

## Policy Committee Meeting

February 20, 2018

Present: Steve Hahn (chair), Chris Bober, Patricia Parenteau, Jennifer Crawford and Carol Fogarty.

Guests: Lori Schmidt, Business Admin, Michele Dupont, Food Service Director

Observer: Tim Carson

### 1. Minutes – 12/19/17

Minutes were reviewed. Jen Crawford moved to accept the 12/19/17 minutes as written; Chair Hahn seconded. Called to vote – 3-0, (Patty Parenteau and Chris Bober abstained).

### 2. Updates to Policies Required by Law

#### a. EFAA School Lunch Program Meal Charging

Lori Schmidt and Michelle Dupont presented their recommended policy for consideration that is based on sample policies from the DOE and NHSBA. During a recent food service audit by the DOE, it was noted that our current policy, EFD Food Service Meal Charging Policy, is not in compliance with current law. Discussion. It was noted that the auditor was appalled when witnessed a staff member being allowed to charge a meal when they had a negative balance in their account. A procedure will be established by administration. After discussion, the committee decided to make only two changes to wording in the recommended policy; in the first sentence at the top of page 3, “may” was changed to “will” and “in sealed envelopes with the student” was deleted; in the last sentence of the policy “breakfast” was deleted. Chris Bober moved to replace the district’s policy EFD Food Service Meal Charging Policy with the recommended policy EFAA School Lunch Program Meal Charging, as amended and send it to the board for approval. Seconded by Jen Crawford; called to vote – all in favor, 5-0.

#### b. JKAA Use of Restraint and Seclusion

Patty Parenteau explained that there were several spots in this policy that “or designee” was needed. Under Reporting Requirements and Parental Notification, there are seven places after “building principal” or “Superintendent” to add “or designee” (1 in the first paragraph, 3 in the second paragraph, 1 in the third and 2 in the fourth paragraph). Patty Parenteau moved accept those additions and send the policy forward to the board as a revision. Seconded by Jen Crawford; called to vote; all in favor 5-0.

### 3. Policies Older Than 10 Years

#### a. BDE Community Membership on Committees

This policy was tabled at the last meeting to have Carol Fogarty check to see if the NHSBA had any other policies addressing community membership. The only other NHSBA policy mentioning community membership is BDF Advisory Committees to the Board – an optional policy the district does not have. Discussion took place regarding the history of community members on committees, past issues with large committees, the current board committees

and the different subject matter of the district's BDE and the NHSBA's BDE policies. It was decided that going with a modification of the NHSBA BDE Committees and Delegates, which doesn't specifically mention community members but does not preclude the board's ability to appoint them, would be the best approach. The committee decided to not list the committee names in the policy and remove "the following" and add "or ad hoc" to the first sentence; and also change "problems" to "matters" in the last sentence. Jen Crawford moved to send BDE Committees and Delegates as amended to the board to replace BDE Community Membership on Committees. Seconded by Carol Fogarty; called to vote; all in favor 5-0.

**b. BDG School Attorney**

The committee reviewed the current policy and the NHSBA's sample policy. Discussion took place. It was decided to make the following changes to the existing policy; change "may" to "shall" in the 2<sup>nd</sup> sentence; add "or designee" after "superintendent" in the 3<sup>rd</sup> and 4<sup>th</sup> paragraph (3 locations); and replace "Every September and more frequently, if necessary" with "Annually" in the last sentence. Jen Crawford moved to send BDG as amended to the board as a revision. Seconded by Chris Bober; called to vote; all in favor 5-0.

**c. BEDH Public Participation at Board Meetings**

The committee reviewed the current policy and the NHSBA's sample policy. Discussion took place. It was decided to make the following changes to the existing policy; delete "two" and change "opportunities" to "opportunity" in the last sentence of the first paragraph; replace the second paragraph with numbers 2, 3 and 4 from the NHSBA policy; and add the legal references noted on the NHSBA policy. Chris Bober moved to send BDG as amended to the board as a revision. Seconded by Patty Parenteau; called to vote; all in favor 5-0.

**d. BEE Hearing Procedure**

This 33 year old policy does not reflect current law and school board hearing process is mentioned in several other policies regarding student due process, manifest educational hardship and in the teacher and support staff CBAs. There is no corresponding NHSBA sample policy. Patty Parenteau moved to recommend the repeal of this policy to the school board. Seconded by Chris Bober; called to vote; all in favor 5-0. Carol will provide Steve with the list of policies referencing the hearing process for the 3/5 board meeting.

**e. CA Administration Goals**

Tabled until the next meeting.

Next meeting will be Tuesday, March 20th at 3:45pm-5:00pm.

Jen Crawford moved to adjourn at 5:05pm – seconded by Patty Parenteau - All in favor.

Respectfully Submitted,  
Carol Fogarty