

**Oyster River Cooperative School District
REGULAR MEETING**

October 21, 2015

OR Middle School

6:30 PM

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
 - Motion to approve: 10/7/15 regular meeting minutes.
- IV. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- V. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - C. Business Administrator**
 - Budget Update FY16
 - D. Student Senate Report**
 - E. Other:**
- VI. DISCUSSION ITEMS**
 - Full Day Kindergarten
- VII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve ORHS Overnight Field Trip to Boston Model UN Conference 2/5/15-2/7/15
 - Motion to approve list of policies:
JKAA & R – Use of Child Restraint and Seclusion, JCA – Change of School or Assignment
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
 - A. Future meeting dates:** 11/4/15 Regular Meeting
11/5/15 Board Budget Workshop-Lee Safety Complex
11/12/15 Budget Workshop HS Library 7:00 PM
- XI. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**
NON-MEETING SESSION: RSA 91-A:2 I {If Needed}
- XII. ADJOURNMENT**

The School Board reserves the right to take action on any item on the agenda.

Respectfully submitted,

Superintendent

**If you require special
communication aids, please
notify us 48 hours in
advance.**

**Oyster River Cooperative School District
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

Oyster River Cooperative School District Members:

• Thomas Newkirk	Term on Board: 2013 - 2016
• Kenneth Rotner	Term on Board: 2013 - 2016
• Sarah Farwell	Term on Board: 2014 - 2017
• Denise Day	Term on Board: 2014 - 2017
• Allan Howland	Term on Board: 2015 - 2018
• Maria S. Barth	Term on Board: 2015 - 2018
• Daniel Klein	Term on Board: 2015 - 2018

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

**Oyster River Cooperative School District
Regular Meeting**

October 7, 2015

Moharimet School

6:30 pm

I. CALL TO ORDER: By Tom Newkirk at 6:30 for Manifest Review

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Sarah Farwell, Maria Barth, Dan Klein and Student Representative: Caroline Wilson

ADMINISTRATORS: Superintendent Dr. James Morse, Carolyn Eastman, Sue Caswell, Todd Allen, Carrie Vaich, Catherine Plourde, Dennis Harrington, Jay Richard, and Student Representative Caroline Wilson

There were five members of the public present.

II. PUBLIC COMMENTS: Dean Rubine of Lee feels strongly that in the hiring of an Assistant Superintendent we should hire an interim and fill the position on July 1st.

William Hall of Durham discussed the hiring of an Assistant Superintendent. We are faced with hiring a person who is in charge of the curriculum in the District.

III. APPROVAL OF MINUTES: Motion to approve 9/16/15 minutes and 9/30/15 Manifest Meeting Minutes

Kenny Rotner moved to approve the September 16th Meeting Minutes, 2nd by Denise Day. Revision page 7 replace "candidate" with "search. Page 6 Insert "Denise Day suggested placing a separate warrant article on the ballot that does not include bonding". Page 7 "Maria Barth noted that if a position is filled internally that there would still be an opening in the District". Page 4 section VI Replace "Ben" with "Kevin". Motion to pass the minutes with the above revisions passed 7-0 with the Student Representative voting in the affirmative.

Denise Day moved to approve the manifest minutes of September 30th, 2nd by Al Howland. Motion approved 4-0-3 with Sarah Farwell, Dan Klein and Maria Barth abstaining.

Approval of Manifests:

Payroll Manifest #7 \$1,179,408.85

Vendor Manifest #9 \$572,416.43

IV. ANNOUNCEMENTS and COMMENDATIONS:

A. District: Todd Allen announced that on March 19-22, 2017 NEASAC will be visiting the High School for reaccreditation purposes. 2016 will be a self-study year. He also announced that PSATs and SATs will be implemented this year in place of Smarter Balance Testing.

Jay Richard of the Middle School thanked all of the parents who came to the open house. PTO is going to buy two H2O Filling Stations. Tomorrow evening there will be a dance from 6-8 for 7 and 8 graders and the proceeds will go to the teacher who lost her husband.

