

**Oyster River Cooperative School District
REGULAR MEETING**

November 20, 2013

Oyster River High School, C-124

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. PLEDGE OF ALLEGIANCE (7:00 pm)**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve 11/6/13 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - Elementary Enrollment Balance Options
 - Tuition Update
 - C. Business Administrator**
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
 - Guild Request for Interpretation of Policy BHC and Policy GBB and Update from Policy Committee
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve proposed tuition rates for elementary at \$16,289, middle school at \$15,576, and high school at \$17,837.
 - Motion to approve list of policies
 - Motion to approve ORHS Coaches/Volunteers
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 12/4/13, 12/18/13 regular meeting
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Needed}**
NON-MEETING SESSION: RSA 91-A:2 {If Needed}

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

Respectfully submitted,

Superintendent

<p>If you require special communication aids, please notify us 48 hours in advance.</p>
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**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 unless extended by the Chair. 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:

- | | |
|------------------------|----------------------------|
| • Maria S. Barth, | Term on Board: 2012 –2015 |
| • Thomas Newkirk, | Term on Board: 2013 - 2016 |
| • Kenneth Rotner, | Term on Board: 2013 - 2016 |
| • Megan Turnbull | Term on Board: 2011 - 2014 |
| • Ann Lamborghini Lane | Term on Board: 2011 - 2014 |
| • Allan Howland | Term on Board: 2012 - 2015 |
| • Edwin Charle | Term on Board: 2012– 2015 |

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**

November 6, 2013

**6:30 p.m.
DRAFT**

BOARD MEMBERS PRESENT: Chair Maria Barth, Tom Newkirk, Kenny Rotner, Megan Turnbull, Al Howland, Ann Lane and Student Representative Ryan Kerrigan Not Present: Ed Charle

ADMINISTRATORS PRESENT: Carolyn Eastman, Susan Caswell, Dennis Harrington, Jay Richard, Carrie Vaich, Todd Allen, and Catherine Plourde

MEMBERS OF THE PUBLIC: There were approximately twenty members of the public present for this meeting.

I CALL TO ORDER: Chair Maria Barth called the meeting to order at 7:10 p.m.

II PLEDGE OF ALLEGIANCE:

III COMMENTS BY PUBLIC: Michael Williams from Durham spoke regarding the proposals for the elementary schools. Would like a process that takes into account what is really important in education. There are better solutions are out there and we just need to find them.

Brooke Heeler from Madbury appreciates the Board's service. She is worried about the new LRPC numbers and feels that Option 2 is not workable and that Option 1 is not a palatable option. She feels that there are new options out there and she urged the Board to consider some of these new options.

Denise Day of Durham is in favor of a third option which would move Kindergarten only to Mast Way It is the least disruptive option. She encourages the Board to consider it.

Allison Mueller of Durham spoke to the Board. She feels that other options should be considered and should be researched before being adopted.

Kristy Beemer of Durham spoke regarding the elementary school options. She would like a third option to be considered and agreed by all.

Shawna Coppola of Madbury urged the Board to take into account the opinions of the educators in the District.

Nate Fitch of Durham feels that this dilemma is the lack of a clear decision making process. What is the option that would most benefit the education of students. He would encouraged the process be slowed down until enough evidence can determine what the best option is.

Jodi Walker feels that the disruption in the community has been awful. She feels that both options are bad. If they were good options they would be embraced by the community.

Dave Eddy from Madbury feels that the schools are not being equalized for education benefits.

Joseph Hannon of Lee discussed the options for the elementary schools. We should be striving for a community in our schools.

Andy Roarke of Madbury feels that the community will be disrupted if they promote the K-2 option.

David Taylor from Durham spoke about the last time they redistricted. There wasn't as an uproar because the kids that were already there were grandfathered at their current school.

IV APPROVAL OF MINUTES

Al Howland moved to approve the October 16 and October 23 minutes, 2nd by Kenny Rotner.

There was a discussion about wording of motions at these meetings.

Al Howland withdrew his motion.

Al Howland moved to approve the October 23rd minutes, 2nd by Kenny Rotner.

Al Howland moved to withdraw his motion.

