

Policy Committee

Minutes

June 6, 2017

6:00 PM, SAU Offices

Members	Rich Cahoon - Chair, Janine Lesser, Thomas Kelly, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Marian Alese Attendees: Rich Cahoon, Tom Kelly, Kimberly Saunders, Kristen Reilly, Myron Steere, Janine Lesser, Steve Bartsch, Stephan Morrissey, Ann Forrest	
1.	Meeting call to order: Rich called 1) Approval of May 16, 2017 Minutes. Tom Kelly motioned to accept the May 16 th minutes as written. Seconded by Janine Lesser. Unanimous.	
2.	To School Board: Second Read: 1) KB: Title I Family Involvement in Education	
	Current Business: ➤ JICHB: Substance Abuse – Continued from May 16 meeting: included policy contains edits from the May meeting. The revised version of this policy was distributed at the meeting: Here are the “searchable areas/ items” identified in policy JIH: <i>1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.</i> <i>2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.</i> <i>7. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade</i>	

knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

The Committee decided to postpone the discussion of **Reasonable Suspicion** to a future meeting. The majority of this discussion focused on 18-year old students.

Steve Bartsch spoke to the revised policy. He mentioned the change to the first heading, One a student turns 18, their FERPA rights transfers to them. But, if a student is claimed as a dependent, either parent can have access to these records. Rich Cahoon asked how we identify those students. Both Steve Bartsch and Kimberly Saunders indicated that the school usually know about those students who are not living at home.

Rich Cahoon asked about Reasonable Suspicion for the 18-year old students. If a student is 18 they are not a minor. An 18-year old can refuse to be searched, including backpack, but school lockers can be searched. Autos can, but only if a release had been signed.

What do we do when making a report/call when the home life of the student may not be ideal? If reporting a consequence to a parent, we would be reporting the violation. If we're worried about the safety of the child, we should look to work the policy to consider different avenues of reporting. We need to clarify what happens to 18-year old during a search.

Steve Bartsch indicated that over the summer, the schools would work on their own procedures.

**ACTION: Kimberly will follow up with Legal (for both this policy and JIH).
Submit for a first read on June 20th.**

➤ GBEF: Acceptable Use Policy – Staff

The blue text is information from Legal. We can do a kill switch on a district phone, but not on employee phones. Rich Cahoon is more concerned with staff email accounts. What would happen if one deletes all their email because they are being sued? Kimberly Saunders will discuss an email retention policy, as part of the acceptable use policy. Ms. Saunders would like to finalize this policy and form before the start of school. What if the employee is required to have a laptop, from building to building, and it gets dropped, etc. Who is responsible for the damage? How do we, as a district, ensure our equipment is safe? Ms. Saunders indicated we would try and work with the staff member. Ms. Saunders can will call Primex to see if they have any type of insurance program.

ACTION: Back to Dean for a final review and then we will go for a 1st ready for the June 20 meeting.

Post script: Dean Eggert is in Africa until early July.

➤ GBEF-F: Agreement for Authorized Use of District-Owned Equipment – Staff

➤ JRA: Student Records (Attorney's rewrite, entitle JO) ; continued from last meeting

This is the version received from Legal. Rich Cahoon indicated that in this version the school official is defined much more strictly than that of the statute. Ann Forrest asked what happens if someone is in the building who does not understand they cannot disclose student information. What if it is a contracted employee? How are they informed and held accountable? This is about a child's educational record, which is much larger than a student's Cumulative folder.

	<p>Is there a way to put the onus on the contract company? ACTION: Kimberly wants to discuss this further with Legal. Carol will check Adult student references.</p> <p>Next meeting will be a one agenda item, GBEF: Acceptable Use Policy to be sent as an email only agenda.</p> <ul style="list-style-type: none"> ➤ KD: School District Social Media Websites --- Rich Cahoon raised a question on the paragraph that became more involved. Social media sites do not offer an expectation of privacy. We will move definition to the front of the policy. <p>Move to adjourn at 6:57 PM made by Stephan Morrissey. Seconded by Krista Reilly. All in Favor.</p> <p>FYI: Index of NHSBA Policy Update: Spring 2017 – to be discussed/reviewed at a future meeting.</p>	
4.	<p>Pending Discussions:</p> <ul style="list-style-type: none"> ➤ EHB: Record Retention (Right to Know Policy, with attached Amendment 91A:3-5) – Kimberly has sent this to legal for review. ➤ JLCC: Head Lice - the Nurses will return for the June 20th Policy meeting. ➤ JLCD & JLCD-R: Administering Medication to Students – June 20th. ➤ Reasonable Suspicion <p>NHSBA Updated Policies – pending</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 ○ 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) <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"> a. Class size: IIB -- presented to Education Committee ○ Communications: BHC, GBD; Communications Committee ○ Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee ○ Graduation Requirements: IKF; Education Committee (no changes as of yet) ○ Community Partnerships: KCB; Communications 	
4.	Non-Public: RSA 91-A:3,II	
5.	Next Meeting: June 20, 2017 via email.	