

**Oyster River Cooperative School District
REGULAR MEETING**

March 19, 2014 **Oyster River High School, C-124** **6:30 PM**

- o. CALL TO ORDER by Superintendent (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. PLEDGE OF ALLEGIANCE (7:00 pm)**
 - 1. School Board Member Introduction
 - Election of Chairperson and Vice-Chair**
 - 1. Review ORCSD Policy BDB – Board Officers/Board Organization Meeting
 - 2. Review NHSBA Policy BBAB – Duties of the Chairperson.
 - 3. Election of Officers
 - 4. Welcome of School Board Student Representative
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve: 2/12/14 and 3/5/14 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:**
 - Music Presentation – ORCSD Music Staff
- VII. DISCUSSION ITEMS**
 - Expenditure of \$40,000 for Athletic Fields/Track
 - Salary Schedule for Administrators/Directors
 - Consideration of Early Retirement Incentive
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to Act on Superintendent Contract for the 2014-15 School Year.
 - Motion to sign MS-22 Form.
 - Motion to expend \$40,000 for Athletic Fields/Track.
 - Motion to elect William Leslie, as ORCSD School District Clerk.
 - Motion to elect Lisa Harling, as ORCSD School District Treasurer
 - Motion to elect Dr. Katy Lilly, as ORCSD School District Physician for the 2014-15 school year.
 - Motion to approve Mast Way Activity stipends for 2013-14.
 - Motion to approve ORHS/ORMS Spring Coaches.
 - Motion to approve list of policies.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 4/2/14, 4/16/14 regular meeting
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 II(a)**
 - Superintendent Evaluation
- NON-MEETING SESSION: RSA 91-A:2 {If Needed}**

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

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

**Respectfully submitted,
Superintendent**

**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	Policy Code: BDB
Date of Adoption: June 20, 1990 Dates of Revision: March 26, 1997, May 5, 1999 Code Revision: November 18, 2009 – previously – BCB Review/Revision 2nd Read/Adoption School Board: May 2, 2012 Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014	Page 1 of 1 Category: Recommended

BOARD OFFICERS/BOARD ORGANIZATION MEETING

The School Board members of the Oyster River Cooperative School Board shall be a Chairperson, and a Vice-Chairperson. The School Board Officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio.

CHAIRPERSON:

The Chairperson shall preside at all meetings and shall not originate or second motions; however, the Chairperson shall have the right to vote on all matters before the Board. The chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

VICE-CHAIRPERSON:

The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

The School Board shall organize annually at its first meeting following the District elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the Superintendent, who shall preside during and until the School Board election of a Chairperson.

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
 BDF – Advisory Committees to the Board
 BDB-R – District Clerk/District Treasurer Job Descriptions

Legal Reference:

RSA 91 A- 2, Public Records and Meetings: Meetings Open to the Public

BBAB -ROLES AND DUTIES OF THE BOARD CHAIRPERSON

(Download policy)

Category: Optional

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

New Sample Policy: April 2011

DISCLAIMER:This sample policy manual is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. No portion of this manual may be reproduced, copied, transmitted, distributed, in any form, except as needed for the development of policy by a subscribing district. The materials contained in the manual are provided for general information only and as a resource to assist subscribing districts with policy development. School districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

Oyster River Cooperative School Board
February 12, 2014 ORHS-C-120
Non Public Meeting Minutes

Attendees:

Megan Turnbull

Ann Lane

Ed Charle

Maria Barth

Tom Newkirk

Kenny Rotner

Al Howland

Dr. James Morse

Megan Turnbull made the motion to enter nonpublic session at 8:22 PM seconded by Ann Lane. Motion carried by roll call vote 7-0.

Under RSA 91-A:3 II (a) The Board discussed an administrators salary.

Motion made to leave nonpublic and return to public session by Ann Lane, seconded by Al Howland. Motion passed.

Public session reconvened at 9:10 PM

Submitted by

James Morse

Superintendent

Oyster River Cooperative School Board
February 12, 2014.1 ORHS C-124
Non-Public Meeting Minutes

Attendees:

Maria Barth
Tom Newkirk
Megan Turnbull
Ann Lane
Ed Charle
Kenneth Rotner
Al Howland

Kenny Rotner made the motion to enter nonpublic session at 9:12 PM, seconded by Al Howland. Motion carried by roll call vote 7-0.

Under RSA 91-A:3 II (a) – The Board reviewed and made corrections to a written evaluation of the superintendent.

Motion made to leave non-public session and return to public session by Al Howland, seconded by Kenny Rotner at 9:25 PM. Motion passed.

At 9:26 PM a motion was made to adjourn the meeting by Al Howland, seconded by Tom Newkirk. Motion passed 7-0.

Submitted by
Kenneth Rotner
School Board At-Large

Oyster River Cooperative School District

Regular Meeting

February 12, 2014

6:30 p.m.

School Board Members: Maria Barth, Tom Newkirk, Al Howland, Ann Lane, Megan Turnbull, Ed Charle, Kenny Rotner, and Student Representative Peter Zwart

Administrators: Superintendent James Morse, Sue Caswell, Jay Richard, Dennis Harrington

There were eleven members of the public present.

I. CALL TO ORDER by Maria Barth to review manifests

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS:

Dennis Harrington took a moment to recognize the death of Terri Hanson.

Megan Turnbull would like to add an item to the nonpublic session later this evening.

Denise Day of Durham is thrilled that there is a proposed field upgrade in the District.

Jocelyn O'Quinn of Durham read a tribute to Shirley Thompson. She is forwarding a copy of this letter to the Board for public record.

IV. APPROVAL OF MINUTES:

Al Howland moved to approve the minutes of January 14, 15 and January 22nd meeting minutes, 2nd by Kenny Rotner.

Revision: Page 5 January 15: replace Al Howland instead of Ann Lane.

Revision: Insert: "The School Board recognized that the evaluation of the Superintendent was not done in the fall as per policy. The Board was also in agreement that re-evaluation should be done by the full Board and not by a committee of three that it should be completed prior to the upcoming election."

Motion with revisions passed 7-0 with the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS AND COMMENDATIONS

A District: Carrie Vaich of Mast Way described some of the activities going on at Mast Way School. Kathy Baker is currently working on an Olympic Theme. Pam Felber is kicking off the school play. Read Across America will be next week and a poem was read describing the activities next week at the school.

Board: Kenny Rotner thanked everyone in the public that came out for the Deliberative Session. Dr. Morse and Sue Caswell along with the Leadership Team and the Advisory Budget Committee did a great job preparing the budget this year.

Ann Lane thanked Wendy for all her work preparing and organizing for the budget.

Maria Barth would like to take some time to talk about the goals for the next year.

VI. DISTRICT REPORTS

Superintendent's Reports: As of February 26th the School District will have its own channel. Channel 97 will be the School District Channel.

Business Administrator: None

Student Senate Report: Peter Zwart reported that they have been selling the Valentine Carnations for a fundraiser. The Student Senate has been looking into alternate possibilities for advisor time.

Athletic Field Upgrade Proposal: Todd Allen and Corey Parker: Todd Allen thanked the Board for the opportunity for this presentation.

John Parsons History behind upgraded facilities:

F.O.R.T (Friends of Oyster River Track)

Sole purpose is to raise money for construction and maintenance of an Oyster River Track.

They have raised over \$275,000 to date through various fundraising efforts.

February 12, 2012

Rob Drugan spoke on the health benefits of exercise, cardiovascular, obesity, cognitive function, aging and Alzheimer's disease.

Athletic field growth in communities would allow for temporary athletic fields
Athletic Committee in the summer of 2013 unanimously agreed updated facilities is vital for expansion of athletic offerings.

Corey Parker explained why now the time to upgrade the athletic fields is now:
Athletic Participation has increased.

Growth in our program offerings: Unified Track/Soccer, reserve soccer teams
Raise the standard of our facilities

Over usage of current field creates poor field conditions creating growth season
Provide a safe environment for the community to utilize the facility

Expand the Physical Education Curriculum and keep all exercises on campus
Eliminate the need for rentals at UNH: Average turf rental is \$160 per hour
and Track rental is \$110 per hour

Create a true "home field/stadium"

Concept:

Turf Field: Resolve drainage and unsafe environment. Save on all turf rentals for lacrosse and soccer teams.

Track: Allow a home for 175+ athletes and every PE class. Save all track rental costs and be able to host track meets.

Reconfigure: Baseball: Align properly with the sun. Create a safe flow for crowds and eliminate "foul ball issues."

Create a True Home: Teams, Faculty and Community can be proud of.

Cost of the Project:

\$2.4 Million

Includes:

\$1.8M for turf and track

\$400,000 lighting and bleachers

\$200,000 reconfiguration of baseball field

How Can We Do this?

District commitment of \$1.2M

F.O.R.T. already committed for \$300,000

Fundraising campaign of \$900,000

What They Are Asking For:

A commitment to propose a 1.2M bond for March 2015

Commitment now on up to \$40,000

Necessary to make shovel ready

Test pits

Pre-construction permits and final drawings.

Ann Lane moved to authorize the Superintendent to take up to \$40K out of the fund balance. Maria Barth moved to postpone this discussion to March 5th, 2nd by Al Howland. Motion to postpone this discussion until March 5th passed 7-0 with the Student Representative voting in the affirmative.

