

**Oyster River Cooperative School District
REGULAR MEETING**

October 19, 2016

ORHS Library

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. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
- Motion to approve 10/5/16 regular meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - C. Business Administrator**
 - Barrington Tuition Update
 - Substitute Teacher Rate of Pay
 - D. Student Senate Report**
 - E. Other:**
 - Middle School World Language Update – Todd Allen/Jay Richard
- VII. DISCUSSION ITEMS**
- Budget Goal FY18
 - NHSBA Resolutions
 - 10/13/16 Late Start Forum
- VIII. ACTIONS**
- A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve 2016-17 Substitute Teacher Rate of Pay.
 - Motion to approve Budget Goal FY18.
 - Motion to approve ORMS Activity Stipends
 - Motion to approve School Board Policies: GBEB- Staff Conduct with Students, GBCD – Background Investigation and Criminal Records Check, LJOC – School Volunteers, first read and GCA – Professional Staff Positions for Deletion
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
- A. Future meeting dates:** 10/24/16 Town of Lee Selectman Meeting
11/2/16 Regular School Board Meeting
11/7/16 Town of Madbury Selectman Meeting
11/10/16 Budget Workshop, Lee Safety Complex
11/16/16 Regular School Board Meeting
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**
- NON-MEETING SESSION: RSA 91-A2 I {If Needed}**
- XIII. 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). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

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:

- | | |
|--------------------------|----------------------------|
| • Maria S. Barth | Term on Board: 2015 –2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Sarah Farwell | Term on Board: 2014 - 2017 |
| • Denise Day, Vice-Chair | Term on Board: 2014 - 2017 |
| • Allan Howland | 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

October 5, 2016

Oyster River Middle School

6:30 p.m.

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

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Suzanne Filippone, Catherine Plourde, Jay Richard, Carrie Vaiche Dennis Harrington

Commissioner Virginia Barry was in attendance

There were seven members of the public present

I. CALL TO ORDER:

6:30 – 7:00 p.m. Manifest Review/Approval at each School Board meeting

II. APPROVAL OF AGENDA: Kenny Rotner moved to have Commissioner Barry's Report at the beginning of the meeting, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Commissioner Barry said that it was a great way to see the work that is going on with the teachers and the students. Oyster River is one of the highest performing Districts in the state. You clearly put the students first. She is looking at the quality of the leadership. She commended Jay Richard and his staff for the leadership that is going on at the Middle School. They also look at the quality of the School Board to meet all the needs of the District.

Commissioner Barry loved the engagement level of the students in each classroom that she was in. New Hampshire is the third highest performing state in the nation. Across the nation educators look to NH for their leadership. Children who are competent are confident. Skills and tools that children develop are critical and they should be very proud of the work that is going on in the District.

Commissioner Barry discussed standardized testing and that the federal government requires yearly testing. There are 10 schools in pilot testing. She also added that Smarter Balanced is considered a diagnostic tool that is computer adapted. It was designed for teachers to assist them in making instructional decisions.

Commissioner Barry also stated that the Government is focused on STEM. Many wanted it to be STEAM. As far as ethics and social behavior it must come from local communities. NH is focused on socio-emotional role. I know this is a focus of OR as well. Mental Health Issues are important to the State. We have our hands full. When a child gets to be educated in a quality school environment they will grow.

Commissioner Barry noted that NH is the 3rd most aging state in the country need to be connected to all ages. Kids need to be cared for and put into a quality controlled environment.

She detailed how she does work with the State Legislature. Our relationship is based on the elected officials in the State. A quality school board directs the education in the district. She can use OR as a model with other schools.

Commissioner Barry noted that right now the building aid budget for the state is every two years. 50 million dollars in funding have been requested for the budget. 26 schools have made request for building aid. Imminent danger for health and safety is the only time funds can be disbursed at this time. She encouraged letting the state know of intent to do any renovating or building.

NH Department of Education 2016-17 Priorities:

Mathematics knowledge and skills
Career Development
Personalized learning
Educator Preparation Programs
Leadership Pipeline
Safe Schools, Healthy Students
Continuous Improvement for Schools
Early Childhood

The Board thanked Commissioner Barry for spending the day in the District and speaking with them this evening.

III. PUBLIC COMMENTS:

Dean Rubine of Lee would like to see the packet information on the start times prior to the forum.

IV. APPROVAL OF MINUTES:

Denise Day moved to approve the meeting minutes of September 21st, 2nd by Maria Barth.

Revisions:

Page 2 Replace paragraph 8 with “ He addressed a couple of rumors: “The District had a guaranteed maximum price on the field budget so even though the contractor made a measurement error which cost more the District did not pay more.”

