

**CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM**

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

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

**Policies Considered:**

**Evaluation of the Instructional Program (IL)**

This policy was brought forward for consideration after several issues arose during the 2016-2017 school year. It was recommended that the policy title be changed to "Analysis and Assessment of the Instructional Program". The revisions to this policy also reflects the current practice regarding School Board involvement in approval of curriculum and individual courses. The policy, as revised, requires administration to continuously evaluate the educational program as a whole, and to report to the School Board at least once a year regarding the program.

Recommended changes will be brought to the School Board's August Board Meeting for first reading.

**Field Trips (IJOA)**

Even though the School Board recently amended this policy to include information regarding the availability of scholarships, it was anticipated that there would be additional revisions recommended. The Committee reviewed the requirements for out-of-state and overnight trips and made revisions to this section. These revisions will be brought to the School Board's August Board Meeting for a single reading.

**Non-Policy Items Discussed:**

**September 5, 1905 Portsmouth Peace Treaty**

The Committee discussed this following a concern raised by Board member Nancy Clayburgh that this important part of Portsmouth's history be acknowledged or formalized by the School Department. The Committee recommended that a brief written summary be included on the School Department website for this important historical event rather than including it in a policy.

### **Information Sharing Protocol**

During the recent drafting a MOU with the Portsmouth Police Department regarding the School Resource Officers, the information sharing protocol was referenced. This prompted several School Board members to have this protocol reviewed. The protocol was signed in May 2006 and was signed by the police departments of the SAU 50 towns, along with the Portsmouth Police and Fire departments. Kathleen explained that it was her recollection that the City Attorney had drafted this protocol at the time. She will follow up with him regarding possibly updating the protocol and will ask him how he would like to proceed.

### **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 option is to pay out these funds and close out the scholarship; and the second option 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. 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 at the School Board's June 13 meeting. Leslie said she would appoint several members to work on this project.

**Recommended Action:**

**Revise and Reapprove (Single Reading)**

Field Trips (IJOA) – August meeting

**Approve (Two readings)**

Analysis and Assessment of the Instructional Program (IL) – August meeting

**Next Meeting: Wednesday, July 19, 2017 at 9:00 a.m.**