Jennifer Patterson called the meeting to order at 6:02 p.m. She appointed Clint Cogswell as a member of the Committee for the meeting. The agenda was to continue to review and revise District policies, with a focus on policies in Section 100 – Board Governance and Operation.

Superintendent Forsten noted that this review process is ongoing, and that the plan is to eventually move from a numerical organization system to the lettering system used by the New Hampshire School Boards Association (NHSBA). Five policies were reviewed at the meeting:

1. Policy 101.1, Save Harmless Legislation
2. Policy 110, Code of Ethics
3. Policy 111, Philosophy of the Board of Education
4. Policy 112, Publicity Releases
5. Policy 115, Filling a Vacancy on School Board

**Policy 101.1, Save Harmless Legislation**, is similar to NHSBA Policy BIE, Board Member Indemnification. Superintendent Forsten recommended that the Committee consider adopting the language of NHSBA’s Policy BIE. Ms. Patterson noted that BIE does mention employees and other agents and also references insurance, which is not in the current policy and is important. She said she was comfortable moving to the language of the NHSBA policy and liked the idea of including the legal references. She suggested that, on an interim basis, the School Board policy numbers remain in place, while the NHSBA letters are referenced. That way, the newly revised policies would still have a spot in the policy structure. It was agreed that the name of the policy would include the School Board number, and, at the bottom of the page, a reference would be included, ‘corresponds to NHSBA Policy BIE.’ Ms. Patterson noted that when the full transition is made to a lettering system, the Board could uniformly strike the numbers, but until that point is reached, it would be better to have the policy retain its position in the current structure so it can be found. Mr. Croteau wondered why the Board would not retain the numbering system, which seems easier to use than the letters.
Superintendent Forsten explained that, because the NHSBA provides guidance to the School Board on policies, it would be easier to locate and revise policies if the structure was the same. Committee members agreed to retain the Concord policy number on the title of the policy during the revision process, and note the corresponding NHSBA letters at the bottom of the page. This will be done with each newly revised policy.

**The Committee voted 4-0 to recommend Policy 101.1 to the full Board for consideration, with changes as noted (moved by Ms. Patterson, seconded by Tom Croteau).**

Superintendent Forsten pointed out that some of the policies list an adoption or revision year, and some have the month, day and year. She asked for the Committee’s preference going forward. Committee members suggested using the full date on which the Board adopts or revises.

**Policy 110, Code of Ethics** is similar to NHSBA Policy BCA. Superintendent Forsten presented a revised version of this policy that includes some aspects of the NHSBA policy. The phrase ‘seek systematic communications with students, staff and members of the community’ was added to the 3rd statement. The wording in statement 5 was changed slightly. Committee members suggested adding the phrase from the original policy ‘and others who address the Board’ to the end of that statement. Statements 6-9 are unchanged. Statement 10 is a new addition from the NHSBA policy. It was recommended that the word ‘my’ be omitted from this statement.

**The Committee voted 4-0 to recommend Policy 110 to the full Board for consideration, with revisions as noted (moved by Ms. Patterson, seconded by Alana Kimball).**

**Policy 111, Philosophy of the Board of Education.** Superintendent Forsten presented a revised policy that includes the District’s belief statements, which are connected to the District’s mission and vision. Ms. Patterson suggested that the phrase ‘reviewed and revised annually’ be changed to ‘reviewed annually,’ as there may not be a need to actually revise the policy on an annual basis.

**The Committee voted 4-0 to recommend Policy 111 to the full Board for consideration, with the change as noted (moved by Ms. Patterson, seconded by Tom Croteau).**

**Policy 112, Publicity Releases** is a one-sentence policy. Its NHSBA counterpart, Policy KDA, Public Information Program, is much more detailed. Superintendent Forsten proposed that the committee adopt the NHSBA version. Mr. Croteau suggested changing the first sentence from ‘The Board will do its best’ to ‘The Board is committed to,’ using language from Policy 112. Ms. Patterson suggested that the first sentence of the revised policy include part of the original Policy 112 sentence: *The Board is committed to keeping the public informed of the affairs of the District through the release of school news for purposes of disseminating information and maintaining and improving public relations.*
This policy is placed in two different sections—School Board (100s) and Community Relations (800s). Committee members discussed whether there should be two numbers for this policy. Mr. Croteau noted that if the policy is in two places, it is easier to find. Mr. Cogswell noted that the Committee has not yet taken up the job of removing duplicates. He suggested the policy be left in both places, and that this issue could be dealt with at a later date.

**The Committee voted 4-0 to recommend this policy to the full Board for consideration, with changes as noted (moved by Mr. Cogswell, seconded by Tom Croteau).**

**Policy 115, Filling a Vacancy on School Board and BBBC, Board Member or District Officer Resignation.** Superintendent Forsten presented a revised policy with content from the original School Board policy, combined with a paragraph from the NHSBA version. Committee members made several revisions to the proposal. Ms. Patterson suggested changing the order of the paragraphs and removing the legal references, which she suspects do not apply. She also recommended eliminating the sentence referencing the laws.

**The Committee voted 4-0 to recommend Policy 115 to the full Board for consideration, with changes as noted (moved by Mr. Cogswell, seconded by Ms. Patterson).**

Going forward, Superintendent Forsten will provide members of the Communications and Policy Committee with advance copies of proposed revisions for several policies before each meeting. NHSBA has identified 18 policies that should be reviewed, and those will be provided to Committee members soon. At the next meeting, on November 14, the Committee will begin to review these policies.

**The Committee voted 4-0 to adjourn the meeting (moved by Mr. Croteau, seconded by Ms. Kimball).**

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Jennifer Patterson, *chair*

Donna Palley, *recorder*