

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: JUNE 2, 2017
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: JUNE 2, 2017 MEETING MINUTES

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

Members Absent: Ann Walker

Others Present: Paulette Rouse

Policies Considered:

Non-Smoking/Tobacco (JICG)

Kathleen explained that the use of e-cigarettes and vaping devices has raised concern at the High School. The current policy on tobacco use does not address vaping devices that may contain illegal non-tobacco substances. The Committee recommended changing the Tobacco policy to include the prohibition of these devices.

Admission and Attendance of Non-Resident Students (JFAB)

Steve reported that the current policy authorizes non-resident students to attend on a tuition basis. Though there are not a large number of students who attend on a tuition basis, it might be a source of revenue. The current tuition charged is based upon the cost per pupil as established annually by the DOE 25. Kathleen explained that parents sign a contract for tuition that has to be paid monthly, in advance, to ensure continued attendance. There was discussion regarding any services that may be required beyond the standard tuition and Steve and Kathleen will make sure that the contracts include language regarding extra/extraordinary services.

Steve also indicated that occasionally, staff have had their non-resident children attend School in Portsmouth on a tuition basis. There was a general discussion whether or not some base tuition amount should be set and possibly offering staff the option to send their children to school in Portsmouth. Kathleen cautioned that it would be subject to

collective bargaining and that special education and/or extraordinary costs would need to be addressed.

No action is recommended at this time.

Meal Charging Policy (EFA)

Deb Riso had passed along comments regarding this policy recently revised by the School Board. Her concern is with compliance and the annual audit. Regulators had a concern regarding policy requirements that were not being enforced. This was addressed by the recent changes. Deb's other concern is that all schools follow the requirements of the policy to have principals contact parents directly when a student has exceeded the number of permitted charged lunches. Steve indicated that the building principals have been contacting families in an effort to have accounts brought up to date. Kathleen will follow up with Deb on any concerns.

No further recommended changes to this policy.

Field Trips (IJOA)

The Committee reviewed this policy and discussed whether or not a CPR trained staff member goes on all field trips. Steve indicated that given the high numbers of CPR trained staff this is not typically an issue. The Committee is recommending the addition of language in the policy regarding notice to parents of the availability of scholarships for field trips. There was also discussion about the need for a uniform permission form that could be put on the website. This is a matter that will need to be addressed at the administrator's meeting.

Non-Policy Items Discussed:

Memorandum of Understanding (for School Resource Officers)

Steve reported that he and Kathleen had met with the Chief and police staff regarding the MOU and the final changes have been made. Leslie asked to see the job description for the School Resource Officer. There was also discussion regarding the need to update the Information Sharing Protocol that hasn't been reviewed or updated since 2006. This protocol involves the City of Portsmouth and the towns of Newington, Greenland and New Castle. The Committee recommended that the School Board approve the MOU.

Scholarships

Kathleen updated the Board on the Scholarship consolidation project that she has been working on with the Trustees of the Trust Fund. There are many scholarships that are

unable to pay out awards due to the small amount of the trust corpus. She has consulted the Charitable Trust Division of the New Hampshire Attorney General and they have indicated that they would support one of two options for scholarships that are unable to pay out an award of at least \$500. The first is to pay out these funds and close out the scholarship and the second is to consolidate the trust corpus with other funds.

Kathleen has met with the Trustees who are in support of three categories for newly created scholarships:

1. A single purpose scholarship that would pay out all of the corpus over a defined period of time.
2. A named scholarship created with at least \$25,000.
3. Establishment of four to five general scholarship funds designated by type, i.e. for students studying in the medical fields, four year colleges, trades, etc.

There are a number of policy considerations in undertaking this project and Kathleen suggested that School Board representatives meet with the Trustees to make recommendations regarding the policy issues associated with this project. Leslie requested that Kathleen present this information to the School Board at its next meeting and she would appoint several members to work on this project.

Recommended Action:

Revise and Reapprove (Single Reading)

Non-Smoking/Tobacco JICG

Field Trips IJOA

Next Meeting: Tuesday, June 20, 2017 at 9:00 a.m.- PHS Principal's Conference Room