**Page 6 Paragraph 10 Replace “K1” with Kindergarten – First Grade”
Motion passed 7-0 with the Student Representative voting in the affirmative.**

APPROVAL OF MANIFESTS:

VM #8: \$514,543.88

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:

A. District: Suzanne Filippone – High School Students request for two Overnight Field Trips:

Suzanne Filippone reported on events happening at the high school: They started the change direction campaign last week. Advisory is working on bully awareness for October. Interim reports went out this week. Financial Aid night and information on a gap year is available on the counseling website.

A group of high school students presented information on the Model UN Club. They are requesting approval for two overnight field trips: Princeton Model UN Conference November 17 – 20, 2016 and Model UN Conference in Boston, MA February 10 – 12, 2017.

Kenny Rotner moved to approve the two overnight field trips November 17 – 20, 2016 and February 10 – 12, 2017 2nd by Sarah Farwell. Motion passed 7-0 with the Student Representative voting in the affirmative.

Catherine Plourde, Director of Student Services, reported on the compliance visit at the high school last year which looked at indicator 13 which is our transition plan. They received the letter that they are 100% in compliance.

Misty Lowe and the high school staff did a great job. They have also received their annual report card on the indicators and they received a zero, which is the best that you can get and which means the indicators are in compliance.

Carrie Vaiche of Mast Way reported that the school field trip to Bedrock Gardens in Lee was a great success. She thanked all the parent chaperones and the enrichment committee for all their hard work to make this come together. They have had two curriculum nights this year and both were well attended. There will be teacher conferences on Friday. Next week is their first PTO on Thursday. They are getting ready for their first Halloween Social.

Dennis Harrington of Moharimet reported that the enrollment at 373 has made a great difference this year at Moharimet. He invited everyone to the annual pumpkin stroll from 5- 8 p.m. on Thursday, October 20th.

B. Board: Denise Day commented that the Change Direction presentation was wonderful and the community dinner was fantastic.

Kenny Rotner mentioned the Outing Club that is offered at the Middle School and he thanked the staff for all their work on it. He also read portions an article on addiction by Maia Szalavitz.

Sarah Farwell thanked the staff for the curriculum nights at the different schools. It was exciting to hear about the different things that the kids are learning. They are a reminder of the quality staff and to the quality curriculum.

Dan Klein reiterated what Denise stated about the Change Direction Presentation. It was great and hopes that it continues to stay on the front burner.

Dan also noted that October 15th Powder Major Day at Tibbetts Field in Madbury. He encouraged members of the public to come and there will be guided hikes. If that parcel of land were developed and not conserved, approximately 70 - 80 homes could be built.

Al Howland reported that the Middle School Jazz Band performed at Homecoming and the UNH students joined in and they did a terrific job.

Maria Barth mentioned the upcoming late start forum and sleep deprivation. She feels that caffeine is also a sleep influencing issue, and the amount "blue light" the kids are getting also contribute to sleep deprivation. She also questioned the amount of homework that kids have in the evenings.

Student Representative Troy Lapolice does not think caffeine is the issue, but thinks it is a byproduct of the problem related to homework and all the things we are involved in.

VI. DISTRICT REPORTS:

A. Assistant Superintendent: Covered under the Superintendent's report.

B. Superintendent's Reports:

Superintendent Morse reported that a middle school presentations was given during the high school open house. High school parents provided feedback. Some parents supported the issue but not how it was delivered at the open house. Taking the feedback into consideration we adjusted the format of the presentation during the middle school open house.

Todd Allen discussed that the feedback overall was positive on a proposed middle school. There were a lot of comments regarding the draftiness in the building, the traffic flow in the parking lot, the size of the classrooms, and making sure that the facilities were ADA compliant. There was concern of how the process would work during the construction phase.

Superintendent Morse attended a workshop in Texas and reconnected with the company that did a webinar about a year and a half ago. This webinar emphasized the community telling the Board what they want in a Middle School. He is asking them to create a proposal and invite them to do a presentation.

Superintendent Morse commended Heather Machanoff in Guidance for the work on Change Direction. She did a fantastic job.

He also thanked the reporter from Foster's Daily Democrat for all the coverage they have received in informing the community.

Todd Allen mentioned that Change Direction was videotaped and will be available for everyone to see. New Hampshire was the first state in the country to launch this effort and it is a national campaign. It is a campaign that talks about the 5 signs of mental health awareness.

At the end of the month there will be Connect Training for 35 staff members on suicide prevention. This will raise the bar on the ability to respond.

October 1 Enrollment:

Mast Way	320
Moharimet	373
Middle School	656
High School	766
Subtotal	2115
Pre K total	29
Total Students:	2144

C. Business Administrator: Moved following student report.

D. Student Representative Report: Student Representative Troy Lapolice reported that Spirit Week was last week and they had their field events. It went fantastic. Many staff have reached out to the Senate and said how positive and successful it was. They will be working on upcoming fund raising events next.

Tom Newkirk suggested talking to the Student Senate about proposed start times. The Board agreed by consensus this was a great idea and they will be coordinating a date.

