

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: NOVEMBER 17, 2016

TO: PORTSMOUTH SCHOOL BOARD

FROM: POLICY COMMITTEE

RE: NOVEMBER 17, 2016 MEETING MINUTES

Members Present: Leslie Stevens, Ann Walker, Steve Zadavec and Kathleen Dwyer

Others Present: George Shea and Paulette Rouse

Policies Considered:

Evaluation of Instructional Program (IL)

Steve asked that George sit in on a discussion regarding this policy. At the previous School Board meeting there was public comment regarding an upcoming change to the honors courses for 9th graders. The issue had arisen whether or not the School Board authorizes all course offerings. Leslie stated that, in her memory, this has never been the case. Steve also shared that there are so many credit bearing opportunities for students and an ever-changing availability of different ways courses may be accessed. There is some pressure on the course offering finalization due to the print schedule, usually in December.

Kathleen indicated that a literal reading of the policy would require revision to not require Board approval of course offerings. In addition, George said that the Curriculum Council referred to in the Policy no longer exists in the format outlined in the policy, so that would also need revision. Steve said that a more formal method of reporting course offerings once or twice a year to the School Board would be advisable. He also indicated that the changes to the honors courses have no loss in the rigor of the courses.

The policy will be revised and brought back to the Committee in January.

First Aid and Emergency Medical Care (EBBC)

The Committee reviewed this policy and expressed concern over language in the policy requiring teachers to be aware of the physical conditions of their students. It was recommended to revise the policy from “teachers” to “appropriate staff”. Steve explained that Infinite Campus contains important medical information and some students are on Medical plans maintained by each school. Kathleen suggested referencing the recently approved Nursing Guidelines in this policy. The nurses had worked very hard to produce a comprehensive document regarding student health issues.

There was also discussion about language that mandated providing access to low cost student accident insurance paid for by the family of the student. Steve explained that this type of insurance is made available every year anyway and does cause some confusion regarding claims against the School Department for medical bill reimbursement in the case of student accidents. Kathleen suggested that the policy include clarity regarding the fact that the School Department does not carry medical insurance for the benefit of students.

Kathleen indicated that she will have Barbara Pamboukes review the policy prior to bringing the revised policy to the School Board in December.

Public Complaints about School Personnel, Employees, Students or Administration (KEB)

The Committee reviewed the policy and the Protocol for Handling Complaints. There are inconsistencies between the two and the policy will be revised to mirror the protocol. It also led to a discussion regarding how policies are updated for the student handbooks, particularly at the High School. After the meeting, Kathleen checked with Principal Lyons who indicated that her office updates the handbook as new policies or revisions are approved by the School Board.

The Board also reviewed the Model Policy, KE Public Complaints, regarding complaints and will compare this policy as a possible replacement for the current KEB.

The revisions to the policy will be brought back to the Policy Committee in December, along with KE, for final consideration before making recommendations to the School Board.

Revenues from Local Tax Sources (DEA)

This policy was reviewed in light of the recent concern by the Board regarding the elimination of the Outside Funding (DO) policy. The language from the Outside Funding policy was added to this policy and it is recommended to rename the policy to Revenues.

Outside Funding (DO)

Given the recommended changes to Revenues from Local Tax Sources (DEA) this policy is recommended for elimination.

Recommended Board Actions:

Revise and Reapprove: (Single reading)

Revenues from Local Tax Sources (DEA), including renaming the policy to Revenues

Policies Recommended for Deletion: (Single action)

Outside Funding (DO)

Next meeting: Thursday, December 8, 2016 9:00 a.m. Central Office