DISCUSSION ITEMS

None

ACTION ITEMS:

Motion to approve ORHS overnight field trip for the Robotics Competition:

Al Howland moved to approve the ORHS overnight field trip for the robotics competition, 2nd by Megan Turnbull. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve the list of Policies:

Maria Barth moved to reschedule the Policies for the March 5th meeting, 2nd by Ann Lane. Motion approved 7-0 with the Student Representative voting in the affirmative.

SCHOOL BOARD COMMITTEE UPDATES: None

PUBLIC COMMENTS: None

CLOSING ACTIONS:

Future Meeting Dates: March 5th and March 19th

Megan Turnbull moved to enter into nonpublic session to discuss an administrator's salary under RSA 91-A:3 II (a), 2nd by Ann Lane. Upon roll call vote, the motion approved 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School District

Regular Meeting

March 5, 2014

6:30 p.m.

School Board Members: Maria Barth, Tom Newkirk, Al Howland, Ann Lane, Megan Turnbull, Ed Charle, Kenny Rotner, and Student Representative Peter Zwart

Administrators: Superintendent James Morse, Sue Caswell, Jay Richard, Dennis Harrington

There were nine members of the public present.

I CALL TO ORDER by Maria Barth to review manifests

II PLEDGE OF ALLEGIANCE:

Al Howland moved to postpone the track discussion until March 19th, 2nd by Ann Lane. Motion passed 7-0 with the Student Representative voting in the affirmative.

Maria thanked the Student Representative Peter Zwart and Board Members Ann Lane and Megan Turnbull for their service.

III PUBLIC COMMENTS: Denise Day of Durham thanked Ann and Megan for their dedication and service to the Board. Regarding the Board Employee Communications Policy that will be discussed this evening, she feels that it could be clearer.

Jocelyn O'Quinn of Durham thanked both Megan and Ann for everything that they have done for the District and children of the community.

Kenny Rotner moved to enter into nonpublic session under RSA-A:3 II(a) to discuss the Superintendent's Contract, 2nd by Al Howland. Upon roll call vote, the motion passed 7-0 with the Student Representative voting in the affirmative.

Ed Charle moved to come out of nonpublic session, 2nd by Al Howland. Upon roll call vote motion passed 7-0 with the Student Representative voting in the affirmative.

IV APPROVAL OF MINUTES: Motion to approve 2/7/14 and 2/12/14 minutes.

Kenny Rotner moved to approve the February 7th minutes, 2nd by Al Howland. Motion approved unanimously with the Student Representative voting in the affirmative.

APPROVAL OF MANIFESTS:

VM#19: \$888,847.09

PM#19: \$805,266.50

PM#20: \$1,097,880.20

V ANNOUNCEMENTS AND COMMENDATIONS:

District: Jay Richard of the Middle School detailed the upcoming events at the Middle School. He commended Megan, Ann and Peter for all their hard work.

Todd Allen of the High School noted that both boys and girls hockey tournaments are happening this week. He thanked the departing Board members for their dedication to the District.

Dennis Harrington mentioned on the 29th will be the pancake breakfast. The book fair will be on the 18th and 19th. There is an Art Club that is forming at Moharimet.

Sue Caswell Business Administration noted that Tuesday is voting day. The Annual Report of the District is published and available.

Board: Kenny Rotner commended the Oyster River Men and Women's Swimming Teams that won the State Championship.

Al Howland participated in Read Across America at Mast Way.

VI DISTRICT REPORTS:

A Assistant Superintendent/Curriculum and Instruction Report: Carolyn Eastman noted that this was the last year for the NECAP Reports. The results are detailed in the Annual Report of the District.

She also discussed the Summer Enrichment Program. It is a community based summer camp experience for local youth. The brochure will be available tomorrow.

Superintendent's Report: Superintendent Morse announced that the Comcast Channel is 95. The Annual Report is available in the town offices and the schools. Next Tuesday is voting day. This proposed budget has been very well received.

He attended the strings concert last evening and the music staff has been outstanding and committed to the Program.

Superintendent Morse thanked Ann Lane, Megan Turnbull and Peter Zwart for their service and all their work.

Student Senate Report: The girl's hockey game Friday night at UNH against Bishop Guerton.

Peter spoke about Andy Allen, a long time para in the District at the high school. He is missed by all the students at the school.

He thanked everyone for the valuable experience of working as the Student Representative on the School Board.

A.L.I.C.E. Training Report – Durham Police Department: Ed Levesque, Steve Misek, and Holly Malasky explained the A.L.I.C.E. Training to the Board. They would like to tailor this new procedure for the middle school and high school.

VII DISCUSSION ITEMS

A Audit: Patrick from Melanson Heath and Co. reviewed the District Audit with the Board. Their findings were a clean opinion for the District. Overall the District is in a good financial position.

B. Facilities Management Services RFP Update: Sue Caswell detailed the bid for Facilities Management Services. The District received one bid from Aramark Corporation.

Al Howland moved to award the Facilities Management Services bid to Aramark Corporation, 2nd by Tom Newkirk. The motion passed 7-0 with the Student Representative voting in the affirmative.

VIII ACTIONS

Superintendent and Board Actions:

Motion to accept letter of resignation of ORHS Teacher: Al Howland moved to accept the letter of resignation of an ORHS Teacher, 2nd by Kenny Rotner. Motion passed 7-0 with the Student Representative voting in the affirmative.

Nominate Department Head Stipend and Coaches:

Kristin Wilson	Special Education	\$1,250
Jon Peterson	Special Education	\$1,250
Glen Miller	Varsity Softball Coach	\$3,933
Vince Bahl	Boys Varsity Lacrosse	\$3,933

Al Howland moved to nominate the ORHS Department Head stipend position for Special Education for remainder of 2013/2014 and the above list of coaches, 2nd by Kenny Rotner. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve the Moharimet Music Stipends: Al Howland moved to approve the Moharimet Music Stipends, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

Overnight Trip to New York : Al Howland moved to approve the ORHS overnight field trip to NYC, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

Approval of Policies:

Policy JLCE: Al Howland moved to approve Policy JLCE for a first reading, 2nd by Ann Lane. Motion passed 6-1-0 with Kenny Rotner recusing himself and the Student Representative voting in the affirmative.

Kenny Rotner moved to approve Policies JFABB, KCD, CBI & R, FF, IKA, JEAB, KF/KF-R/KF-R1 for a first read, 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

Al Howland moved to delete Policies JG, GCO, and JJE, 2nd by Ann Lane. Motion approved 7-0 with the Student Representative voting in the affirmative.

Al Howland moved to postpone Policies: EEA, BHC, BGF, KHB, and GCO, Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

IX SCHOOL BOARD COMMITTEE UPDATES:

Ed Charle reported that the Sustainability Committee has been continuously meeting. There are UNH Interns that are interested in working with the committee. There will be a Solar Awareness meeting on March 6th

X PUBLIC COMMENTS:

Krista Butts of Lee talked about the Star Assessment. She spoke about students falling through the cracks. This Assessment allows the comparison of a student's progress. She believes that these assessments are a great tool.

Krista likes the Progress Reports on Powertool. They are easy to read and understand.

Dean Rubine from Lee reminded everyone that Election Day is Tuesday.

CLOSING ACTIONS

Future Meeting Dates: March 19th and April 2nd

Page 6
March 5, 2014

Draft

Ann Lane moved to adjourn the meeting at 9:30 p.m., 2nd by Megan Turnbull. Motion approved 7-0 with the Student Representative voting in the affirmative.

Respectfully submitted,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board
March 5, 2014 ORHS-C-120
Non Public Meeting Minutes

Attendees:

Megan Turnbull
Ann Lane
Ed Charle
Maria Barth
Tom Newkirk
Kenny Rotner
Al Howland

Al Howland made the motion to enter nonpublic session at 7:07 PM seconded by Ann Lane. Motion carried by roll call vote 7-0.

Under RSA 91-A:3 II (a) The Board discussed the superintendent contract.

Motion made to leave nonpublic session by Al Howland, second by Ed Charle. Motion passed.

Public session reconvened at 7:31 PM

Ann Lane
School Board At-Large

Oyster River Cooperative School District

Music Curriculum Revision

The true sign of intelligence is not knowledge but imagination.
- Albert Einstein

Oyster River Music: Foundational Principles

- Music is an expression of our humanity
- ORCSD students will experience the great works and cultivate and awareness of our cultural history and literacy
- ORCSD students will have the opportunity to play an instrument
- ORCSD students will be aware of and control their voice as an instrument
- ORCSD students will have the experience of being a performer
- ORCSD students will be able to critically listen, analyze and discuss music

Why Revise?