F. Other:

Commissioner Barry was moved up to the beginning of the meeting.

Business Administrator:

Sue Caswell reviewed FY2018 Calculations with the Board and outlined what our increases might look like for FY2018:

Retirement	\$280,000
Guild Contract	\$527,078
Track and Field Bond	\$156,013
Health at 10%	\$490,000
Total:	\$1,453,089

She noted that this estimate does not include increases for other bargaining and non-bargaining unit employees which includes program directors, central office, maintenance and technology staff. It also does not include additional efforts to address our capital needs. Our goal for our Strategic Plan for facilities has been to continue to increase our efforts until we reach 3% of the aggregate budget.

We also cut one bus out of this year's budget and only purchased two replacements for the transportation department.

Additional revenues from tuition students will help to offset these expenses. We estimate an additional \$350,000 in tuition revenues.

Superintendent Morse reported that there will be some needed personnel requests. The conversation with the administrators are in the initial stages. The high school will have an increase in students next year.

VII. DISCUSSION ITEMS:

Budget Goal FY18:

Draft for School Board Adoption: October 5, 2016

Budgeting is directly related to our academic vision. The proposed 2017-2018 budget reflects the priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements and health insurance costs.

The general budget goal will not have an overall impact that exceeds a 3.25%.

However, the budget goal does not factor in new revenue from the Barrington tuition agreement that will be used to offset staffing, health care and retirement costs due to the increase in student enrollment.

This does not include any petitioned warrants.

The Board had a discussion with Superintendent Morse on the proposed budget goal.

The Board suggested revising the last paragraph of the draft goal above to read "New revenue from the Barrington tuition agreement and the Benefits

Stabilization Fund can be used to offset staffing, health care and retirement costs due to the increase in student enrollment.”

Superintendent Morse will bring back the modified Board goal for vote at the next meeting.

VIII. ACTIONS

A. Superintendent Actions: None

B. School Board Actions:

Motion to approve Catherine Plourde as Affirmative Action Officer: Maria Barth moved to approve Catherine Plourde as Affirmative Action Officer, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES: None

X. PUBLIC COMMENTS: None

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

10/13/16	Late Start Forum – ORHS Auditorium 6 p.m.
10/17/16	Town of Durham Council Meeting
10/19/16	Regular School Board Meeting
10/24/16	Town of Lee Selectman Meeting

XII. NON-PUBLIC SESSION: RSA 91-A:3 II: None

NON-MEETING SESSION: RSA 91-A2: None

XIII. ADJOURNMENT:

Maria Barth move to adjourn the meeting at 8:55 p.m., 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

To: Oyster River School Board
Dr. James Morse, Superintendent

From: Sue Caswell, Business Administrator

Date: October 19, 2016

Subject: Barrington Tuition Rate for 2017-18

The Tuition Agreement we have with the Barrington School District requires that we notify them on or before October 1 of each year the tuition rate for the next succeeding year. The current rate is \$14,776. The new rate is determined by the percentage change of the actual difference in appropriation operating cost of the Oyster River High School in the prior fiscal year. We have calculated the percentage change to be 5.32%. Therefore, the tuition rate for Barrington students for the 2016-17 school year will be \$15,562. The details of this calculation are:

Barrington Tuition calculation
FY 2017
Data from MS 22 forms

Function	Appropriated budget FY 16 FY 2016	Appropriated budget FY 17 FY 2017
	High School	High School
Regular Programs	5,694,560	5,953,558
Special Programs	2,303,427	2,321,348
Vocational Programs	31,000	31,000
Other Programs	512,732	533,819
Student Support Services	1,115,906	1,131,466
Instructional Staff Services	298,629	305,667
School Board	40,517	46,436
Other Executive Admin	406,949	428,552
School Admin Services	587,785	621,463
Business	208,220	202,100
PPO & M	1,559,395	1,846,484
Support Services	384,518	420,559
	<u>13,143,638</u>	<u>13,842,452</u>
		5.32%
FY 2017 Tuition rate	14,776	
FY 2018 Tuition rate		15,562

Oyster River Cooperative School District
Business Administrator's Office

SAU # 5
36 Coe Drive
Durham, NH 03824

(603) 389-3288
FAX (603) 868-6668
scaswell@orcscd.org

INTEROFFICE MEMORANDUM

TO: Oyster River School Board
FROM: Susan Caswell
DATE: October 5, 2016
RE: 2016-17 Substitute Teacher Rate of Pay

In accordance with Policy GCG, the School Board is asked to approve the Substitute rate of pay.

At this time, and after research with our comparable school districts, it was determined that the substitute rate for the 2016-17 school year will remain at \$75.00 per day.

Thank you.

