

# Policy Committee

## Minutes

September 19, 2017

6:00 PM, SAU Offices

<b>Members</b>	Rich Cahoon - Chair, Janine Lesser, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Marian Alese, Ann Forrest  Attendees: Stephan Morrissey, Janine Lesser, Rich Cahoon, Kristen Reilly, Myron Steere, Kimberly Saunders, Ann Forrest
1.	Meeting call to order: Rich Cahoon called the meeting to order at 6:01 PM.  1) Approval of August 22, 2017 Minutes – Rich Cahoon moved to accept the August 22 <sup>nd</sup> minutes as written. Janine Lesser seconded; unanimous.
2.	<b>Policies to the Board</b>  The following policies are being presented to the Board for a second read: <ul style="list-style-type: none"><li>➤ GBEF: Acceptable Use Policy – Staff</li><li>➤ JRA: Student Records (rescinding JO at this adoption)</li><li>➤ KD: School District Social Media Websites</li></ul> Rich Cahoon asked that we add Policy IJOA: Field Trip policy to the October agenda.  He also asked whether or not we want a policy on creating new sports. It's all a bit strange and inconsistent. Ms. Saunders will check with the Sunapee District to inquire about their sports team creation policy.  Rich Cahoon is going to ask for this during the budget process. He feels the dollar amount that we spend on athletics is a shocking number. Kimberly feels that is true, especially when compared to other programs, such as Science or the ATC.
3	<b>Current Business:</b>  NHSBA Spring 2017 Spring Policy Update  Policies include: <ul style="list-style-type: none"><li>➤ ADB/GBEC: Drug-free Workplace/Drug-free Schools – at minimum, this policy requires a Legal Reference update and an addition paragraph from the NHSBA version (see #8, regarding signage).</li></ul> What is the purpose of the signs? It is a legal statement. We will add the legal reference “Drug Free School Zone” signs (see # 8).  <b>ACTION:</b> After edits, we will send this policy for a first read at the Oct. 3 <sup>rd</sup> meeting.

- BCB: Conflict of Interest – at minimum, this policy requires an RSA reference update. Also, do we want to revise our call letter to align with NHSBA? Our policy is BBFA.

BBFA and BCB are similar. We will need to change our call letter to BCB. We also need to include RSA 95:1. Stephan Morrissey pointed out that our Nepotism clause is stronger than the newer NHSBA version. Rich Cahoon feels we should keep it because it is limited to only Board members and the Superintendent. Stephan Morrissey wanted to understand our policy more clearly.

Rich Cahoon indicated he does not object to a rewrite. We also have the option of waiving our policy in a specific situation.

Ann Forrest asked if we should also include the Superintendent in the Vendor Relations paragraph.

Rich Cahoon asked about the purchase limit amount of \$200. He feels it is low, but it is in RSA. He would rather not include the competitive bidding process blurb.

**ACTION:** Kimberly will rewrite some of the content and we will bring to the next meeting. Strike #1, after checking RSA (Kimberly).

- BEDC: Quorum – no review required at this time.

**ACTION:** After some discussion, the committee decided to adopt the NHSBA model and will send it for a first read at the October 3<sup>rd</sup> meeting.

- ECAF: Audio and Video Surveillance on School Buses – at minimum this policy needs an update in the number of days a video can be retained, from 30 to 10.

Rich Cahoon asked if we have signage on the buses, noting that videotaping is occurring. Yes. Stephan Morrissey asked if the bus company is aware of this change. We will notify them upon adoption.

**ACTION:** This revised policy will go for a first read at the Oct 3<sup>rd</sup> meeting.

- EFAA: Meal Charging – we do not have this priority policy; NHSBA has included an explanatory memo with the policy.

Kristen Reilly asked if we, in the future, plan to provide free breakfast and lunch for all students. We do not want to change the meals. We no longer do athletic meals for away games.

Rich Cahoon asked if we can offer all parents the option of completing a free and reduced lunch application. Superintendent Saunders does not think we can force them but she will research this. The new invoicing system is slow. Ann Forrest indicated the building level cannot see delinquent accounts. It would be helpful to have that type of information early on.

Where do we draw the line before we pursue collections on accounts? Janine Lesser asked if we looked at other Districts for information. At one point we had collections equaling \$25,000.

Ann Forrest does not think the Federal School lunch program is retroactive, unless we file within the appropriate timeframe.

What is the process for notifying parents when bills remained unpaid? At what amount do we raise the flag?

Rich Cahoon would rather see the procedure, rather than the process/policy.

1<sup>st</sup> trap door: not ever **not** feeding a child; also not feeding them something different  
Parents must apply for Free & Reduced each year.

Janine Lesser would like to investigate at what point do we initiate collections? 1. F & R form, 2. Send bill. 3. Do we give them till the end of the school year to either pay, or apply for F & R. Rich Cahoon does not think we can send to collection with just a screen shot. We will have to have a round of billing. If we go to collections, the SAU will present the proof of attempts to collect the debt and then approach the School Board for Collection approval, once our process is exhausted.

We will continue with this policy at our October 3<sup>rd</sup> meeting.

Motion to adjourn made by Stephan Morrissey, seconded by Kristen Reilly; unanimous.

**Meeting adjourned at 7:01 PM.**

For Oct. 3<sup>rd</sup> Discussion:

- IHAMA: Teaching About Alcohol, Drugs, and Tobacco – the category has changed from Recommended to Priority. Legal References need to be added.
- IHAMB: Teaching about Self-Protection – Presently, we do not have this Recommended policy.
- JLCK: Special Physical Health Needs of Students – Presently, we do not have this Priority policy.
- JLD: School Guidance and Counseling Program – the category for this policy has changed from Priority to Recommended. Additional content has also been introduced.
- JLIF: Receipt and Use of Sex Offender Registry Information – this is an Optional policy that we do not have.
- ILD/ILD-R: Non-Educational Surveys and Questionnaires

**A Policies: for Review**

- AA: School District Legal Status – no update required.
- AC: Non-Discrimination – no update required.
- AD: Education Philosophy – no update required.
- ADC: Use of Tobacco Products Strictly Prohibited In/On All School Facilities and/or Grounds – no update required.
- ADD/EBB: School Safety – Presently we do not have these Recommended policies.

	<ul style="list-style-type: none"> <li>➤ AE: Accountability – no update required.</li> <li>➤ AFB/CB/CBI-R: School Superintendent/Evaluation of the Superintendent and Goal Setting – update required.</li> </ul>
4.	<p><b>Pending Discussions:</b></p> <ul style="list-style-type: none"> <li>➤ JLCC: Head Lice - the Nurses will return for the October 17<sup>th</sup> Policy meeting.</li> <li>➤ JLCD &amp; JLCD-R: Administering Medication to Students – October 17<sup>th</sup>.</li> </ul> <p>Below is our original list of Strategic Plan related policies from August 2016 with determination of committee ownership: Status Report?</p> <ul style="list-style-type: none"> <li>○ Class size: IIB -- presented to Education Committee</li> <li>○ Communications: BHC, GBD; Communications Committee</li> <li>○ Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee</li> <li>○ Graduation Requirements: IKF; Education Committee (no changes as of yet)</li> <li>○ Community Partnerships: KCB; Communications</li> </ul>
5.	<b>Non-Public: RSA 91-A:3,II</b>
6.	Next Meeting: October 3, 2017