

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

CONTOOCCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, February 27, 2024

6:00 PM

Location: SAU Board Room

Minutes

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

1. Call to order

Katherine Heck called the meeting to order at 6:07 p.m.

2. Approval of the January 23, 2024 Minutes

Janine Lesser moved to approve the minutes of the January 23, 2024 meeting. Tom Kirlin seconded. Unanimous.

3. Policy Review

See agenda item 6.

4. Fall Updates

None.

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

None.

6. Policy Status Update:

- IKL: Academic Integrity and Honesty

Janine Lesser said that she was good with the administration's recommendation.

Katherine Heck shared that this had gone back to administration for suggestions and they are included in the recommendation. It is important that this policy be customized to our needs.

Janine said that she liked that there is a reference back to the Student Code of Conduct relative to consequences.

Erin Pils-Martin asked if we are telling students that they cannot use their work previously submitted.

Kimberly Saunders confirmed that work should not be used over and over again for multiple classes.

Erin said that in the real world you would be more than able to use your own work in the way you feel best fit.

Kimberly spoke about proper citation. They can use sections as long as they cite it.

Katherine Heck said that if a teacher helped develop the paper further the process is not started over. Colleges have the same policy.

Kimberly Saunders said that if she does a math problem and then she does another and another and turns it in; it is the practice piece. We want them to practice the process; that is the point.

There is a reference that allows checking in with the instructor in advance.
Janine Lesser confirmed she favored the administration recommendation.
Instructor and teacher were discussed; are they different? The same?
Teachers provide general instruction. Kimberly agreed to go through and confirm whether it is appropriate if it is teacher driven or as an example, paraprofessional driven.
Change instructor to teacher.
This policy can go forward for a first read.

- IMBA: Distance Education

This is a required policy. Inclement weather and IEP plans were the legal changes.
Changes to our policy are needed in the event of inclement weather.
Janine Lesser asked if this could be sent back to the Assistant Superintendent to reflect the 2022 Legislative changes. Adding an inclement weather statement was suggested.
Updating the legal references was suggested as well.
Tom Kirlin said that consistency should be confirmed when referring to the Student Handbook, Code of Conduct, and Policy.
Kimberly said that the Code of Conduct is within the Student Handbook which covers everything.
Erin Pils-Martin said that she does not see language about having to do it during the school day.
Kimberly said that we don't want to be that specific, some do it outside of that schedule.
This policy will be updated and returned to the Policy Committee.

- JJIB: Athletics

Conditions to participate should be reviewed. Board policy reference was suggested.
Kimberly Saunders thought that at one point the Board wanted to be more strict than the NHSBA policy about passing courses to participate.
Replacing "by as many boys and girls as possible...." with "...by as many students as possible..." was suggested.
Under "Scholastic Standing" it states that no pupil who has failed to pass four (4) units of work does not work for ConVal because there are four blocks.
The Student Handbook rules require three. The language from the handbook will be copied in the policy. The NHIAA policy is less strict.
Stating it in as many places was suggested.
Discussion took place about the Athletic Director checking student grades to make sure that they receive the support that they need to continue to participate in sports.
Discussion took place about paying to play sports. Reviewing fees to determine how they align with costs was suggested. We have plenty of waivers should a student not be able to afford the fee.
This policy will return to this committee after updates.

- JLCJA: Sports Related Emergencies

This policy was updated in 2022.
The plan has to be reviewed and updated annually. The Sports Injury Emergency Action Plan should be provided to the Board no later than the start of each school year.
A reviewed date was suggested to be added to the policy each year.

- JKAA- Restraint/Seclusion

Kimberly Saunders shared that the process was just received from the State.
This will return to the Policy Committee. This is a priority. It is also complex.
It is difficult to have a policy that addresses every possible situation.

- ACN Nursing mother's accommodation

This policy just went to ConVal's legal review. This policy is required by law.

- IHBAM- District Special Education Policy and Procedures Manual
ConVal's Handbook was just updated.

A recommendation from legal and the Special Education Director from January 4, 2024 was reviewed. If approved, this could move forward for a first read.

- IHBAB/IHAB-Development Delay as Qualifying Disability
Evaluators and coordinators look at this closely to make sure the criteria is solid.
The Special Education Director will attend the next Policy Committee to discuss.

- JLCA- Physical Examinations of Students
Small changes are needed and this policy can go for a first read.

- JLDDB- Suicide Prevention
Language stating that we have the Suicide Prevention Line should be included.

- JHCB/ JLCB- Immunizations

- EG/KDA/KDCA Public Information Program
This is with the Communications Committee.

- BEDG: Minutes
Guidance documents were referenced. Reviewing sealed minutes were discussed.

- FA: Facilities, Development Goals/Priority Objectives....Update and add "C"

- FAA: Annual Facility Plan....Update to read "Facility Usage Plan"

- DJE: Bidding Requirements....change language about sealed envelopes
This policy was updated to \$250,000. The envelope cannot be touched or opened without going first to the School Board. The mode of receiving a bid was the concern; not everything comes in a sealed envelope. Electronic communication is often the submittal mode. Protecting the integrity of the bids is part of the design.

Policy DGD: School District Credit Cards - Brian Cisneros provided a copy of a proposed policy. Changing "his/her" to "their" was suggested.

Purchasing services and travel need consideration. A "district sanctioned activity" was language suggested.

Removing the words "as needed" at the end of the third paragraph was decided.

The Credit Card will only be issued after the designee has signed the agreement in advance should be included language.

Janine Lesser motioned to adjourn the meeting at 7:31 p.m. Tom Kirilin seconded. Unanimous.

Respectfully submitted,

Brenda Marschok