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Todd Allen, Assistant Superintendent
Jay Richard, ORMS Principal
DATE: October 14, 2016
RE: ORMS World Language Program

2016-2017 Description of ORMS World Language Program (WL)

6th Grade WL Program at ORMS

Both 6th grade teams have a one quarter experience in WL. This experience is intended to introduce the student to the curriculum options provided by ORMS to 7th graders. We strive to give students an experience in each language so that they may make an educated decision when choosing a language to study.

During each team's designated WL block, half of the team comes to WL on A day and the other half on B Day. Given that a typical quarter lasts 45 days, this program provides about 22 days of WL experience per student.

In that 22 days, the students rotate between the 4 WL teachers and are introduced to 4 different subjects, (French, Spanish, Chinese, and World Culture). This means that the students experience 5 or 6 classes in each subject offered.

At the end of 6th grade, students make a decision on what language to study in 7th and 8th grade based on this introductory experience.

Description of the 7th/8th Grade WL Program

Students choices are Spanish or French.

At ORMS, our 7th and 8th grade WL students attend class 4 days a week. 3 of these classes is a full-size class and 1 of these classes is a half-size class.

For example, a typical 8th grade student will have a full-size WL class on Monday, Thursday, and Friday.

On Tuesday, half of this class comes to WL for a smaller "lab-size" class which teachers use to provide more focused attention on individual students. This is also a good time to plan activities more geared towards smaller class sizes, such as presentations and video recordings.

On Wednesday, the other half of this class comes to WL and has the same opportunity for a reduced teacher-to-student ratio. The teacher repeats the same lesson so that when the two groups reconvene on Thursday, they have had the same educational experience.

7th Grade follows the same schedule, except their 3 full-size classes are on Monday, Tuesday, and Wednesday, and their half-size classes are on Thursday and Friday.

2017-2018 Description of ORMS World Language Program (Changes)

Grade 6 World Language Program

Full year offerings in French, Spanish, Chinese and World Cultures (3 days per week)

Grade 7 World Language Program

In the Fall of 2017 there will be full year offerings in French, Spanish and Chinese (Chinese added for the first time in grade 7)

Grade 8 World Language Program

Full year offerings in French and Spanish (No change)



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
36 Coe Drive
Durham, New Hampshire 03824
Telephone: 603-868-5100 Facsimile # 603-868-6668

Fiscal Year 2018 Budget Goal
Revised Draft for School Board Adoption on October 19, 2016

Budgeting is directly related to our academic vision. The proposed 2017-18 ORCSD budget reflects the priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements and health insurance costs.


The general budget goal will not have an overall impact that exceeds 3.25%.

New revenue from the Barrington tuition agreement and other voter approved expendable trust funds may be used to offset staffing, healthcare and retirement costs.

This does not include any petitioned warrants.

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

INTEROFFICE MEMORANDUM

 To: ORCSD School Board
From: Jim Morse, Superintendent
Date: October 14, 2016
RE: School Board Resolution - *RSA 189:13-a, School Employee and Designated School Volunteer Criminal History Records Check. {Attached}*

School Board Resolutions:

Background Checks

1. Only the Superintendent/Human Resource Coordinator
2. Specific

School Safety

NHSBA supports legislative action that allows criminal background checks be shared with their Human Resources Department and that the specific charge be shared with the Superintendent so he/she can make an informed judgement related to employment.

TITLE XV - EDUCATION

CHAPTER 189

SCHOOL BOARDS, SUPERINTENDENTS, TEACHERS, AND TRUANT OFFICERS;

SCHOOL CENSUS School Boards, Transportation and Instruction of Pupils

Section 189:13-a

189:13-a School Employee and Designated School Volunteer Criminal History Records Check. –

I. (a) The employing school administrative unit, school district, or chartered public school shall complete a criminal history records check on every selected applicant for employment in any position in the school administrative unit, school district, or chartered public school prior to a final offer of employment. A public academy approved by the New Hampshire state board of education shall submit a criminal history records check on applicants for employment pursuant to this section. The superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy may extend a conditional offer of employment to a selected applicant, with a final offer of employment subject to a successfully completed criminal history records check. No selected applicant may be extended a final offer of employment unless the school administrative unit, school district, chartered public school, or public academy has completed a criminal history records check. The school administrative unit, school district, chartered public school, or public academy shall not be held liable in any lawsuit alleging that the extension of a conditional or final offer of employment to an applicant, or the acceptance of volunteer services from a designated volunteer, with a criminal history was in any way negligent or deficient, if the school administrative unit, school district, chartered public school, or public academy fulfilled the requirements of this section.

(b) A nonpublic school may elect to require a criminal history records check on selected applicants for employment or selected volunteers. A nonpublic school that elects to conduct a criminal history records check shall comply with the procedures and requirements set forth in this section.

