

**CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM**

**DATE:** APRIL 20, 2017  
**TO:** PORTSMOUTH SCHOOL BOARD  
**FROM:** POLICY COMMITTEE  
**RE:** APRIL 18, 2017 MEETING MINUTES

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

**Others Present:** Deb Riso

**Policies Considered:**

**Meal Charging (EFA)**

Deb handed out a New Hampshire Department of Education Technical Advisory providing information regarding meal charging policies and shared policy feedback from the State with the Committee. The Committee inquired as to whether or not the School Department was actually implementing this policy as written. Of particular concern was the offer of alternative lunches. This policy is not generally followed at the schools and the Committee is recommending removal of language in the policy to delete references to the sections that are not followed.

The Committee also reviewed the outstanding account balances by school and reviewed the collection efforts made by Deb's office, building principals, and ultimately, through the City Attorney's office.

There was also discussion regarding the advice in the Technical Advisory regarding notice to parents regarding the policy. Kathleen will follow up with the schools to make sure that this policy is included in the student handbooks. It was also suggested that this policy include a sign off at the beginning of each school year as is done with other policies that require proof of notice to parents.

**Special Education Independent Evaluations (IHBAB)**

The Committee reviewed this policy and questioned the schedule of acceptable fees for outside evaluations that used to be included in the policy. Kathleen reported that she had checked with Director of Pupil Support and Instruction Jeanette Souther and she reported

that only Dover still has such a policy. At one time, Kathleen recalled that Rochester had had such a policy, but that under current law and regulation this was questionable. The Committee again reviewed the policy and determined that it really should be broken out into two policies; one regarding the requirements for evaluations and one for independent evaluations. This is the approach taken by the New Hampshire School Board Association.

### **Non-Policy Items Discussed:**

#### **Memorandum of Understanding (MOU) with Portsmouth Police Department**

The Committee reviewed the revised draft of the MOU regarding the School Resource Officer. The MOU will be formatted and Steve will send it to the Chief.

#### **Meeting with School Nurses**

Kathleen reported that she had met with the school nurses on an early release day and discussed a number of areas of concern, some of which might involve policies. They talked about the use of texting as a method of communicating with parents and the use of personal cell phones to do so. They had indicated that often their telephone calls go unanswered if the parent does not recognize the number. Kathleen will get copies of her notes from the meeting to the Committee for further discussion.

### **Recommended Board Actions:**

**Revise and Reapprove:** (single reading)

Meal Charging (EFA)

### **Policies for Next Meeting of Policy Committee:**

Student Assessment (IKA)

Patriotism (IMDA)

Independent Educational Evaluations (IHBAA)

Special Education Evaluations (IHBAB)

**Next Meeting: Thursday, May 11, 2017 9:00 a.m.**