- Add a string program
- Increase High School Music participation
- Grow 7th and 8th grade ensembles
- Better utilize strengths of the music faculty
- Common standards for all students at each level
- Improve performance quality
- The growth of emotional intelligence
- Create culturally and artistically literate adults

Areas of Strength

- Highly competent musician/teachers that are motivated and deeply dedicated
- Engaged community; parents and students
- Proximity to UNH, which provides an opportunity to enhance our relationship in a symbiotic way
- Very supportive administration and school board, at the building and district level

Challenges

- Lack of a vertically articulated curriculum (Band, Chorus, Jazz, Orchestra, General/non-performance electives) in grades 5 – 12
- Scheduling issues - Fitting the music program within the school day at the secondary level. Making time for music.
- Involving more students in a greater variety of music classes and activities in the upper middle school and high school

Recommended Changes in Elementary School

- General Music
 - K meets 2 times per week for 30 minutes in a full day program, 1 time per week for 30 minutes in a half day program
 - Grade 1 & 2 meet 2 times per week for 30 minutes
 - Grade 3 & 4 meet once per week for 45 minutes
- Chorus
 - Grade 3 – All students once per week for 35 minutes
 - Would participate in the Holiday Concert and a smaller musical play
 - Grade 4 – All students once per week for 35 minutes
 - Would participate in the Holiday Concert and perform in the musical

Recommend Elementary changes continued

- Band – no beginning band
- Orchestra – OREO (Oyster River Elementary Orchestra) “advanced”
 - 1 time per week after school at their home school,
1 day combined at one of the elementary schools
 - Only players with one or more years of group or
individual lessons

Supporting research for changing instrumental program

- <http://depts.washington.edu/uwmused/delzell.pdf>
A review of research on the topic – published in 1997 in
the journal *Update: Applications of Research in Music
Education*:
“Research suggests that delaying band until sixth grade
rather than starting in fifth grade will not have an
adverse effect on performance, achievement or
percentage of students who participate, and it may
have a positive effect on retention as students enter
seventh grade.” p.22

Supporting research for changing instrumental program

Hartley, L.A., & Porter, A. M. (2009). The influence of beginning instructional grade on string student enrollment, retention, and music performance. *Journal of Research in Music Education*, (54) 4, 370-384

Synopsis:

Linda Hartley and Ann Porter examined how the starting grade level (fourth, fifth, or sixth) in string programs in Ohio effected recruitment, retention, and performance. Recruitment and retention were addressed through a survey of string teachers in Ohio. Thirty-one percent (172 teachers) responded to questions about starting grade and enrollment. The responses indicated that starting grade level made no difference in recruitment, and that retention improved for programs with a later start.

Recommended Changes for the Middle School

- Biggest challenges – scheduling Band, Orchestra and Chorus during the day for academic credit (class roster, grades, etc.)
- Specialty ensembles that meet outside of the school day should continue to exist and to grow
- General Music will continue for students not enrolled in Band, Chorus or Orchestra
- All grade 8 students will take guitar class

Year 1 – first transition year

- **Grade 5**
 - Students choose between Continuing Band, Beginning Strings or General Music
 - All Grade 5 students in Chorus
- **Grade 6 & 7**
 - Band, Chorus, String Ensemble or General Music
- **Grade 8**
 - Band, Chorus, Orchestra or General Music
 - Guitar for all

- There will be a Grade 5 – 8 String Ensemble for experienced players

Ed500 UNH students will be utilized for group lessons and sectionals for Grade 5 & 6

Year 2 – transition continues

- **Grade 5**
 - Beginning Band, Beginning Strings or General Music
 - All Students participate in Chorus
- **Grade 6 & 7**
 - Students choose either Band, Chorus, Orchestra or General Music
- **Grade 8**
 - Students choose either Band, Chorus, Orchestra or General Music
 - All students will take guitar class

Plan implemented – growth begins

- Band
 - Grade 5 – beginning
 - Grades 6 – 8 – continuing
- Orchestra
 - Grade 5 – beginning and experienced students
 - Grades 6 – 7 - continuing
 - Grade 8 – add winds and percussion

Potential Outlook for the High School

- Team Teaching
- Offer Band, Chorus, Orchestra, Jazz Band, Studio Orchestra and Chorus as performing ensembles during the school day
- All ensembles must meet for a full year
- Electives (semester): Piano, African Drumming, Others
- Eventually add other choral groups (Chamber Choir, Select Choir, Concert Choir, Women's Chorus, Jazz Choir, Jazz Combos/improvisation classes, Guitar ensembles, percussion ensemble, Instrumental chamber groups and non-performance electives

High School Challenges/Considerations

- Scheduling – as participation increases, classes can't only happen during E block
- Current master schedule limits opportunities
- Flexibility so that study halls can be available
- Scheduling the team teachers
- Eventual move to full year ensembles

Enhancing the UNH relationship

- Creating a Private Lesson Program
 - Controlling costs
 - Teach in the HS and MS building
 - Offer occasional master classes with UNH Applied faculty
 - Connect with UNH ensemble directors for clinics
- Create a concert attendance program for students and parents to attend UNH concerts and special events
- Use UNH facilities for “vertical” concerts; Band, Chorus, Orchestra and eventually Jazz. Maybe even combine with UNH groups

Oyster River Music Program Improved

As recommended by the music staff, we will see:

- The string and chorus programs grow in participation
- The high school program offer greater opportunities
- The music faculty have agreed upon articulated standards
- The Oyster River Music program becomes a model for the state.

To: Oyster River Cooperative School Board
Fr: Dr. James C. Morse, Sr., Superintendent
Re: Administrative Pay Scale
Date: March 19, 2014

Over the years the Teachers Guild has successfully negotiated with the School Board and garnered voter support for a competitive pay scale. In fact, the teachers negotiated agreement places ORCSD teachers in the top 10% for pay in the State of NH.

Although recognized, the Oyster River Administrators Association (ORAA) is not a union. It is a group of administrators that includes central office administrators, the exception being the superintendent, the principals, their assistant principals, and the directors. ORAA has no standardized pay scale or negotiated agreement. Principals have a common benefit agreement (see attachment 1) but directors and SAU administrators do not. This lack of cohesion has left administrators pay and benefits inconsistent to one another and has left salaries uncompetitive. Compounding the problem are the years in which administrators had their pay frozen while unionized teachers, during the same time period, did not.

How has this lack of a common pay scale and benefits occurred?

Currently, the salary of a given administrator was decided upon at the time of hire based upon the superintendent's recommendation. This has left many administrators underpaid for their job assignment, some making less than teachers on a per diem basis, despite their supervisory job responsibilities.

In addition, Administrative turnover is a serious issue for the District. Three of four Directors have less than two years with the District, (Technology, Food Service, and Facilities). Two of the four principals have less than two years with the District, (Mast Way Principal and ORHS Principal). When looking at Central Office administrators, three of the four administrators have less than two years with the District (the Superintendent, Assistant Superintendent and the Special Education Director). The lone exception is the Business Administrator who is the senior central office administrator with 3.5 years' experience.

We all should be concerned that unless administrative salaries are systematized, unless they are competitive and unless they have internal integrity, ORCSD will lose administrators to other Districts resulting in continual administrative turnover resulting in the loss of historical memory, weak implementation of vision and strategic plan and continuous orientation in leadership to students, staff and community.

The ORAA has met with the ORCSB Negotiation Team to discuss the salary scale that would place all principals, assistant principals and directors within an appropriate range based upon market factors, internal integrity and job responsibilities. The goal of the ORAA is that all administrators' salaries be in the upper quartile of the state, that responsibilities, longevity, relevant experience and performance be factors considered when determining salary. Using the factors noted, plus internal integrity, the pay scale should go in the following order, highest to lowest:

Assistant Superintendent,
HS Principal,
MS Principal,
Business Administrator,
Elementary Principal, Special Education Director,
Assistant Principals, Guidance Director, Assistant Sped Directors,
Technology Director,
Athletic Director
Food Service Director,
Accounting Director, and
Transportation Director

In order to bring salaries to appropriate levels it will take two years and an equity account. A cost of living adjustment is inadequate to adjust for the lack of adequate compensation. Even taking two years to adjust salaries to place everyone properly just using just COLA is inadequate due to the current inadequacies and inconsistencies in the current administrative pay schedule. Therefore, I propose a pay equity fund be established in order to adjust salaries more substantively for those whose pay is not adequate for their assignments.

The recommended salary scale (attachment 2) adjusts the administrative salary scale over a two-year period, applies the pay equity fund and brings salary and benefit consistency to administrators. The one exception I wish the Board to consider is the salary of the Assistant Superintendent. NH Department of Education data and the fact the Assistant Superintendent should make more than those supervised, leads me to request the Board adjust her salary significantly in year one and less significantly in year two.

Both ORAA and I recommend the proposed administrative pay schedule to the ORCSD Board for your consideration and approval.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 1 of 2

Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools

Position: School District Clerk

Status: Part-Time; Stipend Position

Qualifications: Must be a registered voter of the School District (RSA 671:18); cannot be a member of the School Board (RSA 195:5,1); must possess basic computer knowledge and clerical skills.

Reports to: School Board

Job Goal: Performs the duties mandated by New Hampshire law. Many of those duties are clerical or administrative in nature.