II. The selected applicant for employment or designated volunteer with a school administrative unit, school district, chartered public school, or public academy shall submit to the employer a notarized criminal history records release form, as provided by the division of state police, which authorizes the release of information regarding the presence or absence of any record of convictions of the applicant of felonies or misdemeanors, or of charges pending disposition for or convictions of the applicant of the crimes listed in paragraph V. The applicant shall submit with the release form a complete set of fingerprints taken by a qualified law enforcement agency or an authorized employee of the school administrative unit, school district, chartered public school, or public academy. In the event that the first set of fingerprints is invalid due to insufficient pattern and a second set of fingerprints is necessary in order to complete the criminal history records check, the conditional offer of employment shall remain in effect. If, after 2 attempts, a set of fingerprints is invalid due to insufficient pattern, the school administrative unit, school district, chartered public school, or public academy may, in lieu of the criminal history records check, accept police clearances from every city, town, or county where an applicant has lived during the past 5 years.

III. The school administrative unit, school district, chartered public school, or public academy shall submit the criminal history records release form to the New Hampshire state police which shall conduct a criminal history records check through its records and through the Federal Bureau of Investigation. The state police shall examine the list of crimes constituting grounds for nonapproval of employment, or nonacceptance of volunteer services in that school administrative unit, school district, chartered public school, or public academy, and shall report the presence or absence of any such crime to the superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy. The superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy shall maintain the confidentiality of all criminal history records information received pursuant to this paragraph. If the criminal history records information indicates no criminal record, the superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy shall destroy the information received immediately following review of the information. If the criminal history records information indicates that the applicant has been convicted of any crime or has been charged pending

disposition for or convicted of a crime listed in paragraph V, the superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy shall review the information for a hiring decision, and the division of state police shall notify the department of education of any such charges pending disposition or convictions. The superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy shall destroy any criminal history record information that indicates a criminal record within 30 days of receiving such information.

IV. The school administrative unit, school district, chartered public school, or public academy may require the selected applicant for employment or designated volunteer to pay the actual costs of the criminal history records check.

V. Any person who has been charged pending disposition for or convicted of any violation or attempted violation of RSA 630:1; 630:1-a; 630:1-b; 630:2; 632-A:2; 632-A:3; 632-A:4; 633:1; 639:2; 639:3; 645:1, II or III; 645:2; 649-A:3; 649-A:3-a; 649-A:3-b; 649-B:3; or 649-B:4; or any violation or any attempted violation of RSA 650:2 where the act involves a child in material deemed obscene; in this state, or under any statute prohibiting the same conduct in another state, territory, or possession of the United States, shall not be hired by a school administrative unit, school district, chartered public school, or public academy. The superintendent of the school administrative unit or the chief executive officer of the chartered public school or public academy may deny a selected applicant a final offer of employment if such person has been convicted of any crime in addition to those listed above. The governing body of a school district, chartered public school, or public academy may adopt a policy stating that any person who has been convicted of any felony, or any of a list of felonies, shall not be hired.

VI. This section shall apply to any employee, selected applicant for employment, designated volunteer, or volunteer organization which contracts with a school administrative unit, school district, chartered public school, or public academy to provide services, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district, chartered public school, or public academy. The cost for criminal history records checks for employees or selected applicants for employment with such contractors shall be borne by the contractor.

VII. The school administrative unit, school district, chartered public school, or public academy shall not be required to complete a criminal history records check on volunteers, provided that the governing body of a school administrative unit, school district, chartered public school, or public academy shall adopt a policy designating certain categories of volunteers as "designated volunteers" who may be required to undergo a criminal history records check.

VIII. A school administrative unit, school district, chartered public school, public academy, or school official acting pursuant to a policy establishing procedures for certain volunteers shall be immune from civil or criminal liability, provided the school administrative unit, school district, chartered public school, public academy, or school official has in good faith acted in accordance with said policy. Nothing in this paragraph shall be deemed to grant immunity to any person for that person's reckless or wanton conduct.

IX. (a) Substitute teachers, student teachers, student interns, and other educational staff shall apply for a criminal history records check at the employing school administrative unit, school district, chartered public school, or public academy. The division of state police shall complete the criminal history records check and, upon completion, shall issue a letter to the applicant. The letter shall be valid for 30 days from the date of issue and shall constitute satisfactory proof of compliance with this section.

(b) Student teachers and student interns shall submit a criminal history records check upon enrollment in a teacher preparation program, but shall not be required to submit additional criminal history records checks if the student teacher or student intern maintains continuous enrollment in the teacher preparation program.

X. Violations of this section shall be jointly investigated by the state police and the department of education. Information obtained through such investigations shall remain confidential and shall not be subject to RSA 91-A.

XI. In this section, "public academy" shall have the same meaning as in RSA 194:23, II.

Source. 1993, 324:1. 1995, 260:5. 1997, 77:2. 1998, 256:6; 314:6. 2000, 214:1, 2. 2007, 319:1, 4, eff. Sept. 14, 2007. 2008, 323:8, 12, eff. Jan. 1, 2009; 354:1, eff. Sept. 5, 2008. 2010, 138:1, eff. Aug. 13, 2010; 318:1, eff. Sept. 18, 2010. 2013, 250:7, eff. Jan. 1, 2014. 2014, 55:1, eff. May 27, 2014. 2016, 117:1, eff. July 19, 2016.



