

Policy Committee

Minutes

May 2, 2017

6:00 PM at the SAU Offices

Members	Rich Cahoon - Chair, Janine Lesser, Thomas Kelly, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Marian Alese Attendees: Tom Kelly, Janine Lesser, Stephan Morrissey, Kimberly Saunders Arriving late: Rich Cahoon, Myron Steere, Ann Forrest Absent: Kristen Reilly	
1.	Meeting call to order: Meeting called to order, by Stephan, @ 6:04 1) Approval of April 18 Minutes -- Tom Kelly moved to accept the minutes as written. Janine Lesser seconded.	
2.	To School Board: Second Read: 1) JLIE: Student Automobile Use -- Motion to move for a second read by Tom Kelly, seconded by Janine Lesser. Unanimous	
	Current Business: Policy <i>EHB: Data/Records Retention</i> was flagged to go for a first read tonight, but I have no edits to the 2013 policy. I did not put this on the School Board agenda; however, it can be added as a late entry. From previous agenda: EHB: Record Retention (Right to Know Policy, with attached Amendment 91A:3-5) – Rich Cahoon asked that we look at this Record Retention policy. Also included is the EHB-R (procedure). Kimberly Saunders disclosed that we recently learned that we now must retain all IEP records until the student’s age is 60 years old. Dean Eggert, Legal, will help us to look at the “R” Procedure for this. Kimberly is concerned as to how we are going to retain all this data. ACTION: To Legal for review. Others ➤ KB: Title I Parent Involvement in Education (continued from previous meeting). Janine Lesser asked if Title 1 requires a separate policy. This policy has both our DOE stamp, as well as our attorney’s approval. Action: Motion to move for a 1st read on May 16, first by Tom Kelly. Seconded by Janine Lesser. ➤ KD: School District Social Media Websites (this is the NHSBA version). Our version is from 2008. We will defer to next meeting in order to receive the newest version from Legal. Action: Defer to May 16 meeting.	

	<ul style="list-style-type: none"> ➤ GBEF: Acceptable Use Policy – Staff ---Kimberly and Legal spoke of this policy at length. Legal advice is to not have staff using their own devices. He agrees email, etc, is our property and if employees are downloading on their own device, this can be problematic. He thought about adding in the agreement part of authorized use, we will be crystal clear. Stephan pointed out that the use of personal devices is so prevalent, how do we control it. <p>Dean did speak about encryption, and Kimberly and Brian Grattan will have this discussion. There are a number of staff members who need a phone.</p> <p>Action: We will discuss further at May 16th meeting.</p> <ul style="list-style-type: none"> ➤ GBEF-F: Agreement for Authorized Use of District-Owned Equipment – Staff 	
4.	<p>Pending Discussions:</p> <ul style="list-style-type: none"> ➤ JRA: Student Records (Attorney’s rewrite, entitle JO) – pending from 4/18/17 meeting Kimberly asked Dean why he created those specific list. He said he would not strike identifying information on a badge, but if we do not put that data on a badge, it is not an issue. Action: We will wait for Rich to arrive to discuss further. Move to May 16th agenda. ➤ GBK: Staff Concerns, Complaints, and Grievances -- pending from 4/18/17 meeting Kimberly followed up on several questions: Presently we do not have any requirements for posting grievances. Legal does not recommend posting unless we negotiate this entire process. Legal indicated that should the Union choose to post, they are entitled to do so. Stephan Morrissey does not see a benefit to post grievances. Tom Kelly asked why are we getting involved. Leave it to the Union. <p>Another question was that we sometimes present limited information. Until a decision is made, Legal indicated the information should be vague, lest the Board be asked to hear the case at a later date. It does also depend on the context; if you’ve received information and the bargaining unit found out about it, you could be removed from the arbitration. Once resolved then it is no longer an issue.</p> <p>There was another question about staff being on extended leave. We can only disclose whether it is paid or unpaid. The Board could certainly make a decision on how this might be handled. We will not move forward with policy GBK.</p> <p>NHSBA Updated Policies – pending: We should be receiving updates from NHSBA soon.</p> <ul style="list-style-type: none"> ➤ 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) this policy is all set; no changes necessary ➤ 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 	

	<p>applies. Rich asked if Swift may have more changes? Kimberly will discuss with Legal (see above) – awaiting possible changes from NHSBA.</p> <ul style="list-style-type: none"> ➤ JICHB: Substance Abuse – I’ve inquired as to the status of this policy. Invite to next meeting. <p>Nurses returning in late May for further discussion on the following two policies:</p> <ul style="list-style-type: none"> ➤ JLCD & JLCD-R: Administering Medication to Students – Lise Lemieux and Linda Compton will speak to both JLCD and JLCD-R, which they have reworked. ➤ JLCC: Head Lice - the Nurses will bring their parental literature as well as procedural information. <p>I have also included the NHSBA version of JLCC, entitled <u>Communicable Diseases</u></p> <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"> a. Class size: IIB -- presented to Education Committee a. Communications: BHC, GBD; Communications Committee b. Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee c. Graduation Requirements: IKF; Education Committee (no changes as of yet) d. Community Partnerships: KCB; Communications 	
4.	<p>Non-Public: RSA 91-A:3,II (resumes after District Meeting) We will now have to open individual envelopes.</p> <p>Meeting adjourned at 6:35 by Janine Lesser, seconded by Tom Kelley.</p>	
5.	<p>Next Meeting: May 16, 2017</p>	