

**Policy Committee Meeting**  
**Central Office – Library**  
**July 17, 2017**  
**MINUTES**

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Present: Nate Carlow, Robert Deakin, Alan Dube, Mark Nadeau, Paul Penna, Mick Roy, Lori Napolitano, Scott Nason, Rae Theriault

Absent: James Moses/unexcused

The meeting began at 4:30 p.m.

**Election of Chair:** Alan Dube was nominated to serve as Chair for the 2017 – 2018 school year by Mr. Deakin; seconded by Mr. Carlow. There being no other nominations, a vote was taken. All were in favor.

**Election of Vice Chair:** Mr. Deakin volunteered to serve as Vice Chair; he was then nominated by Mr. Dube, seconded by Mr. Carlow. All were in favor.

**Review of BEHS Handbook:** The high school handbook was updated to include: the new calendar, staff changes, PBE grading for the classes of 2020 and beyond, progress report information was removed, weighted grade information was updated as well as honor roll information, eligibility information was upgraded, added a “drug and alcohol” statement to the athletic section, removed the attendance appeals deadline, added “no cell phone use” to the evacuation plan, added “skateboards and hoverboards should not be brought to school” and added a comment about searches if caught outside without permission. The handbook posted in Google Drive for the committee’s review will be updated to show all of the changes. After a brief discussion, it was agreed that the updated BEHS student handbook was okay to be published.

**BEA – School Board Use of Electronic Mail:** Concern was raised that once a Board member either resigns or his/her term has ended, that access to email is not terminated immediately. Mr. Nason was asked what the process is when someone is no longer on the Board. He responded that once the Technology Department is advised, email is turned off immediately. A request is also made to have the device returned. When are ID tags returned? Again, the superintendent’s office notifies Technology. Technology will immediately turn off all electronic services and devices including ID badges. When staff leaves at the end of the school year, their access is not terminated until the end of their contract. If an employee is terminated, access is denied as soon as Technology is advised.

Two sections will be added to the policy:

D. Board members will refrain from using email addresses for political discussions and solicitations that are not directly related to business conducted by the School Board.

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E. Access to district email and the network for Board members should be removed at the end of their final term, resignation or as notified by local government.

Access will be removed by the Technology Department upon notification of central office by the next business day.

Moved by Mr. Carlow to accept these proposed changes; seconded by Mr. Deakin. All in favor.

This policy will move to first reading

**GCSA – Employee Computer and Internet Use:** The policy and sample policies were reviewed. Mr. Nason was asked if a personal phone could introduce a virus onto the district network. He had not heard of any instances where this had happened. By using the word “device” phones are covered.

Add the cross reference GCS – Professional Research and Publication to this policy.

Mr. Nason surveyed other districts to see what their policy or practices were as far as terminating electronic service. All had various practices.

Discussion centered around the different reasons why employment ends and when to turn off access or devices: End of Active Employment, Termination, Retirement/resignation, Non-renewal, and Administrative Leave. No changes were suggested to the policy at this time.

Another section (4) entitled “Intellectual Property” will be added. (Refer to GCS and add summarized language.)

Review of this policy will continue at an upcoming meeting. Mr. Nason will not need to attend. All changes will be sent to him for review before going to first reading.

**GCSA-R – Employee Computer and Internet Use Administrative Procedure:** This procedure will be reviewed at an upcoming meeting.

Mr. Deakin moved to adjourn at 5:30 p.m., Mr. Nadeau seconded. All were in favor.

Next Meeting: August 21, 2017 @ 4:30 p.m.