

Policy Committee Meeting Minutes  
December 5, 2017  
SAU Conference Room

Policy Committee Members:

Bob Marquis, Superintendent of Schools  
Ron Carvell, School Board Chair  
Bob Willette, School Board Member  
Anthony DeMarco, Principal MMS  
Jen Burk, Business Administrator  
Janice French, Administrative Assistant to the Superintendent

Mr. Marquis opened the meeting at 9:35 AM.

Policy # 5030 - Student Records:

Superintendent Marquis explained that this policy was before the committee because of changes in the special education regulations regarding the length of time a school district is required to keep a student's last IEP. The Director of Special Education will be responsible for providing a parent or adult student with written notice of its document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights or whichever occurs first.

This policy will be presented for first reading at the December 18, 2017 Board meeting.

Policy # 2421- Procedural Safeguards: Non-Discrimination on the Basis of Handicap or Disability:

Superintendent Marquis provided a history of a past complaint made by a parent to the Office of Civil Rights regarding a 504 Plan. The changes to this policy are a result of the resolution agreement made between the District and the Office of Civil Rights with regard to our 504 policy. Superintendent Marquis told the committee that there were numerous changes, so the most efficient way to proceed was to completely delete the current policy and put forth the policy written by the District's attorney.

Mr. Willette requested the word Superintendent be added to page 2, # 3 to indicate that the Superintendent, along with the Director of Special Education, would be responsible for arranging an attorney to serve as an impartial hearing officer who is not a Milford School District employee.

Mr. Carvell stated there should be something in the Impartial Hearing Process that indicates the parents could have the issue reviewed by the school board prior to taking the issue to court. Due to the fact the proposed policy was written by the District attorney, Superintendent Marquis will contact the District attorney for advice prior to making any additional changes. If Superintendent Marquis is able to get clarity prior to the December 18, 2017 Board meeting, the policy will be on that agenda for first reading.

Policy # 3580 – Teaching About Alcohol, Drugs, and Tobacco:

This is a new policy required by law. Mr. DeMarco indicated we were already following these procedures due to the State Minimum Standards. Superintendent Marquis indicated the District's Wellness Committee could be involved in the periodic review of the District's guidelines for staff members providing education on the effects of alcohol, other drugs, tobacco, and dealing with abuse as required by this policy.

This policy will be presented for first reading at the December 18, 2017 Board meeting.

Policy # 5115 – Non-educational Questionnaires, Surveys, and Research:

A New Hampshire Department of Education Technical Advisory indicated a change to RSA 186:11, IX-d, which requires school districts to adopt a policy governing the administration of non-academic surveys or questionnaires to students, was amended. The amendment eliminates the "opt-out" provision and now states that no student is required to submit to a non-academic survey or questionnaire without obtaining written consent of a parent or legal guardian.

The only exception is for the Youth Risk Behavior Survey that is developed by the Center for Disease Control and Prevention, which is not subject to the parental consent requirement, but has an "opt-out" provision. Superintendent Marquis will add this "opt-out" exception to the policy.

This policy will be presented for first reading at the December 18, 2017 Board meeting.

Policy # 5013 – Use of Restraints and Seclusion:

Superintendent Marquis told the committee that the changes to this policy are required due to updates of Ed Chapter 1200, Restraint and Seclusion for Children. Reporting requirements and parental notification have been revised to reflect those changes. Conversation ensued regarding the District's practice regarding restraints and seclusion.

Mr. Carvell asked when we provide CPI training, are employees given this policy? Is the training we provide and the policy the same? The Superintendent will research and report back to the committee.

This policy will be presented for first reading at the December 18, 2017 Board meeting.

Superintendent Marquis stated that at this point in time there were three policies to review at the next meeting. Background Checks, Dual enrollment, and Student Transportation.

The next meeting was set for Tuesday, January 23, 2017, at 9:30 in the SAU conference room.

The meeting adjourned at 10:50 AM.

Respectfully submitted,  
Janice French, Administrative Assistant to the Superintendent

