

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

May 13, 2015 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
 - BBAA – School Board Member Authority
 - BDF – Advisory Committees to the Board
 - JLCF – Student Wellness (page 10)
 - IHCA – Summer Activities
 - IHCD – Advanced Coursework/Advanced Placement Courses
 - IK – Earning of Credit
 - IKA – Grading System
- III. Questions/Discussion

Next Meeting: TBD

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Date of Adoption: September 1970 Date of Revision: March 26, 1997, May 5, 1999 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015	Page 1 of 2 Category: Recommended

SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Oyster River Cooperative School Board members is limited to participating in actions taken by the School Board as a whole when legally in session. School Board members shall not assume responsibilities of administrators or other staff members. The School Board or staff shall not be bound in any way by any action taken or statement made by any individual School Board member or group of School Board members except when such statement or action is pursuant to specific instructions and official action taken by the School Board consistent with policies BDB and BDF.

Delegation

A Board member may be delegated authority by the Board to take action outside a proper Board meeting only as one of the following: 1) an officer of the Board, 2) a member of a Board subcommittee, 3) a member of an advisory committee. 4) a Board Liaison to another committee or organization, or 5) for a specific task. Except for officers, all other delegations shall be appointed by the Chairperson of the Board and approved by proper vote of the Board.

Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and only have study and review functions as assigned to them by proper motion of the Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. The Board retains the right to dissolve a subcommittee at any time.

All Board subcommittees are themselves public bodies under the Right-to-Know law and must comply fully with that law and all related policies equally as the Board itself.

Liaison

Board members may occasionally serve as Board liaison to other committees or organizations for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization. Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

Specific Task

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new

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motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Legal references:

- RSA 91-A:2, Meetings Open to Public
- RSA 91-A:2-a, Communication Outside Meetings
- N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015	Page 1 of 2 Category: Optional

ADVISORY COMMITTEES TO THE BOARD

The Oyster River Cooperative School Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process.

Any advisory committee shall have only those duties and powers as the Board determines. The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendations shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.

Specific topics for study or activity shall be assigned in writing to each committee. Upon completing its assignment, each committee shall either be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the public, to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board may seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The Board shall make all appointments of citizen to advisory committees. The Superintendent shall make all appointments of staff members to citizens advisory committees after approval of the Board.

The School Board shall see that the public is made aware of the services rendered by such committees of citizens as it may appoint and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

Regardless of how it is formed, any advisory committee that reports to the Board or informs a decision ultimately to be made by the Board is a public body fully subject to the Right-to-Know law and related policies equally as the Board itself. This does not include advisory committees that only report to or inform a decision ultimately made by the Superintendent or his or her designee. For example, an advisory committee to recommend candidates to be nominated by the Superintendent is not a public body even though the Board votes to elect the single nominated candidate.

As each new advisory committee that is a public body is being organized, its members will review the Right-to-Know law and related policies to ensure full awareness and compliance.

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This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference:

- BBAA – School Board Member Authority
- BDB – Board Officers/Board Organization Meeting
- EFA: Availability and Distribution of Healthy Foods

Legal References:

- RSA 32:24, Other Committees
- RSA 91-A: Access to Public Records and Meetings

Correction to wellness Policy

Theresa Proia

From: Tracy Schroeder
Sent: Thursday, May 07, 2015 10:51 AM
To: Theresa Proia
Subject: RE: 2015-5-6 Wellness Committee Minutes

Hi Theresa,

Did you get my message? Page 10, under Component #4: School Environment Rewards

Food and beverages are prohibited as rewards. School staff will not use foods or beverages as rewards for academic performance or good behavior. The rest of the paragraph should remain the same.

From: Theresa Proia
Sent: Thursday, May 07, 2015 9:28 AM
To: Alida Carter; Barbara Paquette; Brenda Tirrell; Carina Dolcino; Carolyn Eastman; Catherine Baker; Danuta Richards; Donald Maynard; Doris Demers; Eileen Moran; Holly Pirtle; James Morse; Jean Wons; Jesse Morrell; Jessica Whalen; JoAn Saxe; Katherine Moore; Maria Barth; Paula Roy; Theresa Proia; Tracy Schroeder
Cc: Susan Caswell
Subject: 2015-5-6 Wellness Committee Minutes

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCF
School Board 2nd Read/Adoption: May 2, 2012	Page 10 of 12

Free- and Reduced-Priced Meals: Eligibility and distribution of free- and reduced-priced meals will be handled by the Child Nutrition Director and designated food service personnel. The availability of free and reduced lunch will be made known to all families through the use of school newsletters, beginning of the year packets and the website. Help will be offered for completing the application should it be needed. Application materials are available on the ORCSD website, at each school main office, from the school nurse, and can be mailed upon request. Confidentiality and the sensitivity of these matters will always be taken into consideration. Forms will be processed in a timely manner and schools will assure that all students have access to food at school in accordance with the Child Nutrition and WIC Reauthorization Act of [2004](#) & [2010](#).

