

**Oyster River Cooperative School District  
REGULAR MEETING**

**June 4, 2014**

**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)**
  - Retirement Recognition
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
  - Motion to approve: 5/21/14 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent's Report**
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other:**
    - Food Service – Doris Demers – School Meal Increase
- VII. DISCUSSION ITEMS**
  - Resurfacing project and remote television
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months.
    - Motion to approve School Meal Increase
    - Motion to approve Withdrawal of Scholarship Trust Funds
    - Motion to approve list of policies
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 6/18/14 regular meeting  
7/9/14 Manifest Review 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**

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

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

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes 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 |
| • Sarah Farwell  | Term on Board: 2014 - 2017 |
| • Denise Day     | Term on Board: 2014 - 2017 |
| • 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 Board

## Regular Meeting - DRAFT

May 21, 2014

6:30 p.m.

**SCHOOL BOARD:** Chair Tom Newkirk, Al Howland, Kenny Rotner, Sarah Farwell, Denise Day, Maria Barth, and Student Representative M. Doody.

Absent: Ed Charle

**ADMINISTRATORS:** Superintendent Jim Morse, Sue Caswell, Todd Allen, Jay Richard, Jim Rozycki, Carolyn Eastman, Carrie Vaich, and Dennis Harrington

There were 6 members of the public present.

**CALL TO ORDER: 6:30-7:00 p.m.** Manifest Review

### **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS:** Video presentation from Lucas Schroeder an ORMS student on Editorial Contest NY Times. His video was chosen from 1000 that were submitted.

Dean Rubine – Academic focus vs. spending. The Board could have honored that request so the public could see who favored what.

**APPROVAL OF May 7<sup>th</sup> Minutes:** Kenny Rotner moved to approve the May 7<sup>th</sup> minutes, 2<sup>nd</sup> by Al Howland. Motion approved 6-0. Revision made on April 2<sup>nd</sup> minutes noting the end of meeting as of 8:32 PM. Revision for May 7<sup>th</sup> minutes, Superintendent Report: enrollment update for all four schools, not just MW and MOH, District Announcement: Graduation date incorrect should be June 13 not July 13.

**Approval of Manifests:** Vendor Manifest 24: \$291,090.96 and Payroll Manifest 25: \$738,758.92

### **ANNOUNCEMENTS AND COMMENDATIONS:**

**District:** Dennis Harrington recognized Jessica Whalen, Tracy Schroeder, Holly Burt and the 62 parent volunteers for their hard work involved in organizing the Day of the Sea field trip at the Seacoast Science Center.

Carolyn Eastman announced that there will be a District wide end of year celebration on June 14<sup>th</sup> 12:00 – 4:00PM at ORHS under the tent. All proceeds will go towards End 68 Hours of Hunger.

Todd Allen reiterated that Graduation is on Friday, June 13<sup>th</sup> at 6:00 PM and that invitations have been sent out. That the play "Oliver" is running Thursday, May 22<sup>nd</sup> – Saturday, May 24<sup>th</sup>. Power of One event is Thursday, May 29<sup>th</sup> and that there will be lots of great projects to view.

Jay Richard noted that Service Polooza has been moved to Tuesday, May 27. Bedrock Gardens – Noah's Ark created by Joe Boucher and middle school students will be shown on NH Chronicle on Friday, May 23<sup>rd</sup> at 7:00 PM. Marie Cook and Abby Clyde were honorable mentions for the NY Times Editorial Contest.

Carrie Vaich informed the Board that last Friday's professional development day was wisely used and that all professionals in attendance worked hard. She will be having a whole school meeting to recognize Memorial Day and appreciation to the PTO.

**Board:** Denise Day thanked Doris Demers for a lovely community dinner. Also thanked Principal Richard and Vaich for a tour of their buildings.

Al Howland spoke about "The Places You Go" senior event that students talked about teachers who helped them and how wonderful it was.

Tom Newkirk mentioned that Linda Rief, middle school teacher has a new book out titled, "Read, Write, Teach. Also mentioned that Nate Grove will be on a panel with him in Washington D.C.