Dennis Harrington of Moharimet reported that the pumpkin stroll will be on October 15th from 5:30-7:30.

Catherine Plourde reported that for the third year in a row the Student Services Report is in and the District is at zero, which is perfect and that we are in compliance. She commended the Special Education Department for a great job.

B. Board: Denise Day announced that there is a Community Dinner tomorrow evening at the high school. Kenny Rotner reported that the NH Medical Society has reported that New Hampshire has highest rate of reported illicit drug use in 18-25 year olds and 3rd in binge drinking. We need to focus on this.

Sarah Farwell detailed that tomorrow evening at Mast Way 7:00 pm there is overview presentation on the Eureka Math Program.

V. DISTRICT REPORTS:

A. Assistant Superintendent: None

B. Superintendent: Dr. Morse reviewed the October 1 Enrollment Numbers with the Board:

Mast Way	285
Moharimet	382
Middle School	674
High School	714
Sub Total	<u>2055</u>
Pre K Total	<u>24</u>
Total:	2079

Orchard Drive Property Variance/Process: Superintendent Morse reported to the Board that they met with the town planner to discuss the process and possible variance procedure. They have also met with a surveyor who will determine where potential house lots could be. He will keep the Board updated on their findings.

Schools and Air Conditioning: Superintendent Morse mentioned that the schools are not designed for an air conditioner in each classroom. The number of days that are excessively hot in the schools are relatively low.

Bus Drivers: Superintendent Morse reported that they are down three bus drivers in the District since the beginning of the school year. They are continuously advertising to search for qualified applicants. The three vacancies, two from last year and one from this year are due to retirements.

C. Business Administrator: Sue Caswell discussed the Barrington Tuition rate for 2016-17 with the Board. The current rate is \$14,000. The new rate is determined by the percentage change of the actual difference in appropriation operating cost of the High School in the prior fiscal year. We have calculated the percentage change to be 5.5%. Therefore, the tuition rate for Barrington students for the 2016-17 school year will be \$14,776.

D. Student Senate Report: Caroline Wilson reported that Spirit Week was recently held. It was well organized and went smoothly. The Junior Class is in early preparations for the Prom. There are four ORHS students competing in Boston for rowing.

VI. DISCUSSION ITEMS:

Athletic Field Funding: Al Howland presented a proposed Athletic Field Upgrade with the Board:

Multiple plans of varying complexity have been proposed to fund the athletic fields upgrade.

- 1 Proposals should use the least number of warrant articles possible.
- 2 When sending an article to the public, passage should require a simple majority vote.
- 3 If possible, the project should be completed during the summer of 2016.

The idea is to build a fund of \$1.75 million from 2015-16 and 2016-17 funds. This would be used to complete the track and baseball field configuration in the summer of 2016. The remaining \$500K to complete the synthetic turf would come from an appropriation warrant article. The \$1.75 million fund would come from the following sources:

2015-16:

Track Fund	\$300,000
Insurance Settlement	\$400,000
	\$700,000 carried forward

2016-17:

Insurance Settlement	\$400,000
Capital Account	\$550,000
Shift from the tech. account	\$100,000

Fund Total: \$1,750,000

A warrant article to raise and appropriate \$500,000 would be placed on the March 2016 ballot and would only require a simple majority to pass. If the warrant failed, the track would still be built, but the synthetic infield would be completed in 2017.

The Board had an in depth conversation about how the process would work with the warrant article and the timeline of the proposed project.

Todd Allen and Corey Parker reported that the Friends of Oyster River Track has continued to raise money. There has been a lot of conversations regarding fund raising.

Kenny Rotner moved to approve the athletic field funding options below

2015-16:

Track Fund	\$300,000
Insurance Settlement	\$400,000
	\$700,000 carried forward

2016-17:

Insurance Settlement	\$400,000
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Capital Account	\$550,000
Shift from the tech. account	\$100,000
Fund Total:	\$1,750,000

This would also allow flexibility in shifting from the accounts. They would also put forward a warrant article that would appropriate \$500K on the March 2016 ballot, 2nd by Denise Day.

