

**Monadnock Regional School District**  
**Policy Committee Meeting Minutes**  
**August 5, 2020**  
**Virtual Meeting via Zoom:**

**Members Present:** Kristen Noonan, Scott Peters, Winston Wright and Colleen Toomey.

**1. Public Comments:** There were no public comments.

**2. Approval of Minutes (7/820) MOTION:** S. Peters **MOVED** to approve the July 8, 2020 Meeting Minutes as amended. **SECOND:** W. Wright. **VOTE:** Unanimous for those present. **Motion passes.**

L. Steadman arrived and asked about policies regarding negotiations.

**3. Policies Pending Returned by Board for Review/Revision: (0)**

**4. Policies Under Construction (with Committee) (0)**

**5. Policies Referred to Administration (10)**

- a. EBBC/JLCE - First Aid & Emergency Medical Care (referred on 8.14.19 & 2.5.20)
- b. EBBC-R - Safety Drills (referred on 8.14.19 & 2.5.20)
- c. EFCA - School Lunch Payment Policy (referred on 4.15.20)
- d. GCBD/TBD - Non CBA Staff Leaves of Absence (referred on 10.22.19)
- e. GCOC - Evaluation of Administrative Staff (referred on 10.3.18)
- f. JH - Student Absences, Absenteeism and Truancy (referred on 5.6.20)
- g. JLA - Student Insurance Program (referred on 5.6.20)
- h. TBD - Drug/Alcohol testing for Van Drivers (employees) (referred on 3.5.19)

**6. Policies Referred to Other Committees (4)**

- a. KA/IJO/KAA - Community Relations Goals & Objectives (referred on 4.3.19)
- b. IKFG - Career Readiness Pathways & Credentials (referred on 3.4.20)

**7. New Policy Requests from Board or Administration (0)**

**8. a. GCCBC-Family Medical Leave Act:** It was explained the Board just approved this policy but the NHSBA had the incorrect information. We need to update the policy. The number of hours should be 900 hours not 1200 hours. This is a change in the law. **MOTION:** C. Toomey **MOVED** to accept the change from 1250 hours to 900 hours and to forward to the full Board as a first read. **SECOND:** K. Noonan. **VOTE:** Unanimous for those present. **Motion passes.** The law changed and this policy needed to be updated. **C. Toomey present for vote.**

**9. Selected Policies from Current Backlog (0)**

- a. **EFAA-Meal Charging:** It was explained Policy EFCA is the MRSD policy and Policy EFAA is the NHSBA policy. Policy EFCA was produced over many years. The district never used the NHSBA sample policy. EFCA is no longer a code or part of the NHSBA code book. The committee would like to ask T. Walsh about the red lines and what he would like to do. There are a number of interesting tabs missing including returned checks and fees. There are federal guidelines and references missing. We do not have any language on what parents can say

about what their children are only allowed to eat. We do not have written language on our balance statement process. There are many differences. S. Peters would like to ask T. Walsh for an assessment of the policy. **MOTION:** S. Peters **MOVED** to refer current Policy EFFA in this slide deck and what should and should not be included refer the 3 documents to T. Walsh for assessment. **SECOND:** W. Wright. **VOTE:** Unanimous for those present. **Motion passes.** S. Peters explained when this comes back from T. Walsh it would be best to keep it in this format to present to the Board. **C. Toomey was not present for this vote.**

- b. **JLC-Student Health Services & School Nurse:** S. Peters asked if this policy is required by law but out of date. K. Noonan said she does believe that is true. S. Peters said any health policy may spark public interest but we should confirm with L. Witte and tell the Board there is no specific action with COVID. K. Noonan does believe the NHSBA is working on this because of the times. S. Peters does agree but more than likely they will change again. We just updated this policy in June of 2020 and already we need to update. It was suggested for L. Witte and the administration to look over the policy regarding the DOE qualifications and the State requirements. **MOTION:** S. Peters **MOVED** to accept the NHSBA sample Policy JLC and to forward to the full Board as a first read. **SECOND:** C. Toomey. **VOTE:** Unanimous for those present. **Motion passes.**
- c. **JLCE/EBBC-Emergency Care and First Aid:** S. Peters explained this committee has this referred out to the Safety Officer. It was referred in August of 2019. There has been no action. It again came up in a bulletin. It was brought up at the Feb.5 Board meeting and referred again due to the Narcan issue. We do not have Narcan on the campus. S. Peters would refer again to the administration or adopt which suggests Narcan or no Narcan. W. Wright would like the input of the nurses. L. Steadman commented bring the policy as is to the Board and you will get a prompt response. S. Peters said we will still have to have a recommendation. L. Steadman said to bring it, include the recommendation and the Board will let you know. S. Peters said the Board is beginning to trust this committee with very little conversation. L. Steadman said to bring it to the Board as is. W. Wright asked who will administer the Narcan. It was explained administering is the job of the nurses. W. Wright asked about purchasing Narcan for all of the schools. **MOTION:** S. Peters **MOVED** to accept the NHSBA sample Policy JLCE/EBBC as written and to forward to the full Board as a first read. **SECOND:** C. Toomey. **VOTE:** Unanimous for those present. **Motion passes.**
- d. **JLCE-R Emergency Information Form:** It was suggested to refer this policy to the administration to see if the administration is using this form or something different. W. Wright said it would be nice to have something filled out. **MOTION:** S. Peters **MOVED** to refer to the administration to confirm this is the current form. **SECOND:** C. Toomey. **VOTE:** Unanimous for those present. **Motion passes.**
- e. **JLCD-Administering Medication To Students:** This policy is required by law.
- f. **JLCD-F1 Medication Administration Authorization Form:**
- g. **JLCD-F2 EPI Pen Medication Administration Form:**
- h. **JLCD-F3 Inhaled Medication Administration Form (Self-Administration)**
- i. **JLCD-R Administering Medication to Students:** This policy is required by law. **MOTION:** S. Peters **MOVED** to update Policy JLCD and JLCD-R and adopt F1, F2 and F3 as presented by the NHSBA with no edits and forward to the full Board as a first read. **SECOND:** W. Wright. **VOTE:** Unanimous for those present. **Motion passes.**

**10. Remaining Backlog** [Policy Log / Status Review](#): K. Noonan reviewed the backlog and explained it grew due to the Spring Bulletin and another Special Bulletin.

**11. Policy Update Checklist:** K. Noonan explained the checklist would be beneficial to new members. S. Peters said it could be adopted and brought forward. W. Wright said the committee should adopt it as a good guideline. K. Noonan would like to update Policy BGC and add the checklist as an appendix. Policy BGC will be on the next agenda.

S. Peters commented if there are grammatical errors the committee could correct without bringing it to the Board. C. Toomey said the Board may still want to know. K. Noonan said small corrections could be brought forward on the rationale sheet and format and editing could be in the minutes.

**12. Assignments and Agenda for Next Meeting:** Policy BGC, BGC-R-checklist, Title 9 Special Policy

**13. Public Comments:** There were no public comments.

**14. Motion to Adjourn: MOTION:** W. Wright **MOVED** to adjourn the Policy Meeting at 7:56 PM. **SECOND:** C. Toomey. **VOTE:** Unanimous for those present. **Motion passes.**

Respectfully submitted,

Laura L. Aivaliotis  
MRSD Recording Secretary