Approval of Manifests:

VM#11= \$654,073.25

PM#10= \$1,109,631.56

V ANNOUNCEMENTS AND COMMENDATIONS

A District: Dennis Harrington mentioned that he attended a meeting last night at the school. He is proud to be surrounded by such knowledgeable staff that creates an environment where resilience is at the top of the list.

Todd Allen at the High School read a letter which mentioned a Journalism Workshop the school hosted last month and commended Sean Kelly for all his coordination efforts.

Jay Richard of the Middle School reported that a 911 survivor is coming to speak to the students next week. There is a stand up to bullying event next week. On December 18th they are going to participate in the first education even at UNH.

B. Board:

Kenny Rotner attended the Halloween function at Mast Way last week. It was an amazing time and was an incredibly warm environment. He apologized and feels sorry for the community that they are feeling so much angst in this community regarding the elementary schools. He is hoping that they find a solution that everyone can get behind and unite.

VI DISTRICT REPORTS

A Assistant Superintendent/Curriculum and Instruction Reports: Carolyn Eastman presented the Common Core Standards with the Board.

Standard Assessment: They are putting in place a new assessment process. It is a true standards based report card.

What is the current status of the NH College and Career Readiness Standards?
Each content set of standards are in slightly different places:

Math and ELA have been adopted and the assessment is being constructed.
Science may be reviewed over the coming year, based on the next generation science standards

Arts similarly may be reviewed. Marcia McCaffrey, NH DOE Arts Consultant, has been a major player in the Arts Standards work

National Career and Technical Standards have recently been reviewed and updated Teams of NH CTE educators and business representatives have been reviewing them.

Star Benchmark Assessments are short diagnostic assessments that students take in September, January, and May to see growth across the school year for reading and math. This allows both teachers and parents to see what skills and knowledge students start the school year with as well as what skills and knowledge they have gained.

Carolyn had a lengthy question and answer discussion with the Board.

Feed The Kids: Carolyn Eastman discussed the families in need in the District. There have been some discussions on how to wrap our arms around the families and think about how to raise funds on a community level to help students.

Carolyn Eastman will be attending PTO meetings in the next few weeks to discuss and answer any questions regarding common core.

Business Administrator: Sue Caswell noted the Public Hearing is now January 14th and the Deliberative Session is February 5th.

2013-2014 Budget Update: Sue Caswell presented a budget update to the Board. This update includes the majority of all payroll and benefit obligations. The premium holiday from LGC has not been accounted for in the health and dental lines. Once the final employee payments are made the balances will be transferred to the district office accounts.

Student Senate Report: Ryan Kerrigan reported that there will be a Student Senate led forum to discuss the tuitioning of students on November 14th.

DISCUSSION ITEMS:

2014-2015 Facilities Questions: Jim Rozycki the Facility Director discussed the facilities study update with the Board.

Facilities Study Update:

Current State:

Total estimated study costs:	\$4,100,900
Total still outstanding:	\$3,437,550
Total completed:	\$ 663,350

Breakdown by Code:

<u>Code</u>	<u>Amount Study Estimated</u>	<u>Amount Remaining</u>
HVAC	\$2,311,000	\$1,935,500
Electrical	\$ 870,900	\$ 630,800
Plumbing	\$ 378,500	\$ 378,500
Kitchen HVAC	\$ 290,000	\$ 290,000
Life Safety	\$ 131,400	\$ 102,200
ADA	\$ 119,100	\$ 100,500
Totals:	\$4,100,900	\$3,437,550

ORCSD Web Site Design – Josh Olstad: Josh gave an overview of the new District website. There are a lot of changes to this new website. This new website is streamlined and well organized.

Communication Committee and Public Forum:

Al Howland updated the Board on the Communication Committee met and what they are seeing from the parents is that they are thinking about their options. There is a lot of anxiety and a great deal of concern regarding this in the District. There will be a forum on November 18th from 6:00 – 8:00 which will allow people to ask questions. They are encouraging people to send in their questions prior to the meeting.

Tom Newkirk moved to that the Board request Dr. Morse present other options with at least one being that Kindergarten be moved to Mast Way to help balance the schools at the forum on November 18th, 2nd Al Howland.

Tom Newkirk modified the motion to say that the Board request Dr. Morse present other options with at least one being that Kindergarten be moved

to Mast Way to help balance the schools at the Board meeting on November 20th, 2nd by Al Howland.