**Student Senate Report:** Spoke of upcoming events that will be happening which will include student elections, goals for next school year and Froyo a sophomore fund raiser will be on Wednesday, May 28<sup>th</sup> from 4:00 – 6:00 PM

## **DISTRICT REPORTS**

**Asst. Superintendent/Curriculum and Instruction Report:** Professional Growth Plan: Carolyn Eastman reviewed the Professional Growth Plan that will be submitted to the State of New Hampshire Department of Education. Some questions and comments raised by the Board were: time concerns, having a goal of multi model communication; number of faculty supervised and is it doable, educators owning personal/professional growth, align professional expectations. Possibility of bringing in mentors – peer to peer work. STAR – is there going to be a formal procedure. Math and Science represented? Goals – are they shared?

**Motion to approve Professional Growth Plan for submission to the State of New Hampshire for approval: Kenny Rotner moved to approve the Professional Growth Plan for submission to the State of New Hampshire for approval, 2<sup>nd</sup> by AL Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

**Superintendent's Report:** Yager Property: Superintendent Morse updated the Board on the status of this property and walked the property with a civil engineer. A soil scientist will be creating a report on vernal pools and cottontail habitats as to how much the property is buildable. Property valued at approximately \$600,000.

Elementary Enrollment Update: Still watching elementary enrollment. Jay Richard and Dr. Morse recommend addition of a 5<sup>th</sup> grade teacher.

Board discussed options pertaining to this request.

**Motion to add a fifth grade teacher: Al Howland moved to add a fifth grade teacher, 2<sup>nd</sup> by Kenny Rotner. Motion approved 6-0 with the Student Representative voting in the affirmative.**

## **DISCUSSION ITEMS**

ORCSD Draft Handbooks:

Todd Allen stated that minimal changes were made. The two changes were the counseling department changes and working on attendance procedures. The Athletic Handbook change was on the granting of varsity letters which gives coaches more discretion.

Jay Richard stated that there is a start time change of 5 minutes to 7:35, and there is a library software change to Destiny.

Dennis Harrington made no reference to any individual change but did note that he has been working with Carrie to create a handbook of commonality with Mast Way.

Carrie Vaich noted that a link was added for on-line registration.

The Board expressed the following observations: page numbers missing, some did not have calendars included; thoughts on pledge of allegiance and digital copies need to be same as printed copies.

**Motion to approve ORCSD Handbooks for all four schools: Kenny Rotner moved to approve ORCSD Handbooks for all four schools, 2nd by Al Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

Master Schedule of School Board Meeting – Draft:

Maria Barth suggested that she would like to see that the master schedule include mandated items.

Tom Newkirk thought that it was a good idea and suggested that it go before the policy committee.

**Motion to approve Master Schedule of School Board Meetings: Kenny Rotner moved to approve Master Schedule of School Board Meetings, 2nd by Al Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

Board Goals for 2014-15:

Board reviewed and discussed the updated list of Board Goals. Concerns mentioned pertaining to: impact on specialist, all day kindergarten and the cost to implement, world language, and concern about numbers.

**Motion to approve the Board Goals for 2014-15. Kenny Rotner moved to approve the Board Goals for 2014-15, 2nd by Al Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

#### **ACTIONS:**

**Motion to accept ORHS Assistant Principal resignation: Al Howland moved to accept ORHS Assistant Principal resignation, 2nd by Kenny Rotner. Motion approved 6-0 with the Student Representative voting in the affirmative.**

Denise Day thanked Sara Wotton for her years of service and wished her well.

**Motion to approve ORHS maternity leave of absence for the 2014-15 school year: Kenny Rotner moved to approve ORHS maternity leave of absence for the 2014-15 school year, 2nd by Al Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

**Motion to approve Moharimet maternity leave of absence for BOY through November 14, 2014 school year: Kenny Rotner moved to approve Moharimet maternity leave of absence for the BOY through November 14, 2014, 2nd by Al Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

**Motion to accept list of ORCSD staff retiring June 30, 2014 participating in retirement incentive: Kenny Rotner moved to accept list of ORCSD staff retiring June 30, 2014 participating in retirement incentive in addition to approving the hiring of a School Psychologist and additional Math Teacher, 2nd by Al Howland. Motion approved 6-0 with the Student Representative voting in the affirmative.**

Jessica Whalen and Cathy Baker presented on “sports flooring” for elementary schools. Sports flooring is low maintenance and kinder on joints.

