

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: MARCH 28, 2017

TO: PORTSMOUTH SCHOOL BOARD

FROM: POLICY COMMITTEE

RE: MARCH 21, 2017 MEETING MINUTES

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

Policies Considered:

Emergency Medical Care (EBBC)

Due to the weather related cancellation of the last School Board meeting, Policy EBBC will have first reading at the next School Board meeting scheduled on March 28, 2017. Kathleen shared that she had recently met with the School Nurses on a variety of issues and will be providing the Committee a written summary for the next Policy Committee meeting.

Employee Bonds (DH)

The Committee reviewed an outdated draft of Policy DH. There was a general discussion regarding what municipal employees are bonded, and who writes the bond. In addition, there was discussion about the number of employees that handle money and what the dollar limitations are regarding who would be covered by the bond. Kathleen will follow up and report back at the next meeting. No action was recommended until after Kathleen reports back.

Arts & Music Policy (IHAL)

Policy IHAL was reviewed and compared with an older version that had once been in the policy book. The current version correctly covers the teaching and performing of religious materials and is the updated version. No changes are needed to this policy.

Policy for Independent Evaluation of Students (IHBA)

An updated version of Policy IHBA is currently in the policy book entitled Special Education Independent Evaluations (IHBAB). The former policy had included a fee

schedule for various types of evaluations. The Committee questioned whether or not a fee schedule is currently in use and whether or not it needs updating. The Committee also questioned whether or not SAU 50 pays for its own independent evaluations. Kathleen explained that evaluations conducted by the Portsmouth School Psychologist are part of the services provided by the AREA agreement, but that she would check on other evaluations. Kathleen will follow up with Jeanette Souther.

Instructional Materials (IJ)

Policy IJ had apparently never been updated after the NHSBA review. The Committee reviewed the NHSBA model policy, made some changes and is recommending it for first reading at the April 11 School Board meeting. The new policy will be titled Instructional Resources. It also led to a discussion about the replacement of the wording "curriculum council". There are several School Board policies that still reference it and Steve will follow up with Paulette Rouse to pull those policies for correction.

School District Internet Access for Students (IJNDB)

Though the School Department does have an Acceptable Use policy, Policy IJNDB differs in that it more broadly requires the school to have procedures in place such as Acceptable Use, among others. Kathleen explained that these procedures were under scrutiny in the recent litigation involving a former employee and this policy would have been helpful (the fact that we follow the requirements of the policy was helpful). The NHSBA model policy will be sent to Tom Lotz for his review and input.

Non Policy Items:

Kathleen explained that her notes were not clear enough to make the requested changes to the MOU with the Portsmouth Police Department. Steve will send Kathleen his notes and the changes will be brought back to the next Policy Committee meeting.

Recommended Board Actions:

First Reading

Instructional Materials (IJ)

Follow-up Action Items:

Status of Fee Schedule for Independent Evaluations (Kathleen)

Policies referencing Curriculum Council (Steve)

Who are bonded employees and bond details (Kathleen)

Send Tom Lotz Internet Access for Students for review and input (Kathleen)

Provide Kathleen with police comments on MOU (Steve)

Next Meeting Agenda Items:

Student Assessment (IKA)

Patriotism (KMDA)

School Nurses Meeting review

MOU with Police Department

Special Education Independent Evaluations (IHBAB)

Next Meeting: Tuesday, April 18, 2017 9:00 a.m. at Portsmouth High School