Motion passed 6-0 with the Student Representative voting in the affirmative.

VIII ACTIONS

Board Action Items:

Motion to approve ORHS overnight field trip – Canada: Kenny Rotner moved to approve the ORHS overnight field trip to Canada on April 4 - April 7th and Washington DC on April 18 – April 21, 2nd by Al Howland. Motion passed 6-0 with the Student Representative voting in the affirmative.

Motion to Approve the List of Policies:

Tom Newkirk moved to approve the list below of Policies for a First Reading, 2nd by Al Howland.

Authorized Use of School Owned Materials	EDC
Use of Private Vehicles to Transport Services	EEAG
Free and Reduced Meals	EFC
School Records Retention Policy	EHB
Student Health Services	JLC

The motion passed 6-0 with the Student Representative voting in the affirmative.

Tom Newkirk moved to approve the list below of Policies for adoption, 2nd by Kenny Rotner:

Annual Report	CM
Safety Program	EB
Staff Dress Code	GBEBA
Workers Compensation Temporary Alternative Work Prog.	GBCD
Workers Compensation Temporary Alternative Procedure	CBGD-R
Temporary Alternative Duty Program Form	GBGD-R1

Motion approved 6-0 with the Student Representative voting in the affirmative.

SCHOOL BOARD COMMITTEE UPDATES:

Maria Barth reported that they have received a resignation from Majorie Smith from the Advisory Budget Committee. They are looking for people to serve on the Advisory Budget Committee in the District.

Tom Newkirk discussed the high school enrollment without tuition students.

PUBLIC COMMENTS

Dean Rubine of Lee discussed alternate plans for elementary schools. He hasn't heard much about grandfathering students in the District as an option and would like to hear various versions.

Michael Williams from Durham noted that if another option is offered on November 20th then the public will not be able to offer input if they are going to vote that evening on an option.

David Eddy from Madbury thinks that the Board should make a decision on an elementary school option.

David Taylor from Durham noted that there are lots of different variables with grandfathering option in redistricting. He wrote a letter to the Board regarding public comments and he suggests that it is read by the Board.

Vail Cox of Madbury is not in favor of either option for the elementary schools. They need to do due diligence on any new option that they bring forward.

The Board reviewed the manifests.

CLOSING ACTIONS:

Future Meeting Dates:

November 19: Board Budget Workshop

November 20: Regular Meeting

Respectfully submitted,
Laura Grasso Dobson
Recording Secretary

To: Oyster River School Board
Fr: Jim Morse, Superintendent
Re: Equity in Elementary Enrollment
Date: November 20, 2013

Is it possible to create a solution to the inequitable enrollment between the two elementary schools while finding a solution that builds community? An answer which would not be divisive, would not require moving children currently enrolled, and in the end create a permanent solution? This week I had the opportunity to meet with a group of parents who believe there is such a possibility. After listening to their ideas, I am optimistic that their concept is heading in the right direction. However, there are still details that will require additional clarification.

To that end, I would like to ask the Board to delay your decision until the December 18th, meeting. This will allow me time to assemble a Superintendent's Advisory Committee that will consist of parents and staff members that will work together to find resolve for the inequitable enrollment issue.

The goals that have been guiding my recommendations to the Board regarding equitable enrollment between Moharimet and Mast Way are as follows:

1. Decrease the disparity in enrollment between Moharimet at 409 students and Mast Way at 292 students
2. Bring the enrollment numbers at the two schools within functional capacity which is 349 students for Moharimet and 369 students for Mast Way
3. Create a solution that is permanent that does not require students changing schools every five or so years, and
4. Eliminate the use of portable classrooms at Moharimet

Over the course of the past month we have heard and seen our elementary parental community and staff in deep dialogue around the two options presented:

- First - rerouting buses to move 66 students from Moharimet to Mast Way
- Second - repurpose the schools to: K-2 and 3-4.

Moving forward, we should never be afraid of new ideas, as they are the foundation of deep dialogue and are critically necessary in order to make progress. Self-reflection and challenge are vital ingredients to growth. At this point in time, I would like to thank the parents and staff members who have expressed their concerns and ideas, through emails, letters and phone calls. From these communications, it is apparent that the significance of this issue is understood by all.