Board Members spoke in favor or against the sports flooring and costs associated with doing this. After an in depth discussion the following motion was presented:

**Motion to consider approval for rubberized flooring at Moharimet and to add sports flooring to Mast Way in 2015-16: Al Howland moved to approve rubberized flooring at Moharimet and to add sports flooring to Mast Way in 2015-16, 2<sup>nd</sup> by Kenny Rotner. Motion approved 4-2 with Denise Day, Kenny Rotner, Tom Newkirk and Al Howland voting in the affirmative and Maria Barth and Sarah Farwell voting in the negative, the Student Representative voting in the affirmative.**

Jim Rozycki, Facilities Director introduced Alex Taylor to present on Remote Television in the Auditorium and Gym. Alex showed a power point presentation detailing the various aspects of this plan. Cameras could be controlled from anywhere in the building allowing for movement of Board meetings. Currently it is labor intensive to have a meeting outside the Board Room.

Denise Day asked if we could move this item to the next Board meeting.

**SCHOOL BOARD COMMITTEE UPDATES:**

Maria Barth stated that the new Policy Committee has met for the first time and established guidelines that will be followed for their meetings. She was nominated Chair of this committee and that they will meet regularly the 2<sup>nd</sup> Wednesday of every month at 3:30 PM at the SAU office to continue to plug away at the manual.

Sarah Farwell informed the Board that the Technology Committee met and have their goals done and will continue to meet to work on this plan.

Denise Day stated that the Long Range Planning Committee is meeting on Thursday, May 22<sup>nd</sup>.

**PUBLIC COMMENTS:**

Dean Rubine stated that the Class Size policy IIB does not say 18. Middle School equals 22.5/90 students

**CLOSING ACTIONS:** Future Meeting Dates: June 4<sup>th</sup> and June 18<sup>th</sup> Regular meetings.

**Al Howland moved to adjourn the meeting at 9:45 p.m., 2<sup>nd</sup> by Kenny Rotner. Motion approved 6-0 with the Student Representative voting in the affirmative.**

Respectfully Submitted,

Dr. James C. Morse, Sr.  
Superintendent





## Highlights for 2014

This has been a year of change. We have new managers in both of our elementary schools. Jessica Favazza at Mast Way has a degree in Culinary & Nutrition. Michael Bondi at Moharimet has a degree in Culinary Arts. Both schools are functioning well and participation is on the rise.

Our farm to school program is going well. We have currently spent about 5% of our food cost on local foods from local farmers; many of them reside in this district's three towns. This practice will continue to grow in the future. In order to increase our use of raw, local foods, this year we implemented a limited satellite food process. Some scratch cooked recipes are created at the high school for all four schools, and then delivered hot and fresh to the other schools just in time for serving. This has not only allowed us to lower our labor costs at these schools, it also created a more consistent product for our students.

I recently attended a full week training that is sponsored by the USDA called Produce Safety University. This was held in Fredericksburg, VA and included field trips to the Great Schools Farm in Baltimore and the Washington DC Terminal Produce Market. I was able to develop a greater understanding of keeping produce safe and how to assure farm purchases are grown in a safe environment. Some of the information from this workshop was shared with the kitchen staff at our May 16 in-service day. We also hosted a guest chef, Julienne Guyette, who teaches culinary arts and nutrition at UNH's Thompson School. Chef Guyette presented a session on different ways to use spices. Our staff found this to be an interesting and informative presentation.

While this year has been frustrating with the failure of some antiquated equipment, we have been lucky enough to find some slightly used kitchen equipment to keep prices down. We are currently creating a capital plan for kitchen equipment, to keep our food service operations running properly in future years.

We would like to thank the Board for their continued support of our program. We have a dedicated and talented staff with the skills to grow participation and increase nutrition in all programs that we offer.

Respectfully Submitted,

Doris Demers, Director  
Oyster River Child Nutrition

## Oyster River School Meal Price Increase

June 4, 2014 ORCSD School Board Meeting

According to our Federal School Lunch Program Price Equity form, our current school meal costs average \$2.59. This includes all grade levels. The rule states that paid lunches must meet or exceed the reimbursement amount of a free lunch. **The reimbursement amount for FY2015 is \$2.65.**

### Current Prices for FY2014

|                    |               |
|--------------------|---------------|
| Elementary Schools | \$2.40        |
| Middle School      | \$2.60/\$2.75 |
| High School        | \$2.75/\$3.00 |

### Proposed Prices for FY2015

|                           |               |
|---------------------------|---------------|
| <b>Elementary Schools</b> | <b>\$2.50</b> |
| <b>Middle School</b>      | <b>\$2.75</b> |
| <b>High School</b>        | <b>\$3.00</b> |

Prices for Breakfast, Milk and Juice would remain the same with no price increase.

