

# Policy Committee Minutes

April 18, 2017

6:00 PM at the SAU Offices

<p><b>Members</b></p>	<p>Rich Cahoon - Chair, Janine Lesser, Thomas Kelly, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Marian Alese</p> <p>Attendees: Rich Cahoon, Tom Kelly, Janine Lesser, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Ann Forrest, Myron Steere</p>	
<p>I.</p>	<p>Meeting call to order: The meeting was called to Order at 6:00. Myron Steere nominated Rich Cahoon to continue on as Chairperson for this Committee. The vote was unanimously in favor of the nomination.</p> <p>Rich Cahoon then appointed Tom Kelly to be the communications committee liaison from Policy Committee.</p> <p>1) Approval of April 4<sup>th</sup> Minutes: Motion to approve minutes made by Rich and Tom, seconded by Janine. All in favor.</p>	
<p>2.</p>	<p><b>To School Board:</b></p> <p><b>First Read:</b></p> <p>1) JLIE: Student Automobile Use (This policy went for a read a year ago, so we are resubmitting as a first read.)</p> <p>2) KB: Title I Parent Involvement in Education - we can submit with errors and Ann will discuss they exist. There was much discussion regarding the ambiguity of this policy. The intent is not clear as presented. Does the title change add to the confusion? We will have to take a look at the Title I regulations.</p> <p>Rich suggested we pull this from tonight's Board agenda and we will address the issues mentioned tonight.</p> <p><b>Action:</b> We will pull this policy from tonight's Board agenda and discuss further at our next Policy meeting.</p>	
	<p><b>Current Business:</b></p> <p>1) KD: School District Social Media Websites (this is the NHSBA version) --- deferred</p> <p>2) JRA: Student Records (new call letters) As requested, I have also Included the NHSBA version JRA: Student Records and Access, which I have converted to our template.</p> <p>Additionally, the newest versions from Legal are included. They include the newly titled JO/JRA, the accompanying R-procedure, and the new Opt-out Directory Information</p>	

form.

Kimberly recommends that we use the version that was drafted by Legal; this also includes an “R” procedure. There were questions regarding the specificity of the people who might have access to student records. There was also a question regarding Student ID numbers being labeled “Directory Information”. Rich would like to know why Legal noted the Student ID.

Janine wondered about the Student ID number to identify nonstudent specific information for data collection or surveys. Directory information is information that can be released without permission. Our ConVal Newsletter distribution list (email addresses) is public record.

Rich requested that Legal articulate the term “Student ID”. Parents have the ability to opt out of the Directory Information piece.

**Action:** Kimberly will bring it to Dean’s attention.

- 3) GBEF: Acceptable Use Policy – Staff --- deferred
- 4) GBEF-F: Agreement for Authorized Use of District-Owned Equipment – Staff --- deferred
- 5) GBK: Staff Concerns, Complaints, and Grievances – This goes back to Dave Martz asking about CVEA grievances and a form of record. Our legal representative indicated grievances are nonpublic (when looking at an individual one). Is it both the union’s responsibility to post the grievance? It is the management’s role to develop the form used for posting the grievance. Kimberly will address this with Leadership and Legal.

**Action:** Kimberly will seek feedback from NHSAA regarding how this is handled.

Rich mentioned employees who are suspended or on leave. The public should know if this tends to be a pattern and if so, should this information be released.

**Action:** Kimberly will also speak to Legal about this.

- 6) EHB: Record Retention (Right to Know Policy, with attached Amendment 91A:3-5) – Rich asked that we look at this Record Retention policy. Also included is the EHB-R (procedure).

Presently we do not have an “R” for this policy. Rich asked if HR has a termination Procedure. We can adopt this as a policy and then draft the procedures. This will go for a first read at the May 2<sup>nd</sup> School Board meeting.

4.

**Pending Discussions:**

- NHSBA Updated Policies – pending
- ACE: Procedural Safeguards: Nondiscrimination on the Basis of Handicap/Disability (both versions)
- GBCD: Background Investigation and Criminal Record Check
- JCA: Change of School or Assignment (to legal counsel)

	<ul style="list-style-type: none"> <li>➤ IHBA: Programs for Students with Disabilities – a lot of this language is very legal and specific. Do we want to send this to legal? Marian indicated there is a lot that no longer applies. Rich asked if Swift may have more changes? Kimberly will discuss with Legal (see above)</li> <li>➤ JICHB: Substance Abuse – I’ve inquired as to the status of this policy.</li> </ul> <p>Nurses returning in late May for further discussion on the following two policies:</p> <ul style="list-style-type: none"> <li>➤ JLCD &amp; JLCD-R: Administering Medication to Students – Lise Lemieux and Linda Compton will speak to both JLCD and JLCD-R, which they have reworked.</li> <li>➤ JLCC: Head Lice - the Nurses will bring their parental literature as well as procedural information. I have also included the NHSBA version of JLCC, entitled <u>Communicable Diseases</u></li> </ul> <p>Below is our original list of Strategic Plan related policies from August 2016 with determination of committee ownership: Status Report?</p> <ol style="list-style-type: none"> <li>a. Class size: IIB -- presented to Education Committee</li> <li>a. Communications: BHC, GBD; Communications Committee</li> <li>b. Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee</li> <li>c. Graduation Requirements: IKF; Education Committee (no changes as of yet)</li> <li>d. Community Partnerships: KCB; Communications</li> </ol> <p>Meeting called at 6:51 PM. Move to adjourn by Stephan Morrissey, seconded by Tom Kelly.</p>	
4.	<b>Non-Public: RSA 91-A:3,II</b> (resumes after District Meeting)	
5.	Next Meeting: May 2, 2017	