The School Board directed me at the last Board meeting..."to present other options with at least one being that Kindergarten be moved to Mast Way...by November 20."

The "Other Option" as required by the School Board was conceived by a group of parents looking for a solution that could unite our community. Their idea would be for administration to have the authority to place students so that the goal of equitable enrollment can be achieved without divisiveness or contention.

Highlights of their idea, which I will present more fully on Wednesday, are to maintain the K-4 Model with the following conditions:

- Unenrolled Kindergarten Students without siblings would be placed by administration in Mast Way for the fall of 2014
- (Dr. Morse's addition) Any new students to the District in grades 1-4 would be placed by administration in Mast Way
- Enrollment would be managed every year so that new students would be placed at Mast Way until it reaches comparable enrollment with Moharimet
- Even after school to school equity is reached, enrollment would continue to be managed by administration to ensure that grade to grade equity is achieved
- NO new buses will be needed
- Population density or busing would guide placement
- No child(ren) is forced to relocate from Moharimet to Mast Way
- The Modular at Moharimet is eliminated by 2017
- Improve Special Education classroom space in Moharimet by 2016

There is real potential in the Managing Enrollment option that needs refinement. I am asking the School Board's permission to work with a cross section of the community to work through this option more thoroughly.

To: ORCSD School Board
 Fr: Jim Morse, Superintendent
 Re: Tuition Discussions with Barrington and Newmarket
 Date: November 20, 2013

Board Members,

It was my intent to have a draft agreement before you this evening. However, due to time constraints, this will not be possible. We are still in discussions with both school districts. A meeting has been arranged with Barrington on November 22nd and with Newmarket on December 3rd, to finalize potential agreements for the December 18th meeting of the Board.

In addition, I have included the latest Long Range Planning Committee enrollment projections for ORHS. We now have projections that show a stabilization of the District's enrollment for the next five years at approximately 2,000 students. These projections may be a criteria for your discussions related to a potential tuition agreement.

In the meantime, the Framework shared with ORCSD as the template for a negotiated agreement continues to evolve specific to each school district's needs, as well as our own. I've attempted to capture the unique characteristics of both school district needs in the table below:

Unique Criteria	Barrington	Newmarket
Exclusive Agreement	No	Yes
Number of Students	Less Than 250 Under Discussion	All 254 in Fall of 2015
Multi-Year Contract	Yes, 10 Years	Yes, 18 Years
Per Student Tuition	Under Discussion	Under Discussion
Transition	Increase by 20% a Year Over Five Years Until Mutually Agreed to Maximum is Reached	All Students Arrive in fall of 2015
School of Record	Yes when Minimum Number of Students is Reached	Yes, immediately in the fall of 2015
Special Education	Proportionate to Overall Enrollment	All in the Fall of 2015

Common Criteria to Both Systems:

• Non-Voting School Board Representation from Sending District
• Joint Board Meetings Twice a Year
• No Student Transportation
• Commitment to Curriculum Coordination/Professional Development
• Dispute Resolution
• Special Education Staffing (Varies to number of students)
• No Capital Costs
• Payment Procedure
• Sharing of Financial Records and Student Records
• High School Accreditation/Certification

As you can see, the elements of the two proposals, using the common framework, have resulted in distinctly different potential agreements. Ultimately you will be making a decision on which best meets the needs of ORCSD. After you make your decision, ORCSD voters will need to agree at the polls in March.

Though not directly tied to the framework for discussions with the two school districts, the latest enrollment projections from the Long Range Planning Committee (LRPC) are enlightening.

Last year when I combined OR and Newmarket enrollment projections, there was only one year, 2016-17, in which the total enrollment exceeded 900 students. Using the newest enrollment projections, the combined enrollment of OR and Newmarket will exceed 900 students seven times in the next ten years.

Finally, let me share that I had a wonderful meeting with the student body of ORHS last week that was organized by the Student Senate. The staff and the students deserve credit for a extremely well run event. I also want to point out that our high school staff has put together a well thought out and well written letter for your consideration as you formulate your thoughts related to this momentous decision.