The proposed increase on lunch prices would eliminate the confusing tiered pricing practice that has been in effect at the middle school and high school for many years. The upper tier would not be increased. Currently, the majority of students purchase lunches that fall into the upper tier category. This means that for most of the students in grades 5 through 12 there would be no increase. This would also eliminate confusion for parents, students, and new cashiers who find the tier system difficult to understand.

We would be in line with the price equity requirement proposed by the federal government and would most likely satisfy any increase that would be required for the 2016 fiscal year as well.

Oyster River Cooperative School District  
School Administrative Unit #5

Business Office  
36 Coe Drive  
Durham, NH 03824  
(603) 868-5100 Ext 2003  
FAX (603) 868-6668  
Email: [scaswell@orcsd.org](mailto:scaswell@orcsd.org)

VOTE TO BE APPROVED

COPY

Voted:

The Superintendent of Schools is authorized to request the amount of Trust Funds noted below from the Town of Durham Trustees of the Trust Funds in the name and on behalf of the Oyster River Cooperative School District for the purpose noted below. The Superintendent is authorized on behalf of the Oyster River Cooperative School District to file any forms or documents required in connection with the withdrawal of said Trust Funds and to take all other lawful actions necessary to insure that these funds are expended only for their intended purpose.

We the undersigned members of the Oyster River Cooperative School District School Board authorize the withdrawal of funds from the various scholarship trust funds in the amount of \$12,950 for the specific purpose of funding the scholarships awarded at Oyster River High School during the June 12, 2014 Baccalaureate Ceremony.

DATE: \_\_\_\_\_

COPY

School Board Chair

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 June 4, 2014**

| Title  | Code  |
|--|-------|
|  |       |
| <b>Policies for First Read</b>                   |       |
|  |       |
|  |       |
| <b>Policies for 2<sup>nd</sup> Read/Adoption</b> |       |
|  |       |
| Student Transportation Services                  | EEA   |
| Board-Employee Communications                    | BHC   |
| Suspension of Policies                           | BGF   |
| Advertising in the Schools                       | KHB   |
| Teacher Performance and Evaluation System        | GCO   |
|  |       |
| <b>Policies for Deletion</b>                     |       |
| School Board Use of Email – Procedure            | BHE-R |
| Board Negotiating Agents                         | HE    |
| Meetings   | GCKB  |

|  |                            |
|--|----------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: EEA           |
| Date of Adoption: April 16, 1987<br>School Board Adoption: September 22, 2010<br>School Board First Read: April 2, 2014<br>Back to Policy: May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014 | Page 1 of 2<br>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-director 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 principal 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-director and approved by the school board.

The transportation supervisor-director 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-director 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.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: EEA |
| Date of Adoption: April 16, 1987<br>School Board Adoption: September 22, 2010<br>School Board First Read: April 2, 2014<br>Back to Policy: May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014 | 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~~ director and made part of transportation regulations.

The transportation ~~supervisor~~ director 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~~ director, 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~~ director is responsible for establishing ~~bus~~ school vehicle routes, ~~bus school vehicle~~ stops, assigning pupils to ~~buses~~ school 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~~ Disabled:**

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

Educationally ~~handicapped~~ disabled 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**

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|--|------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: BHC<br>Previously BID |
| Review Policy Committee: January 15, 2014<br>School Board First Read: April 2, 2014<br>Back to Policy: May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014 | Page 1 of 1<br>Category: Optional  |

### BOARD-EMPLOYEE COMMUNICATIONS

The ~~official~~ **primary** line of communication between the Oyster River School Board and school staff is through the Superintendent. ~~It is understood that~~ Staff will address all concerns at the building/department level to their principal or director, then the assistant superintendent or business administrator and finally to the superintendent. ~~before addressing concerns directly to the Board.~~ **When staff choose to speak to the Board, they must address whether they are speaking as staff members and whether they've addresses their concerns to their supervisor or director.** 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. **School employees should have the same rights as other speakers to address the Board on issues before it.**

**This policy shall not be used to circumvent the formal procedure agreed to in the master agreement between the Board and he Guild.**

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

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|---|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BGF                     |
| School Board First Read: April 2, 2014<br>Back to Policy: May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014 | Page 1 of 1<br>Category: Recommended |

