

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: JULY 19, 2017
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: August 22, 2017 MEETING MINUTES

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

Non Policy Items Discussed:

MOU with Portsmouth Police

The MOU is complete and awaiting signatures. After the last meeting with the Police, final revisions were made and forwarded to them.

Information Sharing Protocol

Since the MOU between the Portsmouth Police Department and the Portsmouth School Department refers to an outdated Information Sharing Protocol between the towns and the City of Portsmouth, the Committee discussed how to address updating it. The Committee decided to work on a draft and then circulate it for comment.

Student Travel

Leslie brought up the issue of the student travel opportunities at the High School. While many are offered, she expressed concern that some families cannot afford it. She would like to explore a way scholarships could be made available to encourage more participation. She also said that the collective fundraising efforts do not seem to benefit enough students. Kathleen said that her daughter works for Education First, a large travel education company, and she will speak with her about how this is handled in the schools within which they work. She will bring information back to the next Committee meeting.

Policies Discussed:

Analysis and Assessment of the Instructional Program (IL)

Leslie requested that a workshop be scheduled with the Board to discuss in greater detail the realistic interactions and expectation the Board has with respect to the curriculum. It is not the Board's function to micromanage this issue, but needs to determine the threshold for action when major changes are contemplated. For example, the Committee discussed whether or not the Board should be informed when a working committee is formed to address curriculum changes. There was also discussion about regularly scheduled updates by the Superintendent to the Board on these issues.

The workshop will be scheduled in September.

Fundraising (JJE)

There was a discussion regarding the approvals required by the policy and what is actually happening. The Committee reaffirmed that the Building Principals should approve all school-sponsored fundraising activities. There was discussion regarding the use of the school-wide calendar as a sign off on fundraising activities.

Steve Bartlett recommended some changes regarding the collection of information on organizations and clubs by the Business Office. He also recommended clearer language regarding the use of the School Department's taxpayer ID number.

The Committee recommended that the Administrative team review and comment on this policy before the changes are brought forward to the Board.

Texting

Kathleen brought this subject before the Committee for discussion as it has come up more frequently among staff throughout the School Department. Some staff members communicate with families via their personal cell phones, as do some school nurses, though no one is required to communicate via text. It, like other social media, is hard to oversee. Texts can also be subject to disclosure for litigation, and other purposes. The School Department currently does not have a policy, nor does the New Hampshire School Boards Association have a model policy. Kathleen will do additional research regarding policy development and report back to the Committee at a future meeting.

Health Examinations of Staff

Kathleen explained that this issue has recently arisen through the Human Resource Department. Steve explained that all professional staff is required to have a pre-

employment physical. Kathleen said that she had checked the State statute and it requires health examinations of all staff. Steve explained that cost or lack of insurance coverage is a factor in some cases, resulting in new staff delaying a health examination. There was discussion as to if required physicals could take place at a reduced rate during specific time, as are available for student athlete physicals through Access Sports Medicine. Kathleen said that she will follow up with Jean Frisbee and Kelly Harper.

Next Meeting: Thursday, September 14, 2017 at 9:00 a.m. at Central Office.