HS Tuition Students in Projection

HS Tuition Students

<u>Year</u>	<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>	<u>Tuition Total</u>	<u>HS Total Without Tuition</u>
	2013	23	18	17	12	70
2014	23	24	17	17	82	614
2015	22	25	23	18	88	600
2016	25	23	25	24	97	643
2017	26	27	22	25	99	654
2018	23	26	26	23	99	651
2019	24	24	26	26	101	658
2020	22	24	23	26	96	637
2021	26	22	24	24	97	637
2022	23	26	22	24	96	637
2023	21	24	26	13	84	626
2024	21	21	23	26	91	606
2025	17	21	21	25	83	547

Actual



Dear Oyster River School Board,

The Oyster River Teacher's Guild would like to address the interpretation of Board policy regarding faculty input during public comment. We understand the pressure to employ a strict reading of procedure and while we disagree with the interpretation, we hope that this letter assists in crafting a policy that allows for the long standing productive relationship between board and faculty. Indeed, since the districts creation, its success has been predicated on the respectful relationship between the faculty, administration and community. At the heart of this is the meaningful exchange of ideas in a public forum. Our strong suggestion would be to revisit this policy to ensure that all voices can be heard in our continued quest to provide the best possible education for the students of Oyster River.

Sincerely,

The Oyster River Teacher's Guild

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHC Previously BID
Date of Adoption: October 3, 2007 Code Revision: November 18, 2009 Code and Title Change-Adopted School Board: May 2, 2012 Review School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012	Page 1 of 1 Category: Optional

BOARD-EMPLOYEE COMMUNICATIONS

The official line of communication between the Oyster River School Board and school staff is through the Superintendent. The Superintendent is responsible for keeping school staff informed about the Board's goals, initiatives and concerns. School staff are also invited to attend Board meetings so that they can observe Board deliberations first-hand. The Superintendent is also responsible for keeping the Board informed about activities in the schools and input from school staff regarding issues of concern.

It is understood that Board members and staff share a keen interest in the schools and in education generally, and it is expected that they may discuss educational trends and issues of interest in the schools on an informal basis. However, all parties should keep in mind that individual Board members have no authority to act except when they are convened in a legal meeting of the Board. Staff are expected to use the communication channels provided through Board policies and other means to address specific complaints or issues of interest.

Cross Reference: BBAA – Board Member Authority
 BG – Board Policy Development
 BEDH – Public Participation at Board Meetings
 KI – Visitors to the Schools

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBB
Date of Adoption: June 15, 1988 Review/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013	Page 1 of 1 Category: Optional

EMPLOYEE INVOLVEMENT IN DECISION-MAKING

The Oyster River Cooperative School District Superintendent shall establish channels for open communications with employees for ideas regarding the operation of schools.

The Superintendent may involve professional and support staff employees for the ready inter-communication of ideas regarding the operation of the schools. He/she will consider with care the counsel given by employees when appropriate, and shall inform the Board of all such counsel in presenting reports of administrative action and in presenting recommendations for Board action.

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: November 20, 2013

Subject: Tuition Rates

The FY2014 Durham/UNH and ORCSD Staff tuition rate is used (a) as the basis upon which the Town of Durham seeks a "payment-in-lieu-of-taxes" from the University of New Hampshire for those children residing in UNH's family housing facility (Forest Park) and (b) as the rate charged at 1/3 to those staff that reside outside the District and have children attending ORCSD schools.

This rate has been calculated by using the estimated "cost per pupil" for the current fiscal year (FY 2014). The estimated cost per pupil for the current year uses the data from the Department of Revenue's MS-22 form (appropriations actually voted) and the current year's October 1, enrollments. The calculation set-up is as follows:

- FY2014 Approved Appropriations
- Less: Food Service Expenditures
- Less: Transportation Expenditures
- Divided by: October 1 Enrollment

Using this method, our estimated cost per pupil resultant numbers are as follows – Elementary \$16,289 Middle School \$15,576, and High School \$17,837.

Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
November 20, 2013

Title	Code
Policies for First Read	
Policy for 2nd Read/Adoption	
Authorized Use of School-Owned Materials	EDC
Student Transportation Services	EEA
Use of Private Vehicles to Transport Students	EEAG
Free and Reduced Meals	EFC
School Records Retention Policy	EHB
Student Health Services	JLC
Policy for Deletion	

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EDC
Date of Adoption: June 29, 1988 School Board First Read: November 6, 2013 Second Read Adoption: November 20, 2013	Page 1 of 1

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

No **Oyster River Cooperative** school equipment may be used for other than school, school-related civic, or educational purposes.