Motion passed 7-0 with the student representative voting in the affirmative.

Fiscal Year 2017 Budget Goal:

Maria Barth moved to approve the budget goal and will not have an overall budget that exceeds 3%. This does not include any petitioned warrants or the athletic field funding option, 2nd Al Howland.

Denise Day moved we accept the budget goal as written. The budget goal includes all identifiable revenue and will not have an overall impact that exceeds 4.25%, 2nd by Al Howland. Maria Barth moved to amend the overall budget that will not exceed 3% and a 500K warrant will be placed on the ballot for the athletic field's project, 2nd by Kenny Rotner. The amendment of the motion passed 6-1 with Denise Day opposing. The motion as amended passed 7-0 with the student representative voting in the affirmative.

Recommendations of the Asst. Superintendent Position: Superintendent Morse discussed with the Board the process for expediting a thorough search for the Assistant Superintendent.

In order to expedite a thorough search for the Assistant Superintendent, the District will advertise in print and electronic media that reaches a national, regional, state and local audience.

The application posting will include a job description, required qualifications and timeline. Advertising will begin October 9th and run for three weeks ending October 30th. The requested materials will consist of a cover letter, two essays, resume, official transcripts or NH certification of eligibility and three references. The application packet must be completed and submitted to the SAU office by

4:00 pm on October 30, 2015 to be considered. Potential candidate screening will occur during the first week of November and chosen candidates will be interviewed during the second week of November. The goal will be to present a candidate to the Board at the November 18th School Board meeting.

As a side note, if the successful candidate is currently employed they may have to give notice which is typically 60 days and may result in a start date of late January early February.

A District wide screening committee will be formed to make recommendation to the Superintendent. The committee will be comprised of 15 members composed as follows:

4 teachers: 1 high school, 1 middle school and 1 from each elementary school

3 Building Administrators: 1 high school, 1 middle school, and 1 elementary school.

4 Parents: One representing each building

2 Central Office Administrators: Superintendent and either the Director of Special Services or Business Administrator

2 Board Members to be appointed by Board Chair

References of the finalist will be checked and the candidate will be nominated to the ORCSD School Board at the November 18th School Board meeting.

Al Howland moved to approve the above Asst. Supt search plan, 2nd by Dan Klein. Motion approved 7-0 with the Student Representative voting in the affirmative.

The Board Chair appointed Sarah Farwell and Al Howland to be the members from the Board on this committee.

Standards Based Reporting:

Superintendent Morse discussed Standards Based Reporting. The 2014 School Approval Standards address the change that must take place from a traditional classroom only education system, to a transformed educational system that

includes competency based learning environments and multiple pathways to graduation, resulting in students that are truly college and career ready.

Jay Richard, Principal of the Middle School, reported how standards and grading became interlinked at the Middle School.

ORMS starting researching and thinking about Standards Based grading a few years ago due to how we previously placed students in eighth grade Algebra I for high school credit. Our old placement rubric was a 20 point scale. Though there were several issues with Algebra placement. One concern/question parents had was around the grade aspect of the rubric. Students were getting A's in grade 7 math, but were not qualifying to be in Algebra 1.

In the fall of 2014 the State of New Hampshire passed laws based upon standards. At this same time Jay asked the ORMS staff if they would be willing to pilot Standards Based grading for the 2015/16 school year. All were willing and we completed the first step of agreeing on the standards, by grade level that we would be using:

Grading:

The student's grade will be based on assessments and will reflect the student's mastery of the Common Core State Standards. Each standard will be graded on a 1-4 scale as described below.

1. Minimal use of reasoning or application of mathematics to solve problems.
2. Inconsistent use of reasoning or application of mathematics to solve problems. Some solutions are incorrect. Student is on the right track but needs additional practice.
3. Student meets the grade level expectation for this standard. Solid mathematical reasoning is shown and most solutions are correct. Incorrect solutions contain only minor errors.
4. Student exceeds the grade level expectation for this standard. Strong mathematical reasoning is shown and solutions are correct.