ORMS

**1 Coe Drive
Durham, NH 03824
603-868-2820**

OYSTER RIVER MIDDLE SCHOOL

From: Jay Richard
Date: August 14, 2016
Re: Club and Extracurricular Nominations

Message:

Please accept the following names for nomination for ORMS clubs and activities.

Positions:

Name	Activity	Stipend	Years	Longevity	Total
Jarika Olberg	District Music Department Head	\$2,500	1	\$0	\$2,500
John Silverio	Robotics Grades 5-8	\$989	1	\$0	\$989
Jason Duff	Robotics Grades 5-8	\$989	1	\$0	\$989
Cathy Dawson	Literary Magazine	\$1,977	0	\$0	\$1,977
Joe Boucher	Grade 5 Leadership	\$989	0	\$0	\$989

Jay Richard
Principal
ORMS

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 October 19, 2016**

Title	Code
Policies for First Read	
Staff Conduct with Students	GBEB
Background Investigation and Criminal Records Check	GBCD
School Volunteers/Application Form/Confidentiality Agreement	IJOC,-R & R1
Policies for Second Read/Adoption	
Policies for Deletion	
Professional Staff Positions-Responsibility and Duties	GCA

The October 12, 2016 policy minutes are attached to this packet as a reference to the proposed changes to the attached policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Revision per Ann Chapman; January 27, 2010 to Policy Comm. Policy Committee Review: October 12, 2016 School Board First Read: October 19, 2016	Page 1 of 2 <u>Category: Recommended</u>

STAFF CONDUCT WITH STUDENTS

The Oyster River School Board expects all staff members, including teachers, coaches, counselors, administrators and others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the school board's discrimination and harassment policies;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. ~~for non-counseling staff, encouraging~~ Encouraging students to confide their personal or family problems and/or relationships ~~for inappropriate reasons. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;~~
4. Sexual banter, allusions, jokes or innuendoes with students;
5. Asking a student to keep a secret;
6. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- ~~7. addressing students in an overly familiar manner; and~~
- ~~8. permitting students to address you in any overly familiar manner.~~
- 9.7. "Friending" students on Limit social networking sites to (outside of any school-approved activity activities only)

Before engaging in the following activities without parents, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
3. Visiting a student at home, unless on official school business (this does not preclude a staff member or his/her child visiting a student's home at the parent's invitation for a social or other event);
4. Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger, Internet chat rooms or other technologies, or letters (beyond homework or other legitimate school business);

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STAFF CONDUCT WITH STUDENTS (continued)

5. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
6. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events. (This prohibition does not extend to community activities such as church or other events where there may be incidental social contact with students.)

In formulating this policy, the Board understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and may result in referral to law enforcement, in accordance with the school board's policy on reporting child abuse and neglect and state law.

Dissemination

This policy shall be included in all employee, student and volunteer handbooks and located in the Policies link on the school district web site.

Cross Reference: [IJOC - School Volunteers](#)

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: GBCD</u> <u>Category: Priority</u>
<u>Date of Adoption: January 3, 2007</u> <u>Policy Committee Review: June 11, 2014 & June 8, 2016</u> Attorney review and revisions to Policy 9/14/16 <u>School Board First Read: October 19, 2016</u>	<u>Page 1 of 3</u>

Background Investigation and Criminal Records Check

Background Investigation

The Oyster River Cooperative School District Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime **that has not been annulled by a court** and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions **that have not been annulled by a court** or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check, with the exception of substitutes, the District shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

"Persons regularly in contact with students" means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

Volunteers

~~Designated~~ Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. ~~"Designated Volunteers" are defined and so designated pursuant to Policy IJOC. — Volunteers not categorized as "Designated Volunteers" per Policy IJOC will not be subject to a background investigation or criminal records check.~~

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: GBCD</u> <u>Category: Priority</u>
<u>Date of Adoption: January 3, 2007</u> <u>Policy Committee Review: June 11, 2014</u> Attorney review and revision to policy 9/14/16 <u>School Board First Read: October 19, 2016</u>	<u>Page 2 of 3</u>

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

Contract Services

Any person performing contracted services and employees of the contractor whose duties require regular contact with students (e.g., bus drivers, service providers, cafeteria workers) or are designated by the Superintendent or School Board shall be subject to the State and FBI Criminal Records Check.

Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V: murder; child pornography; aggravated felonious sexual assault; felonious sexual assault; **sexual assault**; kidnapping; manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property; or sexual misconduct within an education setting; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any **felony crime** such determination will be made by the Board, on a case by case basis.