The board shall permit school equipment to be loaned to staff members when such use is related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment **or financial restitution if lost or damaged**. The School Board authorizes the superintendent to establish these controls.

Cross Reference:

JFCB – Care of School Property

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: November 6, 2013 School Board Second Read/Adoption: November 20, 2013	Page 1 of 2 Recommended

STUDENT TRANSPORTATION SERVICES

The purpose of providing transportation to and from school for students in the Oyster River District is to maximize the opportunity for public school education for the children of the district.

The determination of transportation policies and regulations is based on the following three concerns:

- ~~1. The safety and well being of children.~~
- ~~2. To minimize the time elapsed between leaving home for school and arriving home after school.~~
- ~~3. The cost to the district.~~

The Oyster River Cooperative School District will provide pupil transportation services consistent with applicable law.

RESPONSIBILITY:

The responsibility for a student using school transportation rests with the parents until the student boards the bus for school and after the student has left the bus on the return trip.

Parent/Guardian are responsible for student until the student embarks and disembarks from the school vehicle.

The principal of the school has complete authority over students from the time they board a bus school vehicle until they leave the bus school vehicle for home. The responsibility of the principal for the safety and discipline of the students is delegated to the transportation supervisor and thence to the bus driver when students are on the bus school vehicle, loading, or unloading.

TRANSPORTATION SUPERVISOR:

The transportation supervisor will function within established board policies pertaining to all aspects of pupil transportation. The transportation supervisor will work with and be responsible directly to the business administrator. The principle will work closely with appropriate staff to ensure safety and discipline of the student is maintained.

If deemed advisable by the transportation supervisor and approved by the school board, some students may be required to walk distances beyond those specified, but within the maximum distances allowed by RSA 189:6 and 189:8. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed one and one-half miles to a school bus stop. This exception is generally reserved to the "mud season" or other deficiencies in road construction/ownership. The route must be approved by the Commissioner of Education.

Alternative transportation may be arranged for children living in remote areas if deemed advisable by the transportation supervisor and approved by the school board.

The transportation supervisor will establish regulations for bus school vehicle riders which will be distributed to students and parents at the beginning of each school year.

The transportation supervisor will develop and supervise a student training program. At least twice during the school year, each pupil who is transported to school in a vehicle shall be instructed in safe riding practices and shall participate in emergency evacuation drills.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: November 6, 2013 School Board Second Read/Adoption: November 20, 2013	Page 2 of 2

STUDENT TRANSPORTATION SERVICES (continued)

Transportation privileges may be suspended for failure to conform to district transportation regulations. A procedure for suspension will be developed by the transportation supervisor and made part of transportation regulations.

The transportation supervisor is authorized to hire, train, supervise, and dismiss bus drivers.

ELIGIBILITY:

All students in K-4 living more than one mile from school shall be transported to school.

All students in grades 5-12 living more than one and one-half miles from school shall be transported to school.

Students living less than the above distances from a school may be transported to school if, in the judgment of the transportation supervisor, conditions warrant it.

Tuition pupils attending Oyster River schools may be transported to school for a fee, to be approved by the board, providing that no extra mileage or time is involved.

ROUTES AND BUS-SCHOOL VEHICLE STOPS:

The transportation supervisor is responsible for establishing bus-school vehicle routes, bus-school vehicle stops, assigning pupils to buseschool vehicles, and for publicizing the routes with approximate time schedule.

Students in grades K-4 may be required to walk up to three-fourth's of a mile along public roads to a bus-school vehicle stop.

Students in grades 5-12 may be required to walk up to one and one-half miles along public roads to a bus-school vehicle stop.

EDUCATIONALLY HANDICAPPED:

Educationally handicapped students will be furnished suitable transportation if warranted by the student's individual education plan.

Educationally handicapped students placed in out of district programs will be furnished suitable transportation from home to program.

APPEALS:

Parents may appeal decisions affecting their child's transportation. An appeals procedure will be part of transportation regulations.