## SUSPENSION OF POLICIES

The policies of the Oyster River Cooperative School Board are subject to suspension only upon a majority ~~2/3~~ vote of the ~~entire Board membership~~ present at a meeting. ~~for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.~~

Those Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote (5 members) of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given. The reason for suspending such policy shall be clearly noted in the School Board Minutes.



|   |                  |
|---|------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: KHB |
| Reviewed by Policy Committee: 1/29/14    Recode from KJ<br>School Board First read: 4/2/ 2014    Back to Policy: 5/14/14<br>School Board Second Read/Adoption: June 4, 2014 | Page 1 of 1      |

## ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the Oyster River Cooperative School District schools, school system, not any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

- The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
- The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- The school may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- The Superintendent may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.
- The school may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.
- **Will be implemented congruent to with the district wellness and sustainability policy.**
- The school may, upon approval of the Superintendent, accept financial or equipment resources in return for recognition of the donor at the athletic venue during that athletic season.
- The school may, upon approval of the superintendent or designee, accept financial or equipment resources in return for short-term or permanent recognition of the donor(s). Short-term recognition will be accepted by the principal or athletic director with superintendent approval, for a limited period of time during a District event. Any permanent recognition of a donor(s) will require School Board approval.
- No fundraising activities will be done without prior superintendent approval.
- School publications may accept and publish paid advertising under established procedures.
- Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Cross Reference:

KCD – Gifts to the Schools  
AC – Non-Discrimination & Equal Opportunity  
JJE – [Student Fund Raising Activities](#)

|   |                                   |
|---|-----------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: GCO                  |
| Policy review: February 4, 2014<br>School Board First Read: April 2, 2014<br>Back to Policy May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014 | Page 1 of 1<br>Category: Priority |

### TEACHER PERFORMANCE AND EVALUATION SYSTEM

The Oyster River Cooperative School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The ~~School Board~~ Administration will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

**Legal Reference:**

- RSA 189:1-a Duty to Provide Education
- RSA 189:14-a Failure to be Re-nominated or Re-elected
- NH Code of Administrative Rules, Section ED 302.02(n), Substantive Duties of Superintendents
- NH Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BHE-R<br>Previously BHEA-R |
| Date of Adoption: July 20, 2011<br>Code Change-Adopted School Board: May 2, 2012<br>Recently Adopted – No Changes: October 24, 2012<br>TO BE DELETED 6/4/14 – Contents included in Policy BHE | Page 1 of 1                             |

### SCHOOL BOARD USE OF EMAIL

Use of electronic mail (email) by School Board members should conform to the same standards of judgment, propriety, and ethics as other forms of School Board related communication. School Board members shall comply with the following guidelines when using email in the conduct of School Board responsibilities:

- A. The School Board shall not use email as a substitute for deliberations at School Board meetings or for other communications or business properly confined to School Board meeting.
- B. School Board members should be aware that email and email attachments received or prepared for use in School Board business or containing information relating to School Board business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. School Board members should avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure. School Board members should comply with the same standards as school employees with regard to confidential information.

**Legal Reference:**

RSA 91-A:2-a, Communications Outside Meetings

**Cross Reference:**

BHE- School Board Use of Email  
 GBJ– Personnel Records  
 JRA – Student Records & Information  
 JICL – Student Computer & Internet Use  
 GBEF & R– Employee Computer & Internet Use

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD                                      | Policy Code: HE |
| Date of Adoption: September 21, 1988<br><b>TO BE DELETED: June 4, 2014</b> | Page 1 of 1     |

*BOARD NEGOTIATING AGENTS*

The board shall be represented by a subcommittee with a duly appointed committee chairman, and by the superintendent and/or his/her designee in the conduct of negotiations with state certified employee organizations. The committee is authorized to utilize consultant services of the New Hampshire School Boards Association and/or those from the private sector in the preparation and conduct of negotiations. With the approval of the full board, a consultant may be employed as spokesperson/negotiator at the negotiations table on behalf of the board.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD                                  | Policy Code: GCKB |
| Date of Adoption: September 1971<br><b>TO BE DELETED: June 4, 2014</b> | Page 1 of 1       |

*MEETINGS*

Teachers shall be required to attend all meetings called by administrative or supervisory personnel except when excused personally by the person calling the meeting.

Discretion in the call of meetings should be taken to avoid unreasonable demands upon teacher time.