This model will appear in Power School:

- 1 Not at the Standard
- 2 Approaching the Standard
- 3 At the Standard
- 4 Exceeds Expectations for the Standard
- N. Not enough evidence

VII. ACTIONS:

A. Superintendent Actions: None

B. Board Action Items:

Motion to appoint Catherine Plourde as Affirmative Action Officer: Denise Day moved to appoint Catherine Plourde as Affirmative Action Officer, 2nd by Al Howland. The motion passed 7-0 with the Student Representative voting in the affirmative.

Nominations for High School Coaching Positions:

Volunteer Positions:

Tim McNamara	Girls Ice Hockey
Pamela Raiford	Ultimate Frisbee Club
Guy Capececlatro III	Ultimate Frisbee Club
Paul Franz	Martial Arts Club
Emma Wilson	Ski Team
Jason Nifong	Boys Basketball
Ed Szccepanki	Boys Basketball
Ned Clarke	Ski Team
Nicole Casimiro	Girls Basketball
Hannah Wohltmann	Athletic Trainer
Salme Cook	Girls Soccer
Morgan Gillis	Athletic Trainer
Colin Smith	Boys Soccer
Derrick MacDowell	Baseball
Kristen Olsen	Ethics Bowl Club

Paid Positions:

Craig Randall	Boys JV Hockey	\$3,382
Griffin Richard	Boys Varsity Ice Hockey	\$5,463
Jamie Long	Girls Varsity Ice Hockey	\$5,163
Greg Gephart	Girls Indoor Track	\$3,898
Nick Ricciardi	Boys Indoor Track	\$3,898
William Reeves	Swimming	\$3,507
Lynn Santosuosso	Diving	\$2,410
Laura Fant	Girls Asst. Swimming	\$2,260
Lorne Lucas	Boys Varsity Basketball	\$5,088

Paul Kerrigan	Boys JV Basketball	\$3,307
Nick Scuderi	Boys Reserve Basketball	\$2,619
Jeannette Allyson	Girls JV Basketball	\$3,307
Bill Sullivan	Boys Varsity Lacrosse	\$4,012
Craig Walfield	Varsity Baseball	\$4,087
Glen Miller	Varsity Softball	\$4,012

Sarah Farwell moved to approve the above list of names for Coaching Positions at the High School, 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

Approval of Policies:

Maria Barth moved to approve Policy JKAA & R- Use of Child Restraint and Seclusion for a first reading, 2nd by Dan Klein. Motion passed 7-0.

Policies for Second Reading/Adoption:

Maria Barth moved to adopt Policy BDF - Advisory Committees to the Board, 2nd by Denise Day. Motion approved 7-0.

Kenny Rotner moved to adopt Policy BBAA - School Board Member Authority, 2nd by Denise Day. Maria Barth moved to amend the motion by deleting in the subcommittee section the sentence that starts with "Subcommittee", 2nd by Sarah Farwell. Motion failed 2-5 with Maria Barth and Sarah Farwell in favor of the amendment. The original motion passed 5-2 with Sarah Farwell and Maria Barth opposing.

The Board had a lengthy discussion on Policy BBAA and the impact on the School Board's role.

VIII. SCHOOL BOARD COMMITTEE UPDATES

Al Howland reported that the Negotiations Committee met with ORESPA and is meeting tomorrow.

Denise Day reported that the Long Range Planning Committee met and discussed the shift of students from Moharimet to Mast Way. They also discussed predicting the number of students from Barrington entering the high

school. Full Day Kindergarten was discussed and how that will impact the projections.

Tom Newkirk reported that The Wellness Committee met and formulated their goals. One of their goals is to develop a more unified website.

IX. PUBLIC COMMENTS

Dean Rubine from Lee thanked the Board for approving the Budget Goal. He feels an interim Assistant Superintendent would be a great idea for the District.