Performance Responsibilities:

- Prepares ballots for School District elections. (RSAs 699:23 and 671:20), and delivers the ballots to the town moderator before the opening of the polls at the town elections. (RSAs 671:20 and 671:25);
- Provides for absentee voting as required by RSAs 669:26 – 669:29. (RSA 671:21);
- Receives from town election officials after ballots are counted, the number of votes received by each candidate for school district office. (RSA 671:26). Upon receipt of the list, records the results from each town and shall, when the results from all towns within the School District have been recorded, determine, and announce the names of the winning candidates. (RSA 671:26);
- May administer oaths to all elected or appointed School District officials. (RSA 92:5). Keeps record of the certification of all oaths administered to elected or appointed School District officials. (RSA 92:6);
- After the annual meeting, reports the names and post office addresses of all School District officers to the Commissioner of Revenue Administration and to the Commissioner of Education. (RSA 671:31);
- At any time, reports to the Commissioner of Revenue Administration and the Commissioner of Education the names and mailing address of School District officers who are appointed or are elected. (RSA 617:31);
- Receives recount petitions and fees. (RSA 671:32). Serves on the Board of Recount. (RSA 671:21). Appoints the time and place for recounts. (RSAs 40:4-c and 669:30). Notifies candidates of time and place for recounts. (RSA 669:31). At the recount, publicly breaks the seal and opens the ballot packages. (RSA 669:32). At the conclusion of the recount, preserves the ballots. (RSA 669:33);
- If office of moderator is vacant, acts as moderator until moderator pro-tempore is chosen by the meeting or election. (RSAs 197:20 and 671:33);
- Appoints assistant clerks for each additional polling place. (RSA 40:15);
- Shall be available between 3:00pm – 5:00pm on any day that the election hours require a filing with or an action by an official (e.g., last day for candidates to file and last day to submit petition warrant articles). (RSA 652:20);

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 2 of 2

- Records in Registry of Deeds a petition to take land for schoolhouses. (RSA 199:19-a);
- Performs same duties as Town Clerk when the School District establishes a capital reserve fund. (RSAs 35:11 to 35:13);
- Records posted warrant in School District records. (RSA 197:10);
- Keeps true written records of the Annual Meeting which includes preparing minutes of the Annual Meeting's deliberative session. (RSA 199:20);
- Is served with legal process in lawsuits against the School District. (RSA 510:10). Promptly provides Superintendent with copies of those papers;
- Performs any other duties as may be required by law.

Suggested process for appointment of the School District Clerk:

RSA 195:5 requires the School Board to appoint the School District Clerk annually; however, it does not specify the process that the School Board must use. The following is a process that the School Board can utilize to appoint the School District Clerk.

If more than one candidate applies follow steps 1 through 5. If only one candidate applies, proceed from step one to step 5.

1. Advertise for the position by posting at the SAU office and in the other school buildings in which job openings are posted;
2. At a meeting held and posted in accordance with the Right-to-Know Law, the School Board or subcommittee of the School Board screens all applications and identifies candidates to be invited for interviews;
3. At a meeting held and posed in accordance with the Right-to-Know Law, the School Board interviews the selected candidates;
4. The School Board discusses the candidates in public;
5. The School Board publicly votes to appoint a candidate.

NOTE: The School District Clerk is a public official, not an employee, so interviews, discussions, and votes regarding the selection of this candidate must occur in public. It is, however, permissible to discuss candidates in non-public only if the School Board will be discussing matters that would adversely affect the reputation of the candidate(s).

Original Effective: 03-2012

Revision Date:

Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools

Position: School District Treasurer

Status: Part-Time; Stipend Position

Qualifications: Must be a registered voter of the School District (RSA 671:18); cannot be a member of the School Board (RSA 195:5, II); must have the experience or expertise in the area of fiscal management for medium to large size organizations or companies. It is preferred that the School District Treasurer be a certified public accountant.

Reports to: School Board

Job Goal: The School District Treasurer performs the duties mandated by New Hampshire law. Those duties require the Treasurer to handle and account for all School District money. The Treasurer must understand accounting principles required for municipalities and have an attention to detail.

Performance Responsibilities:

- Before beginning duties, provides a bond from a company licensed to do business in New Hampshire that is acceptable to the School Board for the faithful performance of the Treasurer's duties. (RSA 197:22);
- Maintains custody of all School District moneys. (RSA 197:23-a,I);
- Pays out money upon orders of School Board. (RSA 197:23-a,I);
- Deposits moneys in authorized banks. (RSA 197:23-a,I);
- Keeps suitable books to fairly and correctly account for all sums received into or paid from School District funds, and all notes given by the School District, with the particulars thereof. (RSA 197:23-a,III);
- Maintains payroll/vendor manifests and cashbooks. (RSA 197:23-a,III);
- Keeps a register which states the denomination, number, and date of every bond issued by the School District, including the time and place at which the payment of principal and interest is to be made, as well as any other information the Commissioner of Revenue Administration may require. (RSA 33:12);
- Within ten (10) days after the issuance of bonds and notes, submits to the Commissioner of Revenue Administration a report setting forth the details of the issue on the form prescribed by the Commissioner of Revenue Administration. (RSA 33:14);
- At the close of each fiscal year, shall make a report to the School District, giving a particular account of all of the Treasurer's financial transactions during the year. (RSA 197:23-a,III);
- Upon request, shall furnish to the School Board statements from the books and/or submit the books and vouchers to the School Board and to the auditors for examination. (RSA 197:23-a,III);
- Prepares for and participates in yearly audit. (RSA 197:23-a,III);

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 2 of 2

- Prepares Treasurer's report for School Board. (RSA 197:23-a,III);
- Verifies all bank statements and reconciles monthly accounts. (RSA 197:23-a,III);
- For excess funds which are not immediately needed for the purpose of expenditure, shall invest with the approval of the School Board those funds in approved accounts and in accordance with the School District's investment policy and statutory limitations. (RSA 197:23-a, IV);
- Appoint with the approval of the School Board a deputy treasurer. (RSA 197:24-a);
- Shall pay to the School Board and other District officers their salaries granted by the School District. (RSA 194:11);
- Shall pay the truant officer upon order of the School Board. (RSA 194:11);
- Receives payment from the town all moneys to support the schools. (RSA 198:5);
- Performs any other duties as may be required by law.

Suggested process for appointment of the School District Treasurer:

District policy BDB requires that the School Board appoint the School District Treasurer annually; however, it does not specify the process that the School Board must use. The following is a process that the School Board can utilize to appoint the School District Treasurer.

If more than one candidate applies follow steps 1 through 5. If only one candidate applies, proceed from step one to step 5.

1. Advertise for the position by posting at the SAU office and in the other school buildings in which job openings are posted;
2. At a meeting held and posted in accordance with the Right-to-Know Law, the School Board or subcommittee of the School Board screens all applications and identifies candidates to be invited for interviews;
3. At a meeting held and posed in accordance with the Right-to-Know Law, the School Board interviews the selected candidates;
4. The School Board discusses the candidates in public;
5. The School Board publicly votes to appoint a candidate.

NOTE: The School District Treasurer is a public official, not an employee, so interviews, discussions, and votes regarding the selection of this candidate must occur in public. It is, however, permissible to discuss candidates in non-public only if the School Board will be discussing matters that would adversely affect the reputation of the candidate(s).

Original Effective: 03-2012

Revision Date:

To: Dr. James Morse
From: Carrie Vaich
Date: March 12, 2014
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the __2013-2014__ school year:

Stipend Activities

Name	Activity	Stipend	Longevity	Total
Cathy Baker	Jump Rope Club	\$400.00		\$400.00
Rebecca Yerkes	New Teacher Mentor	\$500.00		\$500.00

Respectfully Submitted,
Carrie Vaich, Principal
Mast Way School



Oyster River Athletic Department
 55 Coe Dr. Durham, NH 03824
 603-868-2375 www.orcsd.org

March 12, 2014

To: Dr. Jim Morse, Superintendent
From: Corey Parker
Date: 3/19/14
Re: Spring Coach Nominations

Message:

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

Volunteer Positions:

Ryan Walfield	Varsity Baseball
James Hoyt	Varsity Baseball
Kate Potvin	Girls Lacrosse
Geoff Jablonski	Varsity Baseball
Sam Kerrigan	Boys Lacrosse
Nancy Bulkley	Girl's Tennis

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Nicholas Ricciardi	Head Outdoor Track	\$4,988	9	\$300	\$5,288
Greg Gephart	Boys Assist. Outdoor Track	\$3,242	13	\$375	\$3,617
James Thibault	Boys JV Baseball	\$2,556	9	\$300	\$2,856
Craig Walfield	Boys Varsity Baseball	\$3,933	2	\$0	\$3,933
Bob Heuchling	Girls Varsity Tennis	\$3,070	9	\$300	\$3,370
Casey Reynolds	Girls Varsity Lacrosse	\$3,933	11	\$375	\$4,308
Daniel Brown	Boys JV Lacrosse	\$2,566	2	\$0	\$2,566
Emma Wilson	.5 Girls Assist Outdoor Track	\$1,621	1	\$0	\$1,621
Jacob Renaud	.5 Girls Assist Outdoor Track	\$1,621	0	\$0	\$1,621
Andy Allen	Boys Tennis	\$3,070	2	\$0	\$3,070
Middle School					
Dave Montgomery	MS Outdoor Track	\$2,302	4	\$75	\$2,377
Sunpreet Sadana	MS Outdoor Track	\$2,302	5	\$150	\$2,452
Megan Hinz	MS Outdoor Track	\$2,302	1	\$0	\$2,302
Lauren Tebbetts	MS Outdoor Track	\$2,302	4	\$75	\$2,377
Nate Grove	MS Baseball	\$1,919	3	\$75	\$1,994
Nicole Casimiro	5/6 Boys Basketball Intramural	\$576	0	\$0	\$576

Yours in sports,
 Corey Parker

Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
March 19, 2014

Title	Code
Policies for First Read	
Student Transportation Services	EEA
Board-Employee Communications	BHC
Suspension of Policies	BGF
Advertising in the Schools	KHB
Teacher Performance and Evaluation System	GCO
Student Fund Raising Activities	JJE-R
Policies for 2nd Read/Adoption	
Student Fund Raising Activities	JJE
Emergency Care and First Aid	JLCE
Foreign Exchange Students	JFABB
Gifts to Schools	KCD
Evaluation of the Superintendent	CBI & R
Naming of Facilities	FF
Grading System	IKA
Student Assignment {Student District Placement}	JEAB
Use of Building and Facilities	KF/KF-R/KF-R1
Policies for Deletion	

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: March 19, 2014	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 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 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: March 19, 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 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 ~~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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHC Previously BID
Review Policy Committee: January 15, 2014 School Board First Read: March 19, 2014	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. 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.

