2022. Janine Lesser second. Unanimous.

3. Policy Review

- **DJE: Bidding Requirements**

Lori Schmidt said that with grants we do not want to go lower than \$15K. Micro Purchases are at \$10K for required competitive bidding. We can go higher here. Changing the threshold to \$20K was discussed.

Mark Schaub said that it impacts technology when looking at software. With hardware, it's an RFQ.

Changing it to \$20K seemed appropriate. Confirmed. This policy will go for a first read.

- **DJ: Purchasing**

A reviewed date of May 3, 2022 will be added to this policy.

- **EHAC: Electronic and Digital Records**

Mark Schaub reported that initially, this policy discusses how digital signatures will be used but then moves into how digital records will be stored. They are two separate systems.

Figuring how they will both be implemented in conjunction with our other systems is needed.

It is a matter of what needs to be accomplished. It may require two separate policies.

This is a recommended policy. It could be sent to administration to determine what is needed. If we are going to allow or require e-signatures, a policy should be in place to govern it.

There are different needs that require signature ranging from simply acknowledging receipt to a signature.

Restrictions or limitations might be applied to certain levels of digital signatures.
This policy will go back to administration to determine the needs.
Protecting confidentiality and preventing cyber security was discussed.
Items that would be excluded should be called out in the policy.
This will return on August 16th. Defining who will be able to use these types of signatures was discussed.

- JLCJ: Concussions and Head Injuries

Licensed athletic trainers are not included in this policy as health professionals in some areas and are considered as such in others.

Licensed athletic trainers will be added to the second bullet under 1. Definitions.

This policy can go for a first read on May 17th with second on June 7th.

4. 1st Read- 5/03/22 School Board Agenda

- JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation
- GBCD - Background Investigated/ Criminal Records Check
- DID/DID R- Fixed Assets
- FAA- Annual Facility Plan
- FA- Facilities Development Goals/Priority Objective
- FE- Facilities Construction

5. 2nd Read-5/03/22 School Board Agenda

- DK- Payments Checks and Manifests
- DAF- Federal Grants Administration

6. Non-Public Session RSA 91-A:3 II (If Required)

None.

7. Policy Status Update:

Under review/revision by Administration:

- EHB: Data and Records Retention

Under review by Legal:

- EBB: Safe Schools
- EBCF: Pandemic/Epidemic Emergencies
- JCA: Change of Class of School Assignment Best Interests and Manifest Hardship
- JLCG: Exclusion of Students Who Present a Hazard
- JLCF: Wellness

- JLCE: Emergency Care and First Aid

Under review by Education Committee

- LCC: Dual Enrollment
 - Under review by district personnel, the Equity Committee will review.
- LC: Relations with Education Research Agencies
 - Under review by administration

Under review by Budget and Property

- Capital Plan Policy

Under review with Nurses

- JLC: Student Health Services
- JLCA: Physical Examination of Students
- EBCG: Communicable Diseases
 - EBCF: Pandemic/Epidemic Emergencies

Future Agenda Items:

“D” Financial Policy Review Schedule

- DJE: Bidding Requirements
- DJ: Purchasing
- JBAB: Transgender Students

Stephen Ullman motioned to adjourn at 6:44 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok