

**CITY OF PORTSMOUTH  
LEGAL DEPARTMENT  
MEMORANDUM**

**DATE: MAY 4, 2016**

**TO: PORTSMOUTH SCHOOL BOARD**

**FROM: POLICY COMMITTEE**

**RE: MAY 4, 2016 MEETING MINUTES**

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**Members Present:** Leslie Stevens, Ann Walker, Steve Zadravec and Kathleen Dwyer

**Others Present:** Deb Riso, Paulette Rouse

**Policies Considered:**

**Meal Charging (EFA)**

Deb reported that the State had completed its audit and there were only two items requiring policy action and the remainder was technical assistance items. In observing students passing through the food service lines, the State determined that the meal charging policy was not being followed in practice. This policy limits the amount of meals a student may charge and offered alternative meal options. The limit was not being followed and alternatives were not being offered. Deb feels that part of the problem is that no one is designated at the school building levels to identify students who have exceeded the limit and development of a way to communicate this to the student so that they are not identified in the lunch line.

The Committee also examined the delinquent account amounts by school. There were many balances that exceed \$40 and some as high as \$117. Kathleen explained that a few summers ago she and Donna Sully had spent a significant amount of time in collection efforts for the larger balances to a large degree of success. Deb also explained that Donna sends out weekly reminders on delinquent accounts and that the bookkeepers call as well. Amounts, by regulation, are zeroed out at the end of the fiscal year and then re-entered for the next school year. Amounts collected on these balances are not permitted to be kept by food service, but must be reimbursed to the

general budget. Deb also reported that there may be a legislative change prior to the beginning of the next school year, alternative meal options may be eliminated. She will keep the Committee informed if this change happens.

The Committee revisited several options previously considered to address the unpaid balances. One option, is to hold the locker from Middle School students at the beginning of the year until food service balances are paid. It was decided to contact families of 5<sup>th</sup> graders to make them aware of lunch charging policies.

The Committee also recommended to Deb that personnel at the building level be identified and trained to better manage the meal charging problem.

A second finding in the audit was a failure to define the year end procedure in policy. Kathleen will find the appropriate place to include this procedure in the policy book.

### **Wellness (JLCF)**

A re-drafted wellness policy that addressed concerns of the State had been considered for first reading by the School Board in April. Some Board members expressed concern over the length of the policy and it was referred back to the Policy Committee. The Committee examined the policy and found areas of duplicative language that will be edited and returned to the Board for its consideration.

### **Extra and Co-Curricular Activities (IGD)**

Kathleen explained that the Disciplinary process had recently been challenged in Court by way of request for injunction against imposition of a multiple game suspension of a student athlete. While the School Department prevailed in the Court action, it did provide an opportunity to examine the process and composition of the Disciplinary Committee, the record keeping and possible changes to both. She will follow up with Rus Wilson and Mary Lyons and bring back suggested changes at the next meeting.

**Next Meeting: Tuesday, May 31, 2016 9:00 a.m.**