Concord School District  
Committee Minutes

School Board Committee: Communications  
Date: March 23, 2009
Committee Members Present: Megan DeVorsey, Chair, Kass Ardinger, Laura Bonk, Jennifer Patterson, Eric Williams  
Other Board Members Present: Clint Cogswell, Jack Dunn  
Administration: Chris Rath, Rob Prohl, Roger Brooks

The meeting was called to order at 7:00 p.m.

Mr. Prohl explained that proposed school board policy #890, “Designated Volunteers,” is required as the result of new RSA requiring “designated volunteers” to undergo criminal records checks, as specified in School Board policy #462, “Criminal Records Checks.” The proposed policy #890 defines designated volunteer as “… any volunteer who has responsibilities requiring the volunteer to be with students out of the presence of a Concord School District staff member in a non-public setting.”

Principal Roger Brooks reviewed the volunteer procedures in the Beaver Meadow parent/student handbook. Beaver Meadow has about 150 volunteers; Dr. Brooks estimates that he would want about 5-10% of them to be “designated volunteers.”

Mr. Prohl explained that the proposed designated volunteer policy requires that the Superintendent or designee be responsible for the development and implementation of procedures for the selection and utilization of volunteers. Prohl provided the committee with model forms that could be used in the district procedures to implement the policy.

The committee recommends that each school include volunteer procedures in its parent/student handbook modeled after the Beaver Meadow handbook. Additionally, the committee recommends that the proposed district draft form titled “Volunteer Service Statement and Agreement” be used as a model for all schools to include in their parent/student handbooks. An additional bullet point needs to be added to the form that states the “tenure as a volunteer will continue in an unpaid capacity until your appointment as a volunteer has ended.”

Additionally, the committee recommends that any individual whom the principal determines is a “designated volunteer” must complete the “Designated Volunteer Application.” The completed application shall be forwarded by the principal to the
District’s Director of Human Resources. Such individuals shall undergo a criminal records check at the district’s expense and their appointment shall be approved in writing by the Director of Human Resources.

The committee directed the Superintendent to write the procedural guidelines as discussed and recommended by the committee.

The volunteer service statement and agreement form and the designated volunteer application shall be included in an appendix to proposed policy #890.

Ms. Patterson made a motion, seconded by Ms. Ardinger, that the committee recommend to the School Board proposed policy #890 as presented for a first reading. The motion passed in a 4-0 vote.

Superintendent Rath presented a revision to school board policy #249, “Records Retention.” Board member Jack Dunn noted that the I-9 form needs to be added to the list of records that need to be retained.

Ms. Ardinger made a motion, seconded by Ms. Patterson, to accept the revisions to policy #290 as amended by the committee and to recommend the policy to the Board for a first reading. The motion passed in a 4-0 vote.

Superintendent Rath presented a policy titled “Data/Records Retention.” The committee recommended that the title be changed to “Response to Request for Public Information,” that the statute defining public records be referenced in the first paragraph and that language be added that the Superintendent has five business days to respond when the information is not readily available.

Ms. Ardinger made a motion, seconded by Ms. Patterson, to recommend the proposed policy Data Management as amended by the committee to the school board, for a first reading. The motion passed in a 4-0 vote.

Ms. Ardinger led a discussion on Board Policy #110, Code of Ethics. No action was taken.

Megan DeVorsey, Chair
Rob Prohl, Recorder

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