

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, December 12, 2023

6:00 PM

Location: SAU Board Room

Minutes

Committee Members: Katherine Heck, Michael Hoyt, Thomas Kirlin, Janine Lesser, Erin Pils-Martin

Present: Thomas Kirlin, Janine Lesser, Erin Pils-Martin, Dick Dunning, Dr. Kimberly Saunders, Brian Cisneros, Ben Moenter, Katherine Heck

1. Call to order

Janine Lesser called the meeting to order at 6:02 p.m.

2. Approval of the October 24, 2023 Minutes

Tom Kirlin moved to approve the minutes of October 24, 2023. Erin Pils-Martin seconded. Unanimous.

3. Policy Review

• **BEDG: Minutes**

Kimberly Saunders referenced the ConVal policy and NHSBA recommendation as well as a sealed meeting minutes procedure change.

Janine Lesser said that the NHSBA version was revised in 2023. It appears that the change reflects reviewing previously sealed minutes. Janine said that she found the NHSBA version repetitive and confusing.

Either the statute needs to be followed or our own procedure needs development.

Sealed minutes have to be reviewed every ten years from the time that they were sealed.

Janine Lesser asked who would perform the review.

Kimberly Saunders said that the Superintendent has reviewed and recommends to seal or not.

Janine Lesser further asked if we are supposed to be doing this for minutes older than ten years; the review can be delegated. The problem is that time is needed to review.

Kimberly Saunders said that it could be placed on every agenda.

Tom Kirlin asked if a time period needs to be added.

Kimberly Saunders said that we need to follow the statute or develop a procedure.

The present policy needs a statement about dealing with sealed minutes.

Kimberly agreed to look at policy BEDG and the NHSBA and blend them to make a more productive meaningful policy.

Katherine Heck recommended beginning with the most recent and going backward.

• **EBBD: Indoor Air Quality**

Three versions were referenced; two ConVal policies and the NHSBA version.

The second ConVal policy is the recommendation of the facilities director.

This policy is ready to move for a first read.

- FA: Facilities, Development Goals/Priority Objectives

In September 2023, a change in RSA required long term Capital Improvement plans. This is a significant change.

“C” on page 18 would be added. It could be delegated to facilities. It could stay with Budget & Property.

Kimberly Saunders said that the Superintendent or designee should prepare and submit it to the Budget & Property Committee.

Kimberly agreed to update the policy and add “C”.

This policy would return to the Policy Committee afterward.

- FAA: Annual Facility Plan

Unlike the Capital Plan that spans six years, this is an annual plan that requires unused facilities to be reported to the Department of Education (DOE). Substantial changes have been made to charter school rights.

The Superintendent has to submit this report; it is not a board responsibility.

This is a recommended policy.

How does the requirement look in comparison should a school leave the district? Does it coordinate with the charter school?

No, it is a different procedure.

Discussion took place about the conflict of the potential for a school to withdraw and the building remain an asset of the district.

Is additional language desired for this policy?

Including the definition of “unused” in the policy was suggested and confirmed.

Has the board adopted an annual facilities plan? The board addresses a capital plan as our facilities plan.

New statutory obligations regarding the facilities plan will be added.

The Facility Plan is how we are using our facilities; it is a report. Documentation to state that there are no unused facilities and a vote annually is needed.

Updated Facility Usage Plan will be the title of the policy.

- IKFC: Alternate Diploma

A certificate of attendance would be replaced by this. This does not prevent a student from earning a diploma or eligibility for services once they receive a diploma. A certificate of attendance does not count toward graduation rates.

This allows a student to determine when they want to receive this award.

This policy is ready for a first read.

- DJE: Bidding Requirements

This policy requires significant updates. Current board policy has a \$15K threshold and require bids opened at a school board meeting.

Katherine Heck said that the \$15K threshold is unrealistic for an organization the size of ConVal. Aligning bidding requirements to federal requirements was in conversation previously.

Katherine Heck said that we have a procedure that would be forward facing for the public so that they can be assured that we are getting the best value for their dollar.

A policy in place that can be followed with fidelity is the goal.

\$250K is the suggested threshold.

Brian Cisneros suggested a change in language to verbiage about providing bids in sealed envelopes to reflect technological advances in bid submissions.

Once language is added; this would be ready for a first read.

But first, it will return to the Policy Committee.

- DJB: Purchasing Procedures and DJB-R

The procedure should go with the policy and align. The recommendation was that DJB did not need to change but the -R must go with it. It was worked on in conjunction with DJA.

Brian Cisneros asked about the expenditure amounts; he suggested \$2,500 and above go to the Business Administrator. Modifications to the -R will be made. The purchasing dollar thresholds were discussed.

4. Fall Updates

IHBAM - Ben Moenter reported that we have a SPED policy and procedure manual. In 2021, the DOE asked for the manual. This policy would say that we have a procedural manual and other items outlined.

Do we need a policy in this area or not having maintained a procedural manual?

IHBAB - this policy helps provide standards around developmental delay as an eligibility area. This provides an avenue to provide support and intervention.

This policy will be brought back to the January Policy Committee meeting.

JKAA - this policy is in good shape; waiting for DHHS and DOE about a very specific form.

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

None.

6. Policy Status Update:

- IKL: Academic Integrity and Honesty - updates were made and will be ready for this committee in January.
- IMBA: Distance Education - discussion about the process related to policies that would have gone to the Education Committee is needed.
- JJIB: Athletics - in queue for administrative review.
- JLCJA: Sports Related Emergencies
- JKAA- Restraint/Seclusion
- ACN Nursing mother's accommodation - in the administration queue.
- IHBAM- District Special Education Policy and Procedures Manual
- IHBAB/IHAB-Development Delay as Qualifying Disability
- JLCA- Physical Examinations of Students - are presently under review
- JLDBB- Suicide Prevention - are presently under review
- JHCB/ JLCCB- Immunizations - are presently under review
- EG/KDA/KDCA Public Information Program - with Communications Committee

Scheduled for Next School Board Agenda:

Is a subcommittee for Education related policy needed?

Dick Dunning said that you have two hours allocated to meet with the Policy Committee. He suggested that the two hours for the Policy Committee be allocated toward policies and Education policies. Confirmed.

Janine Lesser motioned to adjourn at 7:11 p.m. Katherine Heck seconded. Unanimous.

Respectfully submitted,

Brenda Marschok