

**CITY OF PORTSMOUTH
LEGAL DEPARTMENT
MEMORANDUM**

DATE: DECEMBER 2, 2015
TO: PORTSMOUTH SCHOOL BOARD
FROM: POLICY COMMITTEE
RE: DECEMBER 2, 2015 MEETING MINUTES

Members Present: Leslie Stevens and Kathleen Dwyer

Members Absent: Ann Walker and Steve Zadavec

Others Present: Deb Riso and Paulette Rouse

Policies Considered:

Wellness (JLCF)

Deb shared that the State regulators will be doing an on-site at the Middle School this spring. While here, they will look at record keeping and policies regarding food service and wellness. The current Wellness Policy was reviewed along with the NH School Board model policy and Oyster River's policy. Both the School Board's Association and Oyster River was extremely detailed. Both Kathleen and Leslie said that they felt that the policies were too detailed, included what are really procedures and might take any flexibility away from the Food Service Program. In addition, if Federal Guidelines change it would require a change in the policy. It was agreed that any revisions to the Wellness Policy would reference compliance with Federal Guidelines instead of including it in the body of the policy.

Deb also shared a policy template that UNH had provided. She indicated that the current policy was a good one, but that she wanted to be sure that the State would find it acceptable. She also said that Wellness goes beyond food service and that it is important that the schools understand the importance of physical activity and physical fitness. She also pointed out that it is important that recess not be used for time to make up class work or for punishment. She indicated that, any change to the policy, should be clearly disseminated to the staff. Kathleen suggested that once changes are made that it be presented to the admin team and that, perhaps, she and Deb and go to each building with a mini training on the policy.

There was also a discussion about the Wellness Committee and the need for some time of coordinator for this area. It would probably have to be a stipend or added to a part time position's responsibilities.

Leslie suggested to Deb that she send the model policy to the state for feedback. In the meantime, Kathleen will work on integrating some of the UNH language into the policy.

School Nutrition (EFE)

The Committee focused on the portion of the School Nutrition policy that regulates vending machine use. Currently, vending machines operated by the Food Service Program must offer healthy food choices consistent with Federal, State and local regulations. Machines not operated by the Food Service program may be operated only during non-meal times and after the end of the school day. This led to a general discussion about the actual practice regarding not providing access to vending machines not operated by the Food Service Program. They are supposed to be turned off during meal times and should not be available until after 3:00 p.m. until midnight. Deb questioned whether or not the machines are always turned off per the policy and she has some difficulty with some of the food choices in these machines. She expressed the view that healthy food choices should be encouraged for these machines. Leslie said that perhaps these machines need to be moved away from the lunch room vicinity.

Other Discussion:

Kathleen reported that the Special Education Policies and Procedures were recently reviewed by the State and sent back due to the age of the policies. Most were last reviewed in 2011 and a review date of 2014 or later is required. She said that she will pull the policies and bring them to the committee for review and revision so that the manual will be compliant. This is required due to grants received by the School Department.

Next Meeting: Thursday, January 7, 2015