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: BGF
School Board First Read: March 19, 2014	Page 1 of 1 Category: Recommended

SUSPENSION OF POLICIES

The policies of the Oyster River Cooperative School Board are subject to suspension only upon a majority vote of the entire Board membership 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 School Board First read: March 19, 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.
- 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 School Board First Read: March 19, 2014	Page 1 of 1 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 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 Renominated or Reelected

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE-R
Policy Committee Review: 5/4/10 & 7/13 & 1/29/14 School Board First Read: March 19, 2014	Page 1 of 2

FUNDRAISING ACTIVITIES - Procedure

It is the intent of the School Board to provide, through the normal budget process, the facilities and resources necessary to support and achieve the educational mission and goals of our schools. Through community involvement, the Board recognizes that appropriate fundraising activities can enrich the educational opportunities and resources available to students and enhance school facilities and equipment. Fundraising activities by students, school-affiliated organizations and community groups in support of the schools must be approved in advance by the administration and comply with the following guidelines. The Superintendent has the authority to develop any administrative procedures necessary to implement this policy.

Fundraising Guidelines

A. Guidelines Applicable to All Fundraising Activities

1. Fundraising activities must not interfere with the educational program.
2. The use of instructional time to promote or participate in fundraising activities is discouraged and will be approved only in unusual circumstances.
3. No student shall be required to participate in fundraising activities as a condition of participating in a required school program.
4. All students participating in fundraising activities must be supervised by an adult.
5. Students in the elementary grades are prohibited from participating in fundraising activities involving door-to-door solicitations. Students in middle school are prohibited from participating in fundraising activities involving door-to-door solicitations unless there is parent approval and supervision. Students in high school are prohibited from participating in fundraising activities involving door-to-door solicitations unless there is parent approval.
6. Fundraising activities that render a service or product for contributions received are preferred to requests for direct cash donations.
7. No money may be raised or collected, or binding commitments made to suppliers of any goods or services associated with a fundraising activity, until the activity has been approved.
8. The school unit and/or school name, logo or other insignia may not be used for fundraising purposes without specific approval.
9. Fundraising activities must comply with federal, state, and local laws, including those related to the school nutrition program and games of chance, and all applicable Board policies and school rules.
10. Revenue and expenditure reports for each activity must be submitted to the principal. All fundraising activities shall be subject to the district's accounting and auditing procedures.
11. Each principal shall maintain a fundraising calendar and organizers are encouraged to schedule activities as far in advance as possible. The principal has the discretion to deny approval of activities if activities overlap or otherwise place an undue burden on the school unit and/or the community.

B. Guidelines Applicable to Activities Involving Alterations/Additions to School Unit Property

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE-R
Policy Committee Review: 5/4/10 & 7/13 and 1/29/14 School Board First Read: March 19, 2014	Page 2 of 2

1. Any fundraising that will result in alterations or additions to district facilities or property must be approved by the Superintendent and the Board.
2. Any fundraising activity involving permanent donor recognition (such as installation of engraved bricks, tiles, signs, plaques, etc.) shall:
 - a. Include only the donor name (first and last name) or the name of the person the donor is honoring; or
 - b. In the case of a business, only the business name. Businesses selling services or products not legal for students to purchase or otherwise inappropriate to the public school setting will not be allowed.
 - c. The school unit reserves the right to review and refuse any submission which, in the judgment of administrators, is not appropriate to the public school setting or which includes messages of a personal, political, social or religious nature. Fundraising activities are not intended to create a public forum.
3. Any fundraising activity that involves the installation of art work or any other items created by individuals or groups is subject to any school guidelines for such work.
4. Any items installed or affixed to school property become the property of the school unit. The school unit has complete discretion to remove or replace any item that is damaged, destroyed, becomes outdated or when the area is renovated or remodeled.

Approval Process

1. The person responsible for the proposed fundraising activity must complete a fundraising request form and submit it to the building principal.
2. The principal will review the request to see if it meets the fundraising guidelines and any applicable school rules.
3. No significant fundraising activities will be done without prior superintendent approval.
4. The principal will notify the organizer within a reasonable time as to whether the activity is approved or denied.
5. The principal will provide the Superintendent with a copy of all fundraising requests and the principal's decision.
6. If a principal denies a request, the organizer may ask the Superintendent to review the request. The Superintendent's decision is final.
7. As noted above, all fundraising requests that may involve alterations or additions to school unit property must be approved by the Superintendent and the Board. The Board's decision is final.

Cross-Reference: IGDB – Management of Funds
 KF – Use of Building and Facility
 KHB – Advertising in Schools

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE
Date of Adoption: March 26, 1987-Replaced 2/12/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1 Category: Optional

STUDENT FUND RAISING ACTIVITIES

The Oyster River Cooperative School Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be for the support of the school mission, Fundraising will not be school sponsored unless it is approved by the superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the superintendent or his/her designee, and those accounts shall be audited annually.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 (EBBC— Same Language also required) School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1

EMERGENCY CARE AND FIRST AID

~~All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.~~

~~School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.~~

~~The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.~~

~~The school will annually obtain or update at the start of each school year emergency contact information of parents or legal guardian for each student and staff member. Accident forms are available at each school building office and the SAU office. The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.~~

~~Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.~~

~~For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.~~

~~The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.~~

The Oyster River Cooperative School Superintendent, in consultation with school health personnel, will ensure that procedures are implemented in the schools to provide for emergency care and first aid for students, school staff and visitors who are injured or become ill at school.

Appropriate staff will receive an orientation regarding the District's emergency care and first aid procedures, and each school will designate staff who have received first aid and CPR training. Emergency cards will be maintained for all students.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 (EBBC – Same Language also required) School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1

Minor injuries and illnesses should be referred to the school nurse or other designated school staff for treatment. Treatment will be provided within the school in accordance with applicable laws and Board policies. In the event of a serious injury or illness, the individual may be transported to his/her physician or health facility, depending upon the particular circumstances.

Parents will be informed when their child is injured or becomes ill at school, and appropriate records will be kept by the school nurse.

Authorization:

In case of medical emergency, in the event that I/we cannot be reached, I/we authorize the Oyster River School District, its agents, employees, and other officers to procure and consent to any medical examination, diagnostic process or course of treatment, including transportation and hospital care, to be rendered to my/our child by or under that supervision of any duly licensed health care provider.

An accident report must be completed for all serious injuries.

Legal References:

RSA 200:40; ~~200-40-a, Emergency Care~~
RSA 200:40 a, ~~Administration of Oxygen by School Nurse~~
NH Code of Administrative Rules, ~~Section Ed.306.12(b), School Health Services~~
NH Code of Admin. R. ~~306.04(a)(19); 306.12(b)~~

Cross Reference:

~~EBBC – Emergency Care and First Aid~~

JLCD – Administering Medications to Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JFABB
Policy Committee Review: January 29, 2014 First Read School Board: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1 Recommended

FOREIGN EXCHANGE STUDENTS – Participation in Graduation Activities

Definition: A foreign exchange student is defined as one who is enrolled at Oyster River High School via a recognized and approved exchange program, e.g.— such as American Field Service (AFS), Japanese Foundation of Intercultural Exchange (JFIE), Educational Foundation for Foreign Study (EF), etc.

Foreign exchange students who are enrolled in full-time year-long programs, and are returning to their home countries following the completion of one academic year may be allowed to participate in the graduation ceremony and receive a certificate of program completion from ORHS at the discretion of the principal and superintendent. Students being granted the privilege of participating in graduation must have maintained good academic and behavioral standing at ORHS and have fulfilled all of the requirements of their individual exchange program.