Legal Reference: RSA 193:12

Cross Reference: JFCC – Student Conduct on School Buses

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEAG
Date of Adoption: November 7, 2011 Previously: EEBB Code Revision: June 16, 2010 School Board First Read: November 6, 2013 School Board Second Read/Adoption: November 20, 2013	Page 1 of 1 Recommended

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles to transport **Oyster River Cooperative** students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Legal References:

New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EFC
Date of Adoption: June 29, 1988 Previously: EFB Recode and Title Change-Adopted School Board: May 2, 2012 School Board First Read: November 6, 2013 School Board Second Read/Adoption: November 20, 2013	Page 1 of 1

FREE AND REDUCED PRICE ~~LUNCH~~ MEALS

In accordance with federal regulations, the school district shall make available to all children of ~~low economic means and children of moderate income families experiencing financial difficulties~~ **who qualify for** free or reduced priced lunches **and breakfasts** through the school ~~lunch~~ **nutrition** program in the local school.

The procedure for securing ~~lunches~~ **meals** in effect in each school will be followed. Parents who believe their children are eligible may **apply online at www.lunchapp.com or request an application for the school office. A determination will be made relative to their eligibility.** ~~contact the building principal and a determination will be made relative to their eligibility.~~ Parents may appeal a negative determination to the superintendent of schools and the school board.

~~The privacy and dignity of the children and parents receiving free or reduced price meals will be respected by keeping all eligibility information confidential.~~ **This information will be kept confidential.** Eligibility information will be released only to those administrators and staff who have a verifiable "need to know."

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHB
School Board Second Read/Adoption: April 3, 2013 School Board First Read: November 6, 2013 School Board Second Read/Adoption: November 20, 2013	Page 1 of 1 Priority

SCHOOL RECORDS RETENTION POLICY

Proper retention of Oyster River Cooperative School District records is essential to conduct business of the schools; to protect the legal interests of the schools, students and employees; and to comply with federal and state laws and regulations concerning record retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of in a timely manner.

The District will comply with all applicable laws and rules concerning the retention, storage and disposal of specific records, as well as its preservation obligation when litigation is threatened or pending.

The superintendent is responsible for implementing this policy and for ensuring that procedures for managing school District records are consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.

Employees shall be informed of any recordkeeping requirements applicable to their positions and are expected to comply with them.

Legal Reference:

NH RSA 189:27-b; 189:29-a

NH Code of Administrative Rules ED. 302.02; 303:01; 306.04

Cross Reference:

JRA – Student Education Records and Information

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLC
School Board Second Read/Adoption: July 20, 2011	Page 1 of 12
School Board First Read: November 6, 2013	Priority
School Board Second Read/Adoption: November 20, 2013	

STUDENT HEALTH SERVICES

The Oyster River Cooperative School Board may appoint a school nurse to function in the school health program and to provide school health services. ~~A school nurse shall be a registered professional nurse licensed in New Hampshire.~~ The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). **All health professionals shall be licensed by the State of New Hampshire.**

Responsibilities of the school nurse include, but are not limited to: providing direct health care to students and staff; providing leadership for the provision of health services; promoting a healthy school environment; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for developing procedures to address and meet special physical health needs of students. Such procedures may be developed and implemented on a case-by-case basis.

The supervising adult shall report ~~All injuries or illnesses occurring during the school day are to be reported to the school nurse or the building principal. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report to the supervising adult. The school nurse, principal or designee will notify parents/guardians before a student who is injured or ill is permitted to go home. Students will not be allowed to leave school without first notifying either the school nurse or principal of his/her injury or illness. Additionally, parent/guardian notification and authorization is necessary before any student will be released from school due to injury or illness.~~ **The school nurse shall contact the parent or guardian when the circumstance warrants it.**

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE/JHC.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02. Clarification of these provisions are in Board Policy JLCD and Appendix JLCD-R, JLCD-E, JLCD-E1

In addition to the provisions of this policy, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to student health needs, maintaining accurate health records, including but not limited to immunization records, physical examination records, and athletic physical examination records, screening for vision, hearing and BMI according to national recommendations, participating on 504 and IEP teams (if requested), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Clarification of these provisions are in Board Policies JLCD, JLCD-E, JLCD-E1 and appendix JLCD-R.

