

**Governance & Human Resources Comm. Meeting Minutes**  
**JUNE 6 at 12:15 PM**

Present: Barbara Halevi, Lisa Petralia, John Dagianis, & Tom Malone

**1. Preparation for July 25 Retreat--Tom M.**

- a. Tom Dougherty Chairing SWOT/strategic planning at Retreat has been confirmed by Tom M.
- b. Board of Trustees Self-Assessment via the NH Center for Non-Profits (2017-18 attached): **Needs to be completed by all Board members and needs to be returned ASAP.**
- c. Skills Map Survey: Presently being updated by Tom. Waiting for Amanda's and Barbara's return.
- d. Status of any RSA changes that might affect planning--Don  
Most Bills affecting schools are presently Dormant  
State Budget not finalized yet. Governor's budget included Lease support. Full funding of Kdg. and \$370 per pupil increase proposed for fall. Free/reduced lunch support from state might be forthcoming to schools?

**2. Follow up on Physical Restraint policy:** Policy as revised and proposed by Atty. Marr was further revised by committee. Committee members revisions were primarily intended to simplify and clarify language on "Time Out" vs. "Seclusion".

**Motion:** To approve Physical Restraint Draft Policy as amended for recommendation to board.  
Made by: Barbara, Second: Lisa, Vote: Unanimous Approval (See draft of policy attached)

**3. Human Resources Update--Lisa Petralia**

- a. Employee files--some missing employee info. and 99 forms have been updated
- b. New hire letter--is in process by Lisa.
- c. Employee insurance waiver form has been created for employees waiving benefits

**4. Review of By-Law changes:** Membership dues, trustee orientation, Committee preparation & revise trustee removal process. **TABLED**--in order to take up new draft policy business Motion:  
Made by Tom, Second: Lisa, Vote: Unanimous Approval

**5. New Business: Student Conduct, Discipline and Due Process Policy Draft**

Amy reported that we do have bullying procedures and discipline in handbook and reference to due process. The BOE asked at the renewal meeting that we so state

that in the policy so parents can refer to more details there. Hence, why we are updating the policy. We also want to be clear on the legal references.

Ex in bullying procedures, it talks about timelines, investigations, etc.

Amy made edits... please check. Took out the due process will be printed in detail in handbook, as we refer to the policy in handbook, so no need.

**Motion:** To approve Student Conduct, Discipline and Due Process draft Policy as amended for recommendation to Board. Made by: Lisa, Second: Barbara Vote: Unanimous Approval (See draft of policy attached)

**Adjourn:** Motion to Adjourn at 2:45 PM. Made by: Tom, Second: Lisa, Motion carried unanimously.