Cross Reference:

Policy IKF – Graduation

Policy IKFC – High School Diploma- Alternative Program

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KCD
Review by Policy 01/29/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Recode from KH Page 1 of 1 Category: Optional

GIFTS TO THE SCHOOLS/SCHOOL EMPLOYEES

The Oyster River School Board wishes to encourage gifts, donations, and acts of generosity on the part of citizens, groups of citizens, or other sponsors in the community. However, to ensure the proper handling of such gifts and to discourage both advertising by means of the gift and unwarranted solicitations of such gifts by members of the staff, the following procedures are established:

Governing Principles:

- The **primary** purpose of accepting gifts is to benefit the schools and the students, not to promote specific products or services. **Any acceptance and recognition of products or service will follow District policies and guidelines.**
- Gifts to the schools will not be accepted when they are in conflict with or endorse values that are in conflict with school district principles, policies or plans.

Authorization:

- Individuals or organizations desiring to contribute supplies or equipment must consult with the Superintendent regarding the acceptability and timing of such contributions.
- Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitments of school funds shall be presented to the Superintendent for consideration and approval.
- Any gift of ~~\$5000~~ **\$500** or less offered to the schools will be considered for approval by the Superintendent. A description of the gift, the reason for its offer, and its use and need shall be reported to the School Board or its agent. A gift greater than ~~\$5000~~ **\$500** must be approved by the School Board as well as any other gift deemed appropriate by the Superintendent for School Board approval.

Recognition of gifts:

- ~~Appropriate a~~**A**cknowledgment of ~~major~~ gifts will be made by the School Board.

Conditions Upon Acceptance:

- Equipment contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
- In lieu of specific instructions, the school principal shall determine the use of a money gift, grant, or bequest.
- Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
- Donations of equipment shall be added to the district's inventory provided it is operative at the time of donation and meets an educational purpose of the district. Gifts which meet the definition of a fixed asset as outlined in district policy DID, inventories must be added to the school's fixed assets inventory.
- Any purchase to be funded by a cash donation must be processed in accordance with district policy.
- Any gift rejected by the School Board or the Superintendent shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for the rejection of the gift.
- A letter of gratitude will be sent to the donor for accepted gifts from the School Board.

Restrictions of Advertising:

- See policy on advertising. (KHB – Advertising in the Schools).

Cross Reference: DID – Fixed Assets
[KHB – Advertising in the Schools](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI
Reviewed by Policy Committee: 1/29/14 previously CBG School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1

EVALUATION OF THE SUPERINTENDENT

The superintendent is the executive head of the public schools and shall be responsible for planning and administering their affairs to statutory requirements, the regulations of the State Board of Education, and the policies of the Oyster River Cooperative School District.

The superintendent shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The superintendent shall provide, develop, and implement the procedures to achieve educational objectives with the administrative unit.

In performance of these duties, the superintendent shall be directly responsible to the Oyster River Cooperative School Board.

The school board shall evaluate the superintendent on an annual basis by February 15 utilizing the criteria established under CBI-R. ~~A three person Superintendent's Evaluation Committee shall be appointed and chaired by the school board chairperson. By November 15~~ The Board shall direct the superintendent ~~shall to~~ furnish the committee with a written self-assessment which addresses the performance areas as outlined in CBI-R in a timely manner. ~~The committee shall develop an evaluation statement for review by the full board, making amendments as necessary based on input from board members. The evaluation will be officially accepted by the full board and transmitted by December 30 to the superintendent who will be given the opportunity to discuss the evaluation with the full board and to attach a response to his/her evaluation.~~

Through evaluation of the superintendent, the board will strive to accomplish the following:

- Clarify for the superintendent his/her role in the school system as seen by the board.
- Clarify for all board members the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
- Develop harmonious working relationships between the board and superintendent.
- Provide effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent/board relationships and will inform him/her at least annually of its assessment of his/her performance.

Cross Reference: CBI-R – Evaluation of the Superintendent - Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: January 29, 2014 - No Change	Page 1 of 3

EVALUATION OF THE SUPERINTENDENT

The superintendent, in developing his/her self-assessment report, and each board member, in providing the chair with his/her assessment of the superintendent's performance, will use the following criteria:

PERFORMANCE AREAS

Relationship with the Board

- Keeps the board informed consistently through oral and written communications on important issues and needs of the school district.
- Anticipates sensitive issues and acts proactively to minimize potential difficulties.
- Offers professional advice/recommendations on items requiring school board action or review.
- Feels free to openly express an opinion on a matter under discussion by the school board until a final decision has been reached; then implements the decision in a timely and effective manner regardless of any previously held view.
- Is knowledgeable of, adheres to, and enforces all policies and fulfills all directives of the Oyster River Cooperative School Board.
- Respects the school board's policy making authority and responsibility.
- Alerts board when new policies are needed or old policies need updating.
- Participates actively in the contract negotiations process.
- Deals with each board member equally and refrains from public criticism of board members.

Community Relations

- Keeps the community informed of school district plans, programs, and achievements.
- Demonstrates sensitivity and responsiveness to parental concerns
- Actively solicits participation by community members in the decision-making process whenever appropriate.
- Exhibits awareness of and responds to community concerns as they relate to the school district.
- Works effectively with news media.
- Accepts opportunities to attend or participate in community sponsored activities/organizations whenever possible while balancing other responsibilities or priorities.
- Fosters positive relationships and good communication with community leaders.

Staff/School Relations

- Develops sound personnel practices including, but not limited to, the assessment of staffing needs, nomination of best qualified candidates, assignment of staff, definition of duties, reviewing the evaluations of district staff, and evaluating central office administrative staff and building principals.
- Treats all personnel fairly and impartially while demanding high levels of performance.
- Adheres to all federal and state regulations that govern employment activities.
- Oversees a workable program for staff evaluation.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: January 29, 2014 - No Change	Page 2 of 3

EVALUATION OF THE SUPERINTENDENT (continued)

- Organizes and promotes an effective program for professional growth.
- Delegates responsibility/work effectively.
- Establishes clear performance expectations to all with whom he/she works.
- Implements goal setting as a strategy to improving classroom performance.
- Deals with personnel issues impartially and objectively, within a timely manner.
- Keeps informed of current conditions and needs at each of the buildings through good communication with administrators.
- Maintains a high visibility within the schools' facilities.
- Promotes positive morale.
- Readily accepts and abides by the mandates of district employee contracts.

Educational Leadership

- Keeps focus of education on improving student learning.
- Exhibits genuine concern for student welfare and achievement.
- Presents, coordinates and evaluates an effective measurement process for student achievement.
- Possesses awareness of innovative methods for enhancing student achievement.
- Provides leadership in the study and development of curriculum options.
- Promotes and supports efforts to establish and improve K-12 curriculum development.
- Participates with staff, board, and community in the development of educational curriculum, priorities, and opportunities.
- Requires school programs and support services to reflect sound educational practices.
- Resists pressure to take actions contrary to the best interests of students.
- Accepts proposals for educational change from inside and outside the educational community.
- Keeps informed about current developments and research in education and student learning.
- Is knowledgeable of and adheres to all applicable state and federal laws/guidelines.

Fiscal Management

- Uses well designed, user friendly and effective budget reporting procedures.
- Develops and recommends the annual budget to the school board within stated school board objectives.
- Maximizes the use of all available resources.
- Monitors the ongoing physical/financial needs of the school system.
- Provides leadership in identifying, planning, and implementing capital improvements.
- Assures that school facilities are maintained in an optimal cost effective manner.
- Regularly provides financial reports to the school board.
- Oversees the district's equipment inventory and procurement process, ensuring that bid processes are consistent and cost efficient.
- Implements and adheres to the budget as directed by the school board.
- Administers expenditures consistent with appropriations.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: January 29, 2014 - No Change	Page 3 of 3

EVALUATION OF THE SUPERINTENDENT (continued)

Personal Qualities

- Is respected in the schools, community, and profession.
- Works well with others.
- Is suitably attired and well groomed.
- Communicates clearly and effectively.
- Is poised and effective in a crisis.
- Maintains good physical and mental health.

Goals and Objectives

- Assists the school board in the development of attainable goals and objectives.
- Develops effective programs/procedures to achieve both short and long term goals within established time frames.
- Monitors progress toward goals and informs school board.
- Establishes personal goals and monitors progress toward achievement.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: FF
Reviewed by Policy Committee: 2/4/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1 Category: Optional

NAMING OF FACILITIES

District Buildings/Facilities:

In the naming of buildings/facilities, the board will defer to the superintendent and administration. The source of funding will be a consideration and the School Board will have final approval. ~~appoint an advisory committee to provide recommendations to the Board.~~

- ~~1. The name should be easily identifiable with the school.~~
- ~~2. The name should not be in conflict with the names of other schools in the system.~~
- ~~3. If possible, the name should relate to the geographical area of the school, but, most important, it should have significance for the students of the school.~~
- ~~4. The names of people, particularly living people, should be avoided.~~

School Facilities

~~The board recognizes that rooms, equipment, and materials within the schools, including athletic fields, will not be names.~~

Other Buildings

~~In the naming of other buildings in the district, the board will appoint an advisory committee to recommend three names in order of preference. The committee will observe these guidelines:~~

- ~~1. The name should be easily identifiable with the building and its function.~~
- ~~2. The name should not be in conflict with the names of schools or other buildings in the system.~~
- ~~3. If possible, the name should relate to the geographical area of the building.~~
- ~~4. The names of people, particularly living people, should be avoided.~~

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: March 19, 2014	Page 1 of 1

GRADING SYSTEM

~~The belief of the Oyster River Cooperative School District concerning academic achievement as well as children's social growth and development is based on the premise that children have diverse capabilities and individual patterns of growth and learning.~~

Therefore, ~~the~~ **Oyster River Cooperative School** ~~Board~~ **feels- 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. ~~Thus a -S~~sharing of information among parent, teacher, and student is essential.