~~The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.~~

~~**When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally-recognized holidays.**~~

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: GBCD</u> <u>Category: Priority</u>
<u>Date of Adoption: January 3, 2007</u> <u>Policy Committee Review: June 11, 2014</u> Attorney review and revision to policy 9/14/16 <u>School Board First Read: October 19, 2016</u>	<u>Page 3 of 3</u>

Hiring Contracted Service Providers/Accepting Volunteers

The School District will not hire contracted service providers or accept the services of volunteers who would be disqualified from employment under this Policy.

Additional Criminal Records Checks

The Superintendent and/or the Board may require a Criminal Records Check of any employee at any time.

Legal Reference:

RSA 189:13-a, School Employee and Designated Volunteer Criminal History Records Check
RSA 651:5,X(f) Questioning an applicant for employment

Cross Reference:

IJOC -R, R1 School Volunteers, Application Form, Confidential Form

SCHOOL VOLUNTEERS

The Oyster River Cooperative School Board supports the use of community resources, including volunteers, to complement and support instructional programs and extracurricular activities in the schools. Volunteers work in partnership with, under the supervision of, and at the request of school administrators and staff.

The purposes of the volunteer program are to:

1. Assist teachers in providing more individualized instruction and enrichment opportunities for students; assist staff with school projects; supervise or chaperone student activities; and perform clerical work;
2. Build an understanding of and support for school programs among interested citizens; and
3. Strengthen school/community relations.

Prospective volunteers must complete an application form and confidentiality agreement.

~~Reference checks will be performed for all prospective volunteers. Designated volunteers~~
Volunteers will also be required to undergo a criminal records check as per Policy GBCD.

~~“Designated volunteers” include any volunteers~~ Volunteers include any individuals who work with students on a one-to-one basis, come in direct contact with students on a daily basis or meets regularly with students, volunteers who supervise students on school trips and any other volunteers as deemed appropriate by the school principal.

Applications will be screened and approved by the school principal. The school principal is authorized to use their discretion to decline an application or terminate the services of a volunteer if they determine it is in the best interests of the school department for any reason.

The school principal must approve all volunteer assignments before volunteers begin work. The supervising staff member is responsible for giving volunteers a clear understanding of the duties, procedures and expectations necessary to perform their assignments.

All volunteers who are approved to work with students and/or in support of school programs are expected to comply with the following requirements.

1. Volunteers shall attend any required volunteer orientation/training sessions provided by the school district.
2. Volunteers will work with students under the immediate supervision and direction of authorized school staff.
3. Volunteers shall perform only such duties and tasks specifically approved and assigned by an administrator or supervising staff member. Any concerns about students should be referred to appropriate school staff.
4. Volunteers must keep all student and staff information strictly confidential. Volunteers may not access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. This requirement applies even after a volunteer stops performing services for the schools.
5. Volunteers will conduct themselves in a professional manner and comply with all Board policies, school rules and directions from school personnel.

Cross Reference: IJOC-R, R1 – Volunteer Application Form, Confidentiality Form

GBCD – Background Investigation and Criminal Records Check

GBEB – Staff Conduct with Students

Legal Reference: RSA 189:13-a -School Employee and Designated Volunteer Criminal History Records Check

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

VOLUNTEER APPLICATION FORM

THE FOLLOWING INFORMATION IS REQUESTED TO HELP US COORDINATE
VOLUNTEER SERVICES AND TO ENSURE STUDENT SAFETY.

Full Name: _____

Permanent Address: _____

Telephone: _____ E-mail Address: _____

Date of Birth (required for background check): _____

Area(s) of interest for volunteering: _____

Children in **Oyster River schools** (names and grades):

List any education, training, or experiences you have had which would help us in meeting the needs of our students:

References: List three persons who can comment on your character and abilities whom we may contact:

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BACKGROUND:

The following information is asked of all individuals who volunteer to work with our children to help insure the safety of our students.

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes ___ No ___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes ___ No ___

Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)? Yes ___ No ___

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes ___ No ___

If you answered YES to any of the previous questions, provide full details below, including with respect to court actions, the date, offense in question, and the address of the court involved (attach additional page(s) if necessary).

If you have lived outside of New Hampshire, please identify the states and dates:

Refusal to provide authorization for reference and/or criminal records checks (if required) and/or providing false or misleading information on this application shall constitute sufficient reason to deny approval to serve as a volunteer or termination as a volunteer in the Oyster River Cooperative Schools.

I understand that the Oyster River Cooperative Schools performs reference checks on all volunteers and conducts criminal records checks on designated volunteers (and that I will have to complete additional paperwork if a criminal records check is required). I authorize persons and entities contacted by the School District in connection with this application to provide information about me. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school department, its agents and officials or against any provider of such information. I further understand that if I am approved as a volunteer, that I will be required to sign a Volunteer Confidentiality Agreement and attend a Volunteer Orientation.