Qualifications of School Food Service Staff: Nutrition professionals will administer the school meal programs under the direction of a Child Nutrition Director. This director will oversee the operation of school meals, maintain proper resources that meet state and federal regulations and maintain state health requirements for each school in the district. A qualified Child Nutrition Director will have a minimum of a bachelor's degree with nutrition-related coursework; the registered dietitian credential is preferred.

As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs will include appropriate sanitation courses and/or training programs for child nutrition directors, school nutrition managers, cafeteria workers, and volunteers according to their levels of responsibility.

Component #4: School Environment

The ORCSD shall educate students, employees to the important benefits of a healthy lifestyle. The district shall offer nutrition education to the community.

Rewards

Food and beverages are ~~discouraged~~ prohibited as rewards. School staff will not use foods or beverages that do not meet the nutrition standards as rewards for academic performance or good behavior. Food or beverages (including food served through school meals) will not be withheld as a punishment.

Fundraising Activities

School-sponsored fundraising activities (direct ORCSD affiliation) should avoid using food items that do not meet nutrition and portion size standards. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for [non-food related fundraising activities](#).

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCA
New Policy School Board Adoption: September 22, 2010 <u>Policy Committee Review: May 13, 2015</u>	Page 1 of 1

SUMMER ACTIVITIES

The Oyster River Cooperative School District recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Therefore, the Board encourages students to have a plan for summer activities that support student learning. Such activities may include a summer book reading list, attending an education-themed summer camp, engaging in extended learning opportunities, or other activities that support student learning.

Legal Reference:

NH Code of Administrative Rules Section Ed. 306:14(h), Instructional Program; Summer Activities That Support Student Learning

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCD
Date of Adoption: July 13, 1988 Previously: IGCD Date of Revision: June 21, 2006 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee Review: May 13, 2015</u>	Page 1 of 1

ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. Oyster River Cooperative School District administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

Legal References:

NH Code of Administrative Rules, Section Ed 306.14(g), Advanced Course Work

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IK
School Board 1 st Read: July 14, 2010 School Board 2 nd Read/Adoption: August 11, 2010 <u>Review Policy Committee: May 13, 2015</u>	Page 1 of 1 <u>Priority</u>

EARNING OF CREDIT

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as: ~~sufficient evidence of attainment of the required content, concepts, and skills of a particular course~~ a high level of demonstrated proficiency with regard to a competency.

Student assessment of mastery is the responsibility of the building principal and/or his or her designee.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

Legal References:

NH Code of Administrative Rules, Section ED 306.02 (e) Credit

NH Code of Administrative Rules, Section Ed 306.04(a)(145), How Credit can Be Earned

NH Code of Administrative Rules, Section Ed 306. ~~014~~ (16(f), Awarding of Credit How a Credit Used to Track Achievement of Graduation Competencies

~~NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies~~

IK - EARNING OF CREDIT

(Download policy)

Category: Priority/Require by Law
See also IKF, ILBA

Students can earn course credit by demonstrating mastery of the required coursework and material. Mastery is defined as "a high level of demonstrated proficiency with regard to a competency."

Student assessment of mastery is the responsibility of the building principal.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

Legal References:

Ed 306.02(e), Credit

Ed 306.04(a)(15), How Credit Can Be Earned

*Ed 306.04(a)(16), How A Credit Used To Track Achievement Of Graduation
Competencies*

Revised: May 2014

New Policy: May 2008

NHSBA Note, May 2014: Minor change to first paragraph. Changes to Legal References.

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OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKA
Reviewed by Policy Committee: 2/4/14 Previously IK School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014 <u>Policy Committee Review: May 13, 2015</u>	Page 1 of 1 <u>Recommended</u>

GRADING SYSTEM

The Oyster River Cooperative School Board deems it important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, growth, and make instructional plans for him/her. Sharing of information among parent, teacher, and student is essential.

The Superintendent and the building Principals will develop a grading system appropriate to the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbooks. All grading decisions shall be made at the building level and the decision shall be final.

NHSBA VERSION

IKA - GRADING SYSTEM

(Download policy)

Category R

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Reviewed: July 2004

Revised: July 1998

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