Cross Reference:

- JHC – Dismissal Due to Illness/Injury
- EBBC/JLCE – Emergency Care and First Aid
- JLCD – Administering Medication to Students
- JLCD-E – Parent’s Request/Permission to Administer Medication in School
- JLCD-E1 – Physician Medication Order
- JHCB – Immunization
- JLCA – Physical Examination of Students
- JLCF – Student Wellness
- JLC-R – Nursing Job Description**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLC
School Board Second Read/Adoption: July 20, 2011	Page 1 of 12
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Legal References:

RSA 200:27, School Health Services

RSA 200:29, School Nurse

RSA 200:31, School Health Personnel

RSA 326-B, Nurse Practice Act

NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services

NH Code of Administrative Rules, Section Ed 311, School Health Services



**ORHS
ATHLETICS**

**55 Coe Drive
Durham, NH 03824
603-868-2375 x1105
603-868-1355 Fax**

OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

From: Corey Parker
Date: 11/5/13
Re: Winter Coach Nominations
Message:

Please accept the following names for nomination to coach their selected sports this upcoming winter season.

Volunteer Positions:

Jason Nifong	Boys Basketball
Mark Newton	Frisbee Coach

Paid Positions:

Name	Activity	Stipend	Years	Longevity	Total
Leslie Sarno*	Girl's 7 th Grade Basketball	\$1,919	0	0	\$1,919
Paul Kerrigan**	Boys JV Basketball	\$3,242	0	0	\$3,242
Nate Grove	Boys 7/8 Intramural	\$576	9	300	\$876

*Leslie is replacing Nicole Casimiro as the Girls 7th grade Basketball Coach. Nicole, who was nominated at the 10/16/13 SB meeting, will now become the Boys 7th grade Basketball Coach.

** Paul was nominated as a volunteer at the 10/16/13 SB meeting. This contract will be voided and he will now be nominated as the Boys JV Basketball coach.

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Jason Nifong	School: Oyster River High School
Position: Volunteer Boys Basketball Coach	Paid or <input checked="" type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Jason Nifong as volunteer coach with our boys' basketball program. Jason, who is somewhat new to the area, has reached out to our current staff offering his willingness to help. Jason brings a great deal of basketball playing experience and understands how sports can be a great outlet to extend the educational experience to students. He will be a great asset for the program in both practice settings and also scouting.

Attachments: Reference Check Application



Signature of Athletic Director

11/5/13

Date.

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Mark Newton	School: Oyster River High School
Position: Volunteer Ultimate Frisbee Coach	Paid or <input checked="" type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Mark Newton as a volunteer to assist with the Ultimate Frisbee Club, a student led organization that began this fall. Mark, a community member brings experience in high level ultimate Frisbee and can help teach the skills and introduce our students to the game. Mark is heavily involved in donating his time as scoutmaster locally and understand how to communicate with teenagers and make the experience enjoyable to them.

Attachments: Reference Check Application



Signature of Athletic Director

10/24/13
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Leslie Sarno	School: Oyster River High School
Position: Girls 7TH Grade Basketball	<input checked="" type="checkbox"/> Paid or Unpaid


Athletic Director Narrative:

Please accept this nomination for Leslie Sarno as the 7th grade girls' basketball coach. Leslie brings a wealth of coaching experience within the ORCSD community and understands the importance of providing a fun and educational experience for the girls. As an employee at the middle school she will be able to connect with the girls all day long and make the transition for the girls in participating on a school team a smooth one.

Attachments: Reference Check Application
(BOTH ALREADY ON FILE, employee)



Signature of Athletic Director



Date.

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Paul Kerrigan	School: Oyster River High School
Position: Junior Varsity Boys Basketball	<input type="checkbox"/> Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Paul Kerrigan as the boy's junior varsity head basketball coach. Paul has been a volunteer assistant with our varsity program over the past couple years and will be a smooth transition into the boy's junior varsity position. Paul appreciates the necessary fundamental skills needed for preparation to the varsity program. Having worked closely with the ORYA program and our high school program in recent years his familiarity with the athletes, parents and other coaches will be a great benefit in the transition.

Attachments: _____ Reference Check _____ Application _____
(BOTH ALREADY ON FILE)



Signature of Athletic Director

11/5/13

Date