Applicant Signature

Date: _____

OFFICE USE ONLY

_____ Application reviewed for completeness

~~_____~~ **References checked (attach documentation)**

_____ Criminal record checked (attach documentation) OR _____ Criminal record check not required for volunteer position.

Application approved: _____

Application denied: _____

Date: _____

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

VOLUNTEER CONFIDENTIALITY AGREEMENT

I understand that as a volunteer in the Oyster River Cooperative School District that ALL student and staff information is confidential. I agree not to access, review, disclose or use confidential student or staff information without specific authorization from a school administrator. I also understand that even when I am no longer a volunteer in the schools, any confidential information I have learned must continue to be kept confidential. I understand that any breach of these confidentiality requirements will result in my immediate termination as a volunteer and may result in legal action against me.

I understand that I must comply with all Board policies and school rules applicable to school staff as well as all directions from school administrators and staff while serving as a volunteer. I further understand that my authorization to serve as a volunteer may be terminated at the discretion of the Superintendent and school principal at any time if they determine it is in the best interest of the Oyster River Cooperative School District.

Signature of Volunteer

Date

Signature of District designee

Date

EXISTING POLICY

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCA
Date of Adoption: July 6, 1988 <u>Policy Committee Review: October 12, 2016</u> <u>TO BE DELETED: School Board: October 19, 2016</u>	Page 1 of 1 <u>Category Recommended</u>

PROFESSIONAL STAFF POSITIONS

Responsibilities and Duties of Teachers

The Oyster River Cooperative teacher shall be academically qualified in the area s/he is to instruct, and should demonstrate a competence at transmitting learning to the student and the manner and means of accumulating, assimilating, and evaluating the knowledge associated with his/her academic field. The teacher should demonstrate an awareness of other academic fields and should possess a reasonable and responsible attitude toward the education of the whole child.

The teacher shall constantly be alert to the example presented to students, parents, community, and fellow workers, striving to consistently exemplify the good. Relationships shall avoid personal attachments which detract from the obligation to constantly lead and critically evaluate the individual and the situation.

The teacher must be aware of various instructional trends and participate in exploration of possible changes in method of content of instruction.

The teacher shall demonstrate an ability to control the situations encountered in the performance of duties while exhibiting the proper respect for the dignity and worth of each individual.

The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

Policy Committee Meeting Minutes

Wednesday, October 12, 2016 @ 3:30 PM

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

Visitors: Suzanne Filippone, Sonny Sadana

Called to order at 3:27 by Maria Barth.

Todd began the meeting by asking if the ELO policy could be discussed first, as Suzanne was in attendance to answer any additional questions that may come up. All agreed.

Jim re-iterated that this policy, when revised will also interact with several current policies that will need to be reviewed and possibly revised to collaborate with the ELO policy. Suzanne answered additional questions for the committee. It was decided that Todd and Suzanne would determine all of the policies that need review and bring any changes to the newly scheduled October 26, 2016 meeting. These policies will be the only ones on the agenda for this meeting. The existing November 9, 2016 meeting has been cancelled. Suzanne left the meeting at 3:45.

Policy GBCD – Background Investigation and Criminal Records Check – Jim informed the committee that he has spoken with several area superintendent's pertaining to their practice involving background investigations, criminal records check and volunteers. The consensus was that all volunteers are fingerprinted. A lengthy discussion ensued with the committee making changes to this policy and the School Volunteer policy and will send to the School Board for a 1st read.

Policy IJOC – School Volunteers –The proposed versions of the policy and accompanying "R" documents were reviewed and changes recommended to the policy and application form. Clarifying questioned asked by the committee, cost to who, how much, turnaround time and accuracy. This will have budget implications as the District is responsible for the cost. Todd suggested that we look into livescan, the electronic option. Committee will send to School Board for first read with changes made.

Policy GBEB – Staff Conduct with Students – The existing and proposed NHSBA version were reviewed. It was determined that the existing policy is more detailed and suggested changes were discussed and made, including adding policy IJOC-Volunteers as a cross reference. This is ready for first read.

Policy GCA – Professional Staff Positions – was reviewed. This policy is not necessary as all information it contains is covered under the negotiating contract. Committee agreed to delete at the next School Board meeting.

Policy GCM – Professional Staff Work Load – This policy was reviewed and no changes were made.

Policy GCNA – Supervision of Instructional Staff – The existing and draft NHSBA versions were compared. The committee would like Jim to send the existing policy to the administrators for their review and revision if necessary. This policy is placed on hold.

Policy GDO – Evaluation of Support Staff – This policy was also requested to be sent to the administrators for review. This is also placed on hold.

Policy GDR & R – Work Rules for Staff – Jim would like to have this policy and procedure reviewed by legal counsel for wording and accuracy before moving forward with committee input. This policy will be placed on hold.

Meeting ended at 4:45 PM – Next meeting October 26, 2016.

Respectfully submitted,
Wendy L. DiFruscio