

**POLICY COMMITTEE**

October 16, 2018

SAU Finch Room

6:00 PM

**Minutes**

**Committee Members:**

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

**Attendees: Rich Cahoon, Stephan Morrissey, Jerry Wilson, Kristen Reilly, Janine Lesser, Crista Salamy, Myron Steere, Kimberly Saunders, Ann Forrest**

**1. Call to Order & Approval of October 2, 2018 Minutes**

**The meeting was called to order at 6:02 PM.**

**The motion to approve the minutes of October 2<sup>nd</sup> made by Stephan Morrissey; seconded by Jerry Wilson.**

**Kristen Reilly abstained.**

**All in favor. Minutes of October 2, 2018 meeting approved as written.**

**2. Policies to the Board:**

**The following policies are being presented to the Board for a second read:**

- a) BA: Evaluation of Board Operational Procedures
- b) JLCL: Life Threatening Allergies

**The following policies are being presented to the Board for a first read:**

- a) BBA: School Board Powers and Duties: delete gender
- b) BEDB: Agenda Preparation and Dissemination

**See Brenda Marschok for policies discussed at the Communications Committee meeting, as Stephan Morrissey spoke to these policies at the Communications Committee meeting.**

**3. Policies for Review:**

**Coming Back From October 2<sup>nd</sup> meeting:**

The meeting did not follow the sequential order of the policies as listed in this agenda.

- a) BEDG: Minutes (Included is a copy of our Non-Public policy, BEC, and highlighted the reference regarding sealed minutes/board member review.

- b) EFDA: Overdue Accounts

Kimberly Saunders spoke to what the District wants to do when we have overdue accounts. She spoke about Café Services; however food service is not the only area where we have a deficit. We need to come up with a very clear, systematic process. We have steps but they are not very effective. The Board has to be firm on the process to collect. Janine Lesser spoke of the

possibility of making robo calls; calling every day until payment is made. This policy refers to food service, but we need to broaden the language to include others areas besides food service. How do we distinguish who is really in need and who might be responsible for monitoring the deficits? Ann Forrest indicated it cannot be the building principals. It has to be in the Finance office. It was raised that sending to collections will affect a family's credit. How do we differentiate? Claremont sent all their overdue accounts to collections. Can we find someone who will take on our small claims?

Janine Lesser asked if parents are responsible for signing a contract? Would this be a binding agreement?

Stephan Morrissey asked about suspending secondary activities until the parent completes the paperwork (in response to the status of the lack of payment). What about a threshold (specific dollar amount, like \$250). This might result in an actual phone call.

Kristen Reilly expressed her dislike for the K12 payment system. There are a number of payment vendors that interact with PowerSchool. Rich Cahoon wonders how many people who aren't paying their debt do not have Internet access. Kristen Reilly likes the idea of a real person reaching out to the families.

What do we want as a threshold? Kimberly Saunders would like to go back over the numbers to see where families are. She wonders how the work will be done and by whom.

Janine Lesser asked how the process works for a parent who owes over \$100. Will they get an email and/or a letter? Sometimes. Rich Cahoon feels it's an issue with the K12 system also. Notification depends on how the parent sets up the notification. Once a zero balanced is reached, there is notification; however, the Superintendent is unsure when a letter goes out. Janine Lesser indicated it sounds like the system is all over the place. She asked who will do the work. Ms. Saunders does not know until she investigates further.

We should not be chasing petty amounts in small claims court. Can we provide advanced warning and/or payment plans (which we do already) so that the dollar amounts do not become exaggerated? A Chromebook loss is around \$220...should this be our threshold? This is theft if the Chromebook isn't returned.

Rich Cahoon feels parents should be able to pay for all expenses on K12 system. We need to be able to consolidate quickly. There is a charge for the K12 service. Presently, separate accounts within K12 are not workable (we think). We will not find any system that is fee-free. Kimberly. What about a hardship waiver? We will need to closely monitor the robo calls once payment is made, should we go that route.

**ACTION: Ms. Saunders will come back with a hard line, to identify where it becomes reasonable to go to forth for collections.**

c) JFAB: Admission and Tuition of Non-Resident Students

d) JKAA: Use of Restraint, Seclusion, and Physical Contact

The reason this was held back was due to the question around the use of child vs. student. Ann Forrest indicated that the RSA uses the term child and defines it as "a person who has not reached the age of 18 years or who is not under criminal prosecution". **Check the RSA.** Do we restraint 18 year old students? In rare circumstances.

Rich Cahoon noted that in a prior edit, we changed extreme circumstances to circumstances defined by this policy. He is concerned that we are tying the hands of the district. We train in LSCI and CPI. Though this policy sounds alarming, most of the restraints that occur last only seconds. It's hard to say whether we have more occurrences, as the reporting guidelines have changed.

Ann Forrest is concerned that the law has changed and presently we have a policy that is not in compliance with the law.

**ACTION:** Send for a first read at Nov. Board meeting.

Rich Cahoon asked to include the Distance Learning policy on a future agenda, once it is back from the Education Committee. We have not authorized credits by distance learning.

#### 4. **New Policies for Discussion**

a) CHCA: Approval of Handbooks and Directives

Presently we do not follow this policy. Our handbooks should align with our policies. Rich Cahoon would like to include that the Board should be reviewing and approving our school handbooks. Other Districts in the area do review handbooks.

Add that the Board will review handbooks annually.

Highlight changes in yellow?

Curriculum maps go to Ed Committee. At the high school no course can be added without a map.

**ACTION:** Add that the Board will review handbooks annually.

Highlight changes in yellow? Bring to next Board meeting.

The following policies fall under the Assessment category for the Strategic Plan:

b) IHBH: Extended Learning Opportunities

c) IHBI: Alternative Learning Plans

d) ILBA: Assessment of Educational Programs

e) ILBAA: High School Competency Assessments

f) IMBC: Alternative Credit Options

**Additional B Policy Review** -- this agenda includes only those B policies that have recently been updated by the NHSBA. Includes our version as well as the NHSBA version.

a) BEDG-R: Access to Minutes and Public Records

b) BCA: Note call letter change. No further action required.

c) BCA-R: Acknowledge of School Board Ethics Policy

**Pending from Past Meetings: Not in this packet**

a) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company

b) EEAG – Use of Private Vehicles on School Business: Changed “teacher’s to “employees” in paragraph two. The Superintendent wants to discuss Legal’s edits with Dean Eggart.

c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.

d) JLD: Guidance Counselors: awaiting feedback from Legal

#### 5. **Strategic Plan Related Policies: Not in this packet**

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report.

- a) Communications: BHC, GBD; Communications Committee
- b) Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee (see above)
- c) Community Partnerships: KCB; Communications

6. **Next Meeting:** November 6, 2018

Stephan Morrissey moved to adjourned. Motion seconded by Kristen Reilly.  
Meeting adjourned at 6:54 PM.

Respectfully submitted,

*Carol Hills*