The Superintendent and the building Principals will develop a grading system appropriate **to** ~~for~~ 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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JEAB
Policy Committee Review: February 4, 2014 School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 1

STUDENT DISTRICT PLACEMENT

Oyster River students will attend the school housing the grade to which they have been assigned. At the elementary level a student will attend the school which serves the neighborhood in which he/she resides except as reassignment is necessary because of limited classroom capacity within a building or because of the limitations of efficient transportation, **or when other circumstances warrant it**. Effort will be made to ensure that the student completes the elementary program in the school which he/she initially enters following kindergarten.

~~Parents will be notified of school assignment preceding the opening of the school year.~~

~~Cross Reference: JG — Assignment of Students to Classes and Grade Levels~~

Legal Reference:

NH Code of Administrative Rules, Section ED 302.02(l), Duties of the Superintendent
NH Code of Administrative Rules, Section ED 306.14(a), Instructional Program;
Appropriate Assignment of all Incoming Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 Policy Review: February 4, 2014 School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 1 of 2 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the conduct and best interests of the school system. Authorization to use school facilities does not connote Board endorsement or approval of the activity or of the sponsoring organization/individual.

General Statement of Activities Permitted:

It is not the intent of this policy to create difficulties or financial burdens for our parents, volunteers, staff, or students who are involved in fund raising or other efforts which enhance student learning and benefit our students provided these activities are approved by the building principal.

Prohibited:

Any activity or organization which:

1. Promulgates any theory or doctrine subversive to the laws of the United States, the State of New Hampshire or any political subdivision thereof.
2. Advocates governmental change by violence.
3. Violates the canons of good morals, manners or taste, or is injurious to the district buildings, grounds or equipment.
4. Is in conflict with school activities or programs.
5. Raises funds for any purpose except as permitted by board policy or special action of the board.
6. Is discriminatory.

Granting of Approval:

The Superintendent of schools or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above requirements.

Right is reserved by the board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants may be required to submit an explanatory statement declaring that to the best of their knowledge the projected use is within the general policy and is not in violation of prohibited activities noted above.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 Policy Review: February 4, 2014 School Board First Read: March 5, 2014 School Board Second Read/Adoption: March 19, 2014	Page 2 of 2

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Fees:

The Board will approve a schedule of fees for use of school facilities. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. The Board intends that recognized parent volunteer groups, such as PTO's, will not be charged fees for use of facilities that have approval of the building Principal and Business Administrator. **Fee schedule will be reviewed as part of the annual budget process.**

Certificates of Insurance:

Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The Oyster River Cooperative School District shall be listed on the certificate as an additional named insured.

Damages:

Anyone submitting an application for the rental of school property must assume responsibility for the proper use of the facility and for the conduct of all attending the event. As a condition for permission to use the facility the user must indemnify the school district from any claims which might arise from the use. If any school district property is lost or damaged during usage, the amount of loss or damage will be determined by the superintendent of schools, and a bill for damages (both labor and materials) will be mailed to the applicant of record, who accepts responsibility for payment of damages as a condition for permission to use the facility. In addition, the Superintendent or designee may require the submission of a deposit in advance to cover any potential loss or damage to school district property.

Receipts:

Receipts from fees shall be used for facilities maintenance and operation costs.

Regulations:

Regulations governing this policy shall be posted on the school district web site.

Cross Reference:

- KF-R Guidelines on the Use of School Facilities
- KF-R1 Building Rental Fees
- JLCF - Wellness Policy
- JL - Soliciting Funds
- KFB - Advertising in Schools

Legal Reference: Military Recruitment in high schools

GUIDELINES ON THE USE OF SCHOOL FACILITIES

Use of facilities, owned and operated by the Oyster River Cooperative School District, is governed by federal and state law and by ORCSD policy KG.

Reservations and Arrangements:

1. All use/rental applications shall be made at least 14 days in advance. Reservations are made on a school year basis unless prior approval received by the Superintendent's office. Applications for facility use/rental are available online at our orcsd.com website under Facilities department.
2. A written permit will be issued to the applicant by the Central office and a copy, along with a copy of the regulations governing use, will be sent to all concerned. No reservation will be made until the application is approved by the Superintendent of Schools or his/her designee.
3. If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in the policy, groups paying rental charges takes precedence. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling. If a space is reserved, it is with the understanding that it will be used. Any space reserved for an "on hold" basis, must have prior approval by the facilities office.
4. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
5. All applicants for use of district facilities shall hold the Oyster River Cooperative school District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Individuals requesting to use a facility for non-school event must execute an Oyster River Release of All claims prior to receiving permission to use the facility. Forms for release will be made available by the Facilities office to requesting parties.
6. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide Commercial General Liability to use school facilities by providing a written certificate of insurance proving liability coverage and property damage insurance totaling \$1,000,000/\$1,000,000 with the Oyster River Cooperative School District listed on the certificate as an additional named insured.
7. Rental payment checks should be made payable to the Oyster River Cooperative School District. Payment must be received at the District Central Office at least ten days prior to the event. If payment is not made by this date the Superintendent or designee has the authority to cancel the applicants permit.
8. Any additional expenses incurred during the event i.e., custodial, security, media, kitchen help or any other expenses will be billed within two (2) weeks after completion of rental. Payment of services will be expected within thirty days from billing date.
9. Anyone considering renting school facilities and wishing to take measurements or survey the area shall contact the Facilities office to make prior arrangements.
10. Rain date reservation requests will need prior approval of the Facilities Office. ORCSD reserves the right to charge custodial costs and rental fees even if the rain date goes unused.

USER RESPONSIBILITIES AND GUIDELINES ON THE USE OF SCHOOL FACILITIES

Regulations Governing the Use of Facilities:

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. Sponsoring organizations shall provide sufficient competent adult supervision that has the authority to sign the written agreement and is responsible to the organization seeking permission to use the school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person(s) or organizations(s) using the facilities. The staff member in charge should ascertain that users are aware of policy and regulations governing use or school facilities.

1. Bring your signed forms or confirmation sheet with you to all practice, activities and games. Please give a copy of this sheet to the person who will be on site for the planned activity.
2. A member of the school staff (administrator, teacher, school board member, custodian, coach, assistant coach, aide, maintenance person) or an authorized program leader (coach, assistant coach, activity director/coordinator) must be present while a school facility is being used. Any organization using school facilities must agree to the assignment of custodial/supervisory personnel for continuous duty during the time stated on the application. Custodian(s) assigned to cover the events(s) will be responsible for locking and unlocking the facility; turning house lights on and off; security; and cleaning any debris left by the renting organization. The rate shall be established by the School Committee.
3. Organizations sponsoring events requiring police and/or traffic control are responsible for making all arrangements for such services directly with the police department. Any time a room, hall or facility is to be used to more than half of its rated capacity, the local police and fire departments must be notified prior to the reservation's being confirmed. Notification is the responsibility of the group or individual renting the school facility. If this is not complied with, the school district reserves the right to cancel the contracted rental agreement. Payments for these services should be made directly to the police/fire department.
4. When schools have been closed because of inclement weather, the facilities will be closed for all use. There is no parking in any of the school parking lots during or after storms for safety, plowing and sand/salting purposes. The schools do not assume the responsibility of contacting groups when such closures occur. School closures will be posted on our website. ORCSD reserves the right to tow any unauthorized vehicle at the vehicle owner's expense.
5. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director. Use of kitchen facilities requires the presence of designated cafeteria personnel. The kitchen area must remain under the direct control of the cafeteria manager because of the expensive equipment, food supplies and rigid sanitation requirements. The rate shall be established by the School Committee.
6. Only facilities explicitly contracted for in the written agreement may be used for an activity.
7. No school building or facility shall be used for any purpose which could result in picketing, rioting disturbing the peace or damage to property or for any purpose prohibited by law.
8. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access. Users may not construct sets or add decorations unless the materials used can be documented as meeting fire safety code requirements.
9. Users are responsible for emergency evacuation of buildings and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending public prior to the commencement of any activity.
10. Any activity which requires special equipment, a rearrangement of school furnishings, or decorations attached to any building surface, must have the written approval from the school principal prior to scheduling the event. Please show respect for the facility with proper care, usage and respectful language.
11. Consumption of all beverages in the ORHS and the ORMS gymnasiums is prohibited. The consumption of non-alcoholic beverages in other areas of the schools will require the written permission of the principal. Designated area: Cafeteria
12. Use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited on school property. The use/possession/selling of drugs or other controlled substances on school district property is against federal and state laws. Any person who violates this section shall be guilty of a violation and notwithstanding RSA 651:2 shall be punished by a fine. The Oyster River School Board strongly supports all efforts by law enforcement officials to eliminate drugs in schools.
13. Individuals and/or groups renting school district property must clean the area rented and clear it of their belongings at least 1 hour prior to the next scheduled event. If school is not in session the following day, areas must be cleaned by noon the following day. Oyster River Cooperative School District reserves the right to remove or discard any items left behind at renter's expense.
14. There shall be no changes in the lighting arrangement unless prior permission has been granted by the principal. Under no conditions shall there be any tampering with light controls.
15. Pianos shall not be moved without prior permission of the principal. The cost of tuning the piano for an event will be the responsibility of the renter. Pianos must be returned to the condition it was in prior to the event.
16. The possession of firearms or other weapons on school district property is prohibited.
17. Rental contracts are made with the person(s) or organization listed on the application only. The subletting of school facilities is prohibited.

