

## Policy Committee Meeting Minutes

Wednesday, January 10, 2018 @ 3:30 PM

Attendees: Kenny Rotner, Denise Day, Tom Newkirk, James Morse, Wendy DiFruscio

Visitors: Suzanne Filippone, Sean Peschel, Sue Caswell

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting by introducing Sean Peschel, the ELO Coordinator at the high school. Sean is bringing forward a revised version of Policy IHCD - Advanced Course Work/Advanced Placement Courses due to Senate Bill 101 (Dual and Concurrent Enrollment Data). Sean explained that the proposed wording qualifies our students with the state to earn both high school and college credits by enrolling in a course designated by the Community College System of New Hampshire as part of the dual and concurrent enrollment program. The committee asked some clarifying questions which were answered by both Sean and Suzanne. This policy will go to the School Board for a first read.

The Policy Committee thanked Sean for his assistance and he left the meeting at 3:40 PM. The committee asked Suzanne to remain for a quick review of Policy ADC.

Policy ADC – Use of Tobacco Products Strictly Prohibited in/on all School Facilities and/or Grounds – This policy is being brought back to the committee by the Board for clarification of some language. Denise verified that at the last meeting we were going to remove “and possession” from the title and from the first paragraph. Suzanne confirmed this, and a brief discussion was had. This policy is ready for a second read/adoption.

The Policy Committee thanked Suzanne for her assistance and she left the meeting at 3:45 PM.

At this point Jim explained that he was bringing back the addendum to the Non-Discrimination Policy that was created, and the suggested version as reviewed by legal counsel. Jim is bringing this to the committee for review only. He will be sharing the latest version with the Diversity Committee at their next meeting in January 24<sup>th</sup>. Once the Diversity committee reviews, a possible meeting at the next policy meeting with the Diversity Committee could happen to express their thoughts. The final version will go before the Board at a later date.

Susan Caswell, Business Administrator joined the meeting at 3:50 PM review the changes made to Policy DGD and the procedures surrounding Procurement cards {P-Cards} for the District. Sue explained the procedure followed for P-Card use and that they would start out small and issue P-Cards to the principals first. She noted that each person assigned a card would pull from a single account and would be required to sign a user agreement and a resolution. Both Sue and Tim would control and monitor the P-Cards usage. Sue suggested that before a P-Card purchase could happen, a purchase order would need to be completed and approved.

Policy DGD – School District Credit Card and/or Procurement Cards – was reviewed. Questions and discussion surrounding this policy and subsequent procedures were asked and answered. This policy will go to the School Board for a first read.

Policy DK – Payment Manifest – and the procedure were discussed. It was determined that the policy was fine as is, but Sue will make changes to the procedure and bring it back at the next meeting.

Tom asked the committee if the cell phone policy could be reviewed at the next meeting as well as sample policies from our comparative district be brought forward. A discussion surrounding surveys that will be generated will also be discussed.

Meeting ended at 4:15 PM – Next meeting February 12, 2018.

Respectfully submitted,  
Wendy L. DiFruscio