

Franklin School Board-Policy Committee Meeting

DRAFT

MINUTES

SEPTEMBER 12, 2023

6:16PM

FRANKLIN SAU OFFICE

MEETING CALLED BY	Christie Martin
TYPE OF MEETING	Policy Meeting
FACILITATOR	Christie Martin
NOTE TAKER	Colleen Conway, Board Clerk
TIMEKEEPER	Colleen Conway, Board Clerk
ATTENDEES	Christie Martin, Maureen Aube, Tim Dow, Dan LeGallo and Colleen Conway (Board Clerk)
ITEM #1 APPROVAL OF PRIOR MINUTES	April 6, 2023 – Motion made <u>Tim Dow/Maureen Aube</u> to approve minutes as presented – unanimously passed

ITEM #2

Policy DJE – BIDDING REQUIREMENTS

DISCUSSION	Recommended – This Policy is up for review because some of the language is confusing. The process of bidding and acquiring of quotes. Superintendent LeGallo checked around and some districts use the \$250,000 Federal minimum to require a sealed bids while others set their own levels. This Committee can come up with a proposal to give the Board. A minimum suggested \$75,000-\$100,000 to keep it lower for transparency.	
CONCLUSIONS	Edit current policy to change \$10,000 to \$100,000	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1 ST READ – 2 ND READ	Dan LeGallo	9/18 & 10/16/23

ITEM #3

Policy EFAA – MEAL CHARGING

DISCUSSION	Priority/Required by Law - Related Policies: JLCF, EF, EFA & EFE: NHSBA revised sample policy May of 2017 will now be required by Law. The District currently has procedures only. The related policies are all JLCF (adopted May of 2023); EF (revised in June of 2021); EFA was last reviewed in the NHSBA 2017 audit and found to be OK. This was not added back during the 2017 review although it was listed as required by law. The USDA has been accepting our "Procedures" and that of the other Districts but have informed the Food Service Director that we need to adopt a policy. It was suggested that we table this for further review by the Superintendent and Director.	
CONCLUSIONS	Adopt NHSBA – reviewed by Food Service Director; Place EFA and EFE on the next Agenda.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tabled for next Agenda and place EFA and EFE for review	Dan LeGallo	Next Meeting

ITEM #4

Policy JFABB – FOREIGN EXCHANGE STUDENTS

DISCUSSION	Recommended – The District does not currently have a policy, however, historically we accept up to 5 students per year. This NHSBA policy does not match the current directives from the Board to the Superintendent. This came to the committee because there was an issue of residence with a recent request. Accepting this student did not put us above the number of 5. This as a directive is sufficient. If we add a policy it could be cumbersome.	
CONCLUSIONS	Not a current Policy – Pass	

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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pass on this policy	Colleen Conway	9/12/23

ITEM #5

Policy JFABB-R – INDEX FOREIGN EXCHANGE STUDENTS

DISCUSSION	Recommended Procedure -	
CONCLUSIONS	Follows from item #4 – Pass on this procedure	
ACTION ITEMS	PERSON RESPONSIBLE	ACTION ITEMS
Pass on this policy	Colleen Conway	9/12/23

ITEM #6

Policy JICA – STUDENT DRESS CODE,

DISCUSSION	Optional policy - Related Policies: JIC: The current District policy is coded JFCA, but that is a typo. Past consideration of this policy has resulted maintaining the current District Policy and defining Dress Codes in Student Handbooks which are ultimately approved by the Board. This policy was reviewed at the prior meeting and tabled to review once the handbooks are approved. The current policy refers to this.	
CONCLUSIONS	Fix typo of F to I “JICA” and mark as reviewed.	
ACTION ITEMS	PERSON RESPONSIBLE	ACTION ITEMS
Reviewed	Colleen Conway	9/12/2023

ITEM #7

Policy JLCA – PHYSICAL EXAMINATION OF STUDENTS

DISCUSSION	Recommended policy - Related Policies: JFABD, JLC & JLCD Related Forms: JLCA-R & JLCD-R: After reviewing and comparing the NHSBA policy and the FSB policy, the committee suggested deleting the 2 nd sentence in the 1 st paragraph, and changing JHG to JLF in section D.	
CONCLUSIONS	FSB policy with edits	
ACTION ITEMS	PERSON RESPONSIBLE	ACTION ITEMS
1 ST READ – 2 ND READ	Dan LeGallo	9/18 & 10/16/23

ITEM #8

Policy JLCA-R – FAMILY PHYSICIAN’S REPORT OF PHYSICAL EXAMINATION

DISCUSSION	Recommended Form: the committee reviewed the form and is satisfied with the current version.	
CONCLUSIONS	Reviewed as is	
ACTION ITEMS	PERSON RESPONSIBLE	ACTION ITEMS
Reviewed	Colleen	9/12/2023

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ITEM #9

Policy KF – USE OF SCHOOL BUILDINGS AND FACILITIES & COST SCHEDULE

DISCUSSION	Recommended policy - Related Policies: ECA Related Forms: Request for use of School Facilities should go to the Superintendent or his designee for approval. Maureen Aube did some research on the use of School buildings by Church Groups. She shared her findings with the committee and it was recommended that she share that with the Board on the current request. Superintendent LeGallo reviewed the fee schedule with the Business Administrator and they have not recommended changes to the Fee Schedule.	
CONCLUSIONS	Edit current policy from “the school principal” to “the Superintendent”. The following fees are adjusted Copier from .05 to .10, Folding chairs from .25 to .50 and folding table from \$1 to \$2.	
ACTION ITEMS	PERSON RESPONSIBLE	ACTION ITEMS
1 ST READ – 2 ND READ	Dan LeGallo	9/18 & 10/16/23

ITEM #10

NEXT MEETING	LOCATION	TIME
Wednesday, October 4, 2023	Franklin SAU Office	6:30 pm
OBSERVERS	None	
RESOURCE PERSONS	Colleen Conway, Board Clerk	
SPECIAL NOTES	EFAA, EFA, EFE and possibly Fall Legal Updates	

MOTION TO ADJOURN WAS MADE AT 7:25 PM BY TIM DOW/CHRISTIE MARTIN AND WAS PASSED UNANIMOUSLY.