David Taylor from Durham is disappointed about the subcommittee vote. Most committee don't have specific charges.

X. CLOSING ACTIONS

A. Future Meeting Dates: 10/21/15 Middle School
11/4/15 Regular Meeting High School Library

XI. NONPUBLIC SESSION: RSA 91-A:3 II (if needed): None

NON-MEETING SESSION: RSA 91-A:2 I (if needed): None

XII. ADJOURNMENT

**Al Howland moved to adjourn the meeting at 10:00 p.m., 2nd by Dan Klein.
Motion approved 7-0.**

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FISCAL YEAR 2015-2016
FINANCIAL STATUS AS OF: 10/16/15**

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015
SALARIES:					
Administrator	1,346,843	414,291	934,146	(1,594)	100%
Teacher	14,490,966	2,249,523	11,999,109	242,334	98%
Para	2,194,987	320,565	1,834,760	39,662	98%
Tutor	174,174	20,566	156,063	(2,455)	101%
Custodian	692,334	214,401	483,238	(5,305)	101%
Secretary	359,231	91,909	268,920	(1,598)	100%
District Hourly	670,917	210,075	465,907	(5,065)	101%
Maintenance	204,473	67,557	108,094	28,822	86%
Drivers	779,773	109,411	511,337	159,025	80%
Misc & Summer	177,777	79,736	40,413	57,628	68%
Subs - Professional	235,023	23,462	96,955	114,606	51%
Subs - Para	31,300	5,824	0	25,476	19%
Subs - Secretary	3,000	2,003	0	997	67%
O/T	23,577	0	0	23,577	0%
Med & Dent Payback	487,900	82,282	430,303	(24,685)	105%
TOTAL SALARIES	21,872,275	3,891,605	17,329,245	651,425	97.0%
BENEFITS:					
Health Ins	4,373,268	510,107	3,794,388	68,773	98%
Dental Ins	127,875	15,352	111,806	717	99%
Life Ins	51,133	6,573	48,381	(3,821)	107%
LTD Ins	48,463	6,176	46,050	(3,763)	108%
FICA	1,669,923	290,783	1,323,293	55,847	97%
Retirement - Non Professional	329,926	87,296	234,881	7,749	98%
Retirement - Professional	2,290,930	385,981	1,954,290	(49,341)	102%
Annuity	113,310	10,476	106,634	(3,800)	103%
Tuition Reimb	0	(1,602)	0	1,602	
Unemployment Comp	24,065	338	0	23,727	1%
Workers Com	102,177	0	0	102,177	0%
TOTAL BENEFITS	9,131,070	1,311,480	7,619,723	199,867	97.8%
ALL OTHER OPERATING EXPENSES:					
Mast Way	175,269	66,854	8,274	100,141	43%
Moharimet	185,375	65,312	14,086	105,977	43%
Middle School	312,243	86,732	51,115	174,396	44%
High School	620,389	177,340	65,576	377,473	39%
District	2,249,154	1,607,061	46,977	595,116	74%
Transportation	713,594	322,551	19,682	371,361	48%
Technology	537,970	307,858	27,764	202,348	62%
Facilities	2,191,183	1,037,847	434,410	718,926	67%
SPED	1,870,870	607,216	1,055,351	208,303	89%
TOTAL OPERATING	8,856,047	4,278,771	1,723,235	2,854,041	67.8%
GRAND TOTAL	39,859,392	9,481,856	26,672,203	3,705,333	90.7%

Total Including Revenue

Comment Section: Total LGC rebate = \$525,174. Employee portion = \$109,432, district portion \$415,742

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

MEMORANDUM

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: October 21, 2015
Re: All Day Kindergarten

The item under discussion related to Full Day Kindergarten is to generate questions from the School Board to take to the Full Day Kindergarten Advisory Committee.

This memo is to initiate a starting point for a School Board discussion around generating questions pertaining to All Day Kindergarten, which will be brought before the Full Day Kindergarten Advisory Committee to address.

Answers to the generated questions will be brought back to the School Board for their review at a later School Board meeting.

Thank you.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER HIGH SCHOOL, 55 COE DRIVE, DURHAM, NH 03824
ORHS OVERNIGHT FIELD TRIP REQUEST FORM

Today's Date: 9/14/15

Teacher/Organization: Mrs. Anderson

Subject: BOSMUN

(Boston University Model United Nations Conference)

Trip Date & Time: Depart on 2/5/16 at 12 pm (am/pm)
(Date) (Time)

Return on 2/7/16 at 4 pm (am/pm)
(Date) (Time)

Trip Contact Name & Phone Number: Gabrielle Anderson

(Name) (Phone #)

Trip Destination/Address: Boston Park Plaza Hotel

50 Park Plaza at Arlington Street Boston, MA 02116-3912

Instructional Objective:

To ~~meet~~ ^{take} part in a Model U.N. conference

Number of Students attending: 12 *

***Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: _____

Chaperone Name(s): Gabrielle Anderson + Corey Blais

Cell Phone Numbers active during trip: _____

Transportation: Bus: Yes** or No.

**Please make arrangements for bus transportation with the Principal's secretary, ext 6002.

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

Note: Overnight trips will be brought to the attention of the School Board; applications must be made at least **one month** in advance.

Calendar Approval: _____

Principal's Approval: [Signature]



BOSMUN XV

BOSTON UNIVERSITY



(<http://bosmun.org/>)

Boston Invitational Model United Nations Conference

[HOME \(HTTP://BOSMUN.ORG/\)](http://bosmun.org/)

[ABOUT \(HTTP://BOSMUN.ORG/ABOUT\)](http://bosmun.org/about)

[INFORMATION \(HTTP://BOSMUN.ORG/SAMPLE-PAGE\)](http://bosmun.org/sample-page)

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About

Boston Invitational Model United Nations Conference, or BosMUN, is a three-day simulation of the United Nations hosted by Boston University for high school students. BosMUN XV will be held from Friday, February 5 to Sunday, February 7, 2016 at the stunning Boston Park Plaza in Back Bay. The upcoming conference marks the fifteenth anniversary of BosMUN. This great achievement would not be possible without the Boston University International Affairs Association, as well as the staffers, delegates, and advisors of past and present.

BosMUN provides an interactive and distinctive learning experience for high school delegates. Our conference features traditional committees, in addition to unique committees involving historical issues and current crises. BosMUN strives to offer a diverse selection of committees that differ not only in their content, but

also in their format and procedure. We find that this provides students with a plethora of learning opportunities to choose from. This ensures that delegates ranging from novice to experienced can debate in committees where they both enjoy the content and are properly challenged in order to continually learn.

BosMUN prides itself on its committed staff and Secretariat. As students still ourselves, we know the importance of learning from not just experience itself, but also from those with experience, or mentors. Our staffers professionally lead enthralling committee sessions that they themselves have researched and created. This allows our staffers to act as mentors to high school delegates, showing them how to pursue their interests and continually build their skills.

BosMUN serves as much more than a simulation of the United Nations; it is a conference enabling personal growth in young people who demonstrate too great of passion to be ignored. Any Model UN conference can provide a student with a weekend of committee debate, but only BosMUN can ensure a student a skill set to last them a lifetime. BosMUN XV will aid delegates in their public speaking, research, writing, debate, as well as teach them negotiation, teamwork, and more. If you have any questions about BosMUN, feel free to contact our Secretary-General Lara Cohen at (317) 4-BOSMUN, (317) 426-7686, or sg@bosmun.org.

Contact Us

sg@bosmun.org
 +1 (317) 426-7686
 +1 (317) 4-BOSMUN

Sign up

Register
 (http://bosmun.org/?page_id=163)



(<http://bosmun.org>)

Boston University International Affairs
 Association

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
October 21, 2015**

Title	Code
Policies for First Read	
Change of School or Assignment	JCA
Policies for Second Read/Adoption	
Use of Child Restraint and Seclusion	JKAA & R
Policies for Deletion	

The October 14, 2015 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JCA
Policy Committee Review: October 14, 2015	Page 1 of 2
School Board First Read: October 21, 2015	Category: Priority

[CHANGE OF SCHOOL OR ASSIGNMENT](#)

In circumstances where the best interests of a pupil warrant a change of school or assignment, the [Oyster River Cooperative School District](#) Superintendent is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedures.

Conditions and Procedures for Reassignment

1. Either the parent/legal guardian or the Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the pupil warrant a reassignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a determination concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the school board. The board must vote to approve the re-assignment before the reassignment can occur. Upon school board approval, the Superintendent may reassign the pupil to:
 - (a) another school within the same school district; ~~or~~
 - ~~_(b) another school district within the same SAU; or~~
 - (cb) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.
5. The Superintendent will issue a written decision to the parent/guardian.
6. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the school board votes to exceed this limit.
7. Reassignments made under this policy that exceed the percentages provided in Paragraph #6 must have the prior written approval of the School Board.

Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

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Role of the Department of Education

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC - Manifest Educational Hardship.

Legal References:

- RSA 193:3, III, Change of School Assignment
- RSA 193:3, I, II, Manifest Educational Hardship
- RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

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USE OF CHILD RESTRAINT AND SECLUSION

[The Oyster River Cooperative School District](#) hereby authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

For purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

School staff shall not use physical restraint except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others.

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For purpose of this policy and any accompanying procedures, the term “seclusion” means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion shall not include:

- (1) The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

School staff shall not use seclusion except when a child’s behavior poses a substantial and imminent risk of physical harm.

School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student’s past history.

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self-injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

Legal Reference: RSA 126-U:1 to 13 (2014).

Cross Reference: JKAA-R – Procedures on Use of Child Restraint and Seclusion

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USE OF CHILD RESTRAINT AND SECLUSION PROCEDURES

The [Oyster River Cooperative School District](#) hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

Restraint. Any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

The five interventions listed immediately above are not considered "restraint" under these procedures, are not barred or restricted by these procedures, and are not subject to the training or notification requirements that otherwise apply to permissible restraints addressed herein.

Medication Restraint. When a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

Mechanical Restraint. When a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

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Physical restraint. When a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

Dangerous Restraint Techniques.

- a. Any technique that:
 - (1) Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - (2) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - (3) Obstructs the circulation of blood;
 - (4) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (5) Endangers a child's life or significantly exacerbates a child's medical condition.
- b. Intentional infliction of pain, including the use of pain inducement to obtain compliance.
- c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
- d. Any technique that subjects the child to ridicule, humiliation, or emotional trauma.

Seclusion. The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion does not include:

- (1) the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

II. Use of Restraint

- 1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.

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2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

III. Use of Seclusion

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

V. Authorization and Monitoring of Extended Restraint & Length of Restraint

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;

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3. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.
4. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. Restriction of Use of Mechanical Restraints during Transport of Children.

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VI, below.
2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the child's privacy, and
 - c. Represent the least restrictive means necessary for the safety of the child.

VII. Room Conditions for a Seclusion Area

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
- (b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
- (c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
- (d) Are free of any object that poses a danger to the children being placed in the rooms.
- (e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:
 - (1) The need to provide direct and immediate medical attention to a child;
 - (2) Fire;

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- (3) The need to remove a child to a safe location during a building lockdown; or
 - (4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.
- (f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.
2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal's designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee's supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
 - a. The date, time and duration of the restraint or seclusion;
 - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion;
 - c. The names of the persons involved in the occurrence;
 - d. A description of the actions of the school employees involved before, during, and after the occurrence;
 - e. A description of any interventions used prior to the restraint or seclusion;
 - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
 - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;
 - h. A description of any property damage associated with the occurrence;
 - i. A description of actions taken to address the emotional needs of the child during and following the incident;
 - j. A description of future actions to be taken to control the child's problem behaviors;
 - k. The name and position of the employee completing the notification; and
 - l. The anticipated date of the final report.