18. Users who have permission to enter the building on weekends or during school breaks are responsible for the activation/deactivation of school alarm systems and accept full responsibility as a result of their negligence.
19. The use of school parking facilities in conjunction with a school facility rental is strictly on a first come - first served basis. Regular school business always takes precedence. At no time may fire lanes and emergency exits, or handicapped parking spaces and entrances, be blocked by vehicles. Vehicles are not permitted on athletic fields or grass areas at any time. Illegal parking may result in vehicles receiving tickets, warning tags or towing at the vehicles owner's expense.
20. Non-profit groups requesting a waiver shall complete a waiver form. All waivers of fees shall require a review and demonstration of financial need.
21. Table placement at district events shall not be set up as to interrupt the normal flow of pedestrian traffic into or out of an event.

Fields

1. At times, conditions of the high school fields may warrant closure. When this occurs, all activities for field use will be cancelled. Groups will be notified of closure as soon as possible.

Gym/Auditorium

1. No objects are to be fastened to, or dragged across the gymnasium floor.
2. No tape shall be applied to the gymnasium floor, walls, or bleachers.
3. Preliminary reservations requests will be accepted until June 15th for the following school year. The schedule will be confirmed during the last week in June, or after the school district calendar has been approved by the school board. The schedule will be finalized in early July, after which additional reservation requests will be accepted and scheduled if the requested dates are available.
4. Gymnasium systems (bleachers, floor protective tarps, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
5. Auditorium systems (stage rigging, lighting, audio & video) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
6. Typically for non-theatrical events the auditorium may only be reserved for the day of the event. For theatrical productions, the auditorium may be reserved for a period of one week concluding the night of the final performance. Exceptions to this will be considered depending on the nature of the event, and demand on the auditorium.
7. All equipment, props, etc., owned by the renting organization must be removed from the premises the evening of the last performance, unless other arrangements have been made with the facilities office. Storage space in the auditorium is extremely limited and only available while the auditorium is reserved by the renting organization (for a theatrical production the load in would be no earlier than one week before the final performance unless other arrangements have been made in advance through the Facilities office).
8. The availability of auditorium equipment and systems for any particular use is subject to the approval of the School Principal.
9. Food, beverages and other items may be sold in the ticket booth/concession stand but are not permitted in the seating area.
10. Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. The Theatre Technician in conjunction with the Facilities Director has authority to ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs.
11. Only gaffers or spike tapes, supplied by ORCSD, or Glow tape approved by the Theatre Technician shall be applied to the stage floor. No other tape (masking or duct) shall be used. Duct tape will not be allowed in the gym/auditorium at any time. Painting of any kind must be approved by the Facility Director.

Time Limits

During a school day, permission for use of facilities may not be granted until **3:00 P.M.** and may not extend beyond **10:00 P.M.**

All facilities must be cleared within thirty minutes of closing time indicated on the application.

Cancellation:

Request for cancellation must be received at least 24 hours in advance (weekend events 48 hours) of agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred. Cancellations can be made by contacting the Facilities Office. Verification of cancellation must be established by a Facilities staff member.

Cancellation of permission to use school facilities may be ordered by the Superintendent or his/her designee and/or Oyster River School Committee whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

Fees for Use of School Facilities

A schedule of fees shall be published before the beginning of each school year.

GROUPS

No fee for the use of school facilities will be charged for activities sponsored by the following:

A. In-House/School District

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.).

No fee other than insurance costs for the use of school facilities will be charged for activities sponsored by the categories listed below. This assumes that school personnel are on hand during the time the building is in use. If school personnel are needed during times outside normal work schedules, the cost of these personnel shall be borne by the user. Such cost shall be published before the beginning of the school year. The cost of any non-school personnel shall also be borne by the user.

B. Community/Municipality Based in the Oyster River School District

1. Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
2. Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
3. Local government (elections, town meetings, budget hearings, etc.).

For the following groups, a custodial, equipment, and/or room rental fee will be charged at a rate set by the School Board.

C. Outside Groups/Non profit (proof may be required 501(c)3 Certificate of Tax Exemption)

1. Any group that does not fall in the above listed category and any groups not sponsored by the Oyster River School District.

D. Outside Groups For Profit

Rental Priorities

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Oyster River student activities.
2. Use for youth of the Oyster River communities.
3. Use for Oyster River community's recreational programs.
4. Use for educational, cultural, civic and/or governmental programs.
5. All other acceptable uses.

Community Emergencies

The board recognizes the role of the school facilities in times of community emergencies and will make suitable facilities available to such recognized agencies as the Red Cross and Civil Defense. Such needs supersede any and all rental arrangements.

(Revised November 9, 1999)

I have read and understand the Oyster River School District's "Use of School Facilities and Guidelines" and agree to the terms and conditions stated in the policy.

Typed/Printed Name: _____

Signature & Date _____

Cross Reference:

KF-Use of Buildings and Facilities

KF-R1 - Building Rental Fees

JLCF - Wellness

BUILDING RENTAL FEES

School Board Approval: November 14, 2012 KF-R1

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**STAFF FEES:**

Custodial Fee	\$40.00 per hr. minimum charge 3 hrs.
Kitchen Fee	\$40.00 per hr. minimum charge 3 hrs.
Auditorium Tech Fee	\$25.00 per hr. minimum charge 3 hrs.
Application Fee	\$25 per event

Audio/Visual

Audio/Visual	\$20.00 per day
Piano	\$50.00 per day
Tables and Chairs	\$10 per table \$1 per chair
Gym Floor Cover Tarp	\$800 per set up and breakdown

SCHOOL RENTAL FEE**SEATING CAPACITY****Non Profit
Outside
District****Profit
In/Outside
District****MOHARIMET SCHOOL**

Multi-Purpose Room/Stage	336(lecture style)174(with tables/chairs)	\$200	\$500
Multi-Purpose Room/Cafeteria	336(lecture style)174(with tables/chairs)	\$125	\$200
Kitchen		\$75	\$100
East Commons	50	\$75	\$150
West Commons	50	\$75	\$150
Library	44	\$100	\$200
Sports Field		\$20 (per hr min)	\$75 (per hr min)
Classroom	30	\$50	\$100

MAST WAY SCHOOL

Multi-Purpose Room/Stage	250(lecture style)134(with tables/chairs)	\$200	\$500
Cafeteria	225(lecture style)170(with tables/chairs)	\$125	\$200
Kitchen		\$75	\$100
North Commons	40	\$75	\$150
Library	44	\$100	\$200
Classroom	30	\$50	\$100
Sports Field		\$25	\$75
		\$20 (per hr min)	\$75 (per hr min)

MIDDLE SCHOOL

Gymnasium	1170(w/o bleachers)550(with tables/chairs)	\$250	\$650
Cafeteria	428(lecture style)200(with tables/chairs)	\$125	\$200
Kitchen		\$40	\$100
Multi-Purpose Room/Stage	336(lecture style)174(with tables/chairs)	\$225	\$500
Library	64	\$100	\$200
Classroom	30	\$50	\$100
Open Field		\$175 (per hr min)	\$200 (per hr min)
Softball Field		\$175 (per hr min)	\$400 (per hr min)

HIGH SCHOOL

Auditorium/stage & Music Room	523 seats	\$350	\$850
Gymnasium	1000(w/o bleachers)467(with tables/chairs)	\$350	\$750
Multipurpose Room/Stage		\$225	\$500
Locker Rooms		\$50	\$50
Cafeteria	428(lecture style)200(with tables/chairs)	\$100	\$200
Kitchen		\$75	\$100
Library	64	\$100	\$200
Music Room	40	\$125	\$225
Classroom	30	\$50	\$100
Varsity Soccer Field		\$200 (per hr min)	\$450 (per hr min)
JV Soccer Field		\$175 (per hr min)	\$400 (per hr min)
Field Hockey Field		\$175 (per hr min)	\$400 (per hr min)
Baseball Field		\$175 (per hr min)	\$400 (per hr min)
Softball Field		\$175 (per hr min)	\$400 (per hr min)
Tennis Courts		\$75 (per hr min)	\$200 (per hr min)

Groups with less than 75% of Lee, Durham, Madbury residence will be charged \$5 per person per season per sport.

IRS Tax Exempt Certificate may be required to substantiate non-profit.

When there are two events held: one in the afternoon and one in the evening - a separate fee is charged for each event, providing there is an admission fee charged for each event.

Note: Use of gymnasiums or fields for basketball or other recreation type of activity by locally sponsored groups will be charged a flat rental fee as follows:

High School \$ Middle School \$ Mast Way and Moharimet \$