Concord School District
Board of Education
Communications and Policy Committee

Date: November 13, 2017

Committee members present: Jennifer Patterson, Chair; Alana Kimball, Maureen Redmond-Scura, Tom Croteau

Other Board member present: Jim Richards

Administration: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent; Larry Prince, Director of Human Resources

Committee chairperson Jennifer Patterson called the meeting to order at 5:35 p.m. The agenda was to continue to review Board policies.

1. Policy 592 Non-Educational Surveys and Questionnaires (NHSBA policy ILD)
2. Policy 540 Code of Student Conduct (NHSBA policy JICD)
3. Policy 537/432 Child Abuse or Neglect (NHSBA policy JLF)
4. Policy 214/831 Acceptance of Gifts (NHSBA policy KCD)
5. Policy 401/601 Professional Development (NHSBA policy GCI)
6. Policy 411 Physical Examinations – Employees (NHSBA policy GBGA)
7. Policy 413 Drug- and Alcohol-Free Workplace (NHSBA policy ADB)

Superintendent Forsten provided Committee members with copies of the New Hampshire School Boards Association (NHSBA) model policies that corresponded to the policies being reviewed.

Policy 592 Non-Educational Surveys and Questionnaires (NHSBA policy ILD)

The New Hampshire School Board Association has provided significant additional text to this policy. Ms. Patterson noted that the policy contains repetition and questioned whether this level of detail was necessary. She noted that the list in the Board’s current policy is nearly the same as the state list in the NHSBA policy. She suggested adding “mental and psychological problems potentially embarrassing to the student or the family” and “illegal, anti-social, self-incriminating and demeaning behavior.”

Tom Croteau spoke to the value of including this very specific language, noting that there is no explanation to parents of the typical surveys the schools conduct – no whys or whens. He said he likes the NHSBA policy; although lengthy, it is informative.

The Committee decided to make the changes described above and to recommend the policy to the full Board for a first reading.
Policy 540 Code of Student Conduct (NHSBA policy JICD)

The Board last revised this policy in 2014. The Committee added text, a section from the NHSBA policy and agreed to recommend the policy to the full Board for a first reading.

Policy 537/432 Child Abuse or Neglect (NHSBA policy JLF)

The Board last revised this policy in 2003. The Committee decided to adopt the NHSBA text in its entirety and to recommend the policy to the full Board for a first reading.

Policy 214/831 Acceptance of Gifts (NHSBA policy KCD)

The Board last revised this policy in July 2017. The NHSBA suggested adding language regarding active solicitation of gifts through online crowd funding websites. The Committee suggested that Superintendent Forsten survey building Principals for examples of crowd funding pages by any staff. The Committee added “or solicitation of gifts” to the last sentence in the third paragraph of the existing policy and to recommend the policy to the full Board for a first reading.

Policy 401/601 Professional Development (NHSBA policy GCI)

The Board last revised this policy in 2000. Committee members discussed District practice regarding lodging/travel expenses and equipment ownership and possession as a result of professional development.

The Committee decided to remove the second paragraph of the existing policy, add text from the sample NHSBA policy (below), and to recommend the policy to the full Board for a first reading.

A program of in-service training will be established to provide an opportunity for the continuous professional and technical growth of all staff.

Staff members will become knowledgeable regarding new developments and changes in their specialized fields, and will utilize new and improved methods in practice.

It shall be the responsibility of the Superintendent to implement appropriate staff development training and activities.

Funding is available for staff members to engage in professional improvement activities that will enhance their skills and provide a better learning environment for students.

When a workshop, seminar or conference paid for by the District includes in their total cost any “gift” or provision of technology equipment with a value of $300 or more, that equipment becomes and remains the property of the District and should be reported for inventory to the Director of Information Technology. “Technology equipment” means, but is not limited to, computers, tablets, cell phones, smart phones, iPads, iPod Touches, laptop computers, desktop computers and/or any other similar device or apparatus.
Policy 411 Physical Examinations – Employees (NHSBA policy GBGA)

The Board last revised this policy in 2013. The Committee decided to remove paragraph 1.d. and replace it with the first paragraph of NHSBA GBGA II., “The Superintendent may require a medical examination for any employee if at any time he/she has reason to believe that the employee’s physical or mental health may be detrimental to the welfare of pupils or other employees. The cost of such examination will be borne by the District.” The Committee removed section 2 altogether, and recommended the policy to the full Board for a first reading.

Policy 413 Drug- and Alcohol-Free Workplace (NHSBA policy ADB)

The Board last revised this policy in 1990. The Committee added after no. 3. the following text from the NHSBA policy:

4. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.

5. Establish the following as grounds for disciplinary action:
   a. Working under the influence of alcohol or illegal drugs, no matter where consumed.

6. Alert local law enforcement of suspected violations of the policy.

The Committee recommended the policy to the full Board for a first reading.

Ms. Patterson summarized the discussion on each policy and made the following motion to recommend certain policies to the full Board for a first reading:

The Committee voted 4-0 to recommend to the full Board for a first reading, with changes as discussed, the following: Policy 592 Non-Educational Surveys and Questionnaires; Policy 540 Code of Student Conduct; Policy 537/432 Child Abuse or Neglect; Policy 214/831 Acceptance of Gifts; Policy 401/601 Professional Development; Policy 411 Physical Examinations – Employees; Policy 413 Drug- and Alcohol-Free Workplace (moved by Ms. Patterson, seconded by Ms. Redmond-Scura).

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

The meeting was adjourned at 7:09 p.m.

Respectfully submitted,

Jennifer Patterson, Chair

Linden Jackett, Recorder