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3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. **[Optional but recommended: Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.]**
4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.

IX. Serious Injury or Death during Incidents of Restraint or Seclusion.

1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.

X. Team Meeting Requirements

1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."

XI. Notice and Records of Intentional Physical Contact

1. If a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child's parent or guardian.
2. Such notification shall be no later than the time of the child's return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
3. Within 5 business days of the incident of "intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:

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- a) Date and time of the incident;
 - b) Brief description of the actions of the child before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of "intentional physical contact."
 5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child
 - b) is actively combative, assaultive, or self-injurious while being escorted, and then these requirements do apply.
 - c) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - d) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention -- except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

XII. Department of Education Review

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

XIII. Civil or Criminal Liability

Nothing in the District's Policy or Procedures on the Use of Child Restraint should be understood in any way to undercut the protections from civil and criminal liability provided to school officials for the use of force against a minor, consistent with state law found at RSA 627:1, 4, and 6.

[Cross Reference: JKAA – Use of Child Restraint and Seclusion](#)

Legal Reference: RSA 126-U:1 to 13 (2014); RSA 627:1, 4, 6.

Policy Committee Meeting Minutes

Wednesday, October 14, 2015 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse

Visitors: 0

Called to order at 3:30 by Maria Barth. Jim explained that we were going to start with the policy that has been returned to the committee for feedback from the principals and facilities director.

Policy EEAA – Video and Audio Surveillance on School Property which Jim explained was being reviewed and revised due to changes in the existing law. This is a very comprehensive policy and suggestion made that this policy be broken down into two separate policies. Jim suggested that we keep the existing policy as is, but separate into two separate headings within the policy: safety and instructional practice. Review of the input submitted by the principals and facilities director was discussed. Clarifying questions asked pertaining to current practice and procedure. After a lengthy discussion, this policy will be placed on hold for additional review by legal counsel.

At this point Maria asked if there would be any objection to moving away from the current agenda and discussing two issues. A current policy that has already had a first read with the School Board to verify that a parent's email that was received pertaining to this policy was answered satisfactorily. Jim advised Maria that Catherine Plourde did in fact review and answer the parent's questions. The second issue was where we stand with a policy that was placed on hold from a prior policy meeting pertaining to extended learning opportunities (ELO's). Jim explained that he met with Todd Allen and Heather Machanoff about ELO's and that they are aware of the requests being made and will be working on this. This subject was discussed at length and also included a discussion on the requirements for the new standards that are being brought forward and that State required competencies for ORHS are intertwined with the ELO policy.

Policy JCA – Change of School or Assignment – The current policy and the new NHSBA policy reflecting the new change in the law were brought forward. Due to legislative changes the existing policy will be replaced by the newest updated version. Committee asked what changes were made and how this affects the school district. Small revisions were made to the body of the policy after clarifying questions by the committee were answered by Jim. This policy will be sent to the School Board at their next meeting for a first read.

Policy ILD & R – Educational Questionnaires, Survey and Research – Review of this recommended draft policy and accompanying forms was completed. A lengthy discussion took place and since many clarifying questions were asked that need to be answered, this policy will be sent for legal clarification and be placed on hold.

Policy ILDA – Non-Educational Questionnaires, Surveys and Research will also be sent for legal clarification and will also be placed on hold.

Policy EHAA – Computer Security, E-Mail, and Internet Communications – This policy was reviewed. Committee members asked if this was needed as we already have similar policies in place. Jim suggested that this policy be sent to the IT Director for review and comparison to existing policies to see if this is needed or if this covers something that we do not already have in place. Policy committee agreed. This policy is placed on hold pending this review.

Meeting ended at 4:50 PM – Next meeting to be November 17, 2015.

Respectfully submitted,

Wendy L. DiFruscio