

**Oyster River Cooperative School District
REGULAR MEETING**

August 19, 2015

HIGH SCHOOL - LIBRARY

6:30 PM

o. CALL TO ORDER (6:30 PM)

I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

I.a. PUBLIC HEARING: Policy BBAA- School Board Member Authority/Policy BDF- Advisory Committees to the Board

II. PUBLIC COMMENTS

III. APPROVAL OF MINUTES

- Motion to approve: 7/29/15 Manifest minutes and 8/5/15 regular meeting minutes.

IV. ANNOUNCEMENTS AND COMMENDATIONS

A. District

B. Board

V. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

- Board Goal – Athletic Field Possible Funding Scenario
- 2015-16 Enrollment Update

C. Business Administrator

- Budget Update FY15' Final
- Primex Authorization (Worker's Compensation)
- FY2017 Calculations

D. Student Senate Report

E. Other:

- ORCSD 2015/16 Bus Routes

VI. DISCUSSION ITEMS

- Transportation Drop Off Authorization Protocol
- FY2016-17 Budget Goals

VII. ACTIONS

A. Superintendent Actions

B. Board Action Items

- Motion to participate in the Primex CAP Program and authorize the chair to sign agreement.
- Motion to affirm the hiring of ORHS Video Production Teacher .6 FTE.
- Motion to approve list of ORHS Department Heads and Advisors.
- Motion to approve list of ORMS Activity Advisors.
- Motion to approve Elementary Stipend Activities nominations.
- Motion to approve list of policies.
 - **JBAB & R**– Transgender and Gender Nonconforming, **BCB** – Board Member Conflict of Interest, **JLI** – Safety Program (Joint Loss Management Committee), **JFAB** – Admission of Tuition & Non-Resident Students, **IKG** – Awards and Scholarships, **IJO** – School, Community & Community Partnership, **BBAA**-School Board Member Authority (*Public Hearing*), **BDF** – Advisory Committees to the Board (*Public Hearing*), **KA** – School Community & Home Relations- (*Delete*)

VIII. SCHOOL BOARD COMMITTEE UPDATES

IX. PUBLIC COMMENTS

X. CLOSING ACTIONS

A. Future meeting dates: 9/2/15 HS Library-9/16/15 Mast Way Regular-9/30/15 Manifest (5:30 PM)

XI. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}

NON-MEETING SESSION: RSA 91-A:2 I {If Needed}

XII. ADJOURNMENT

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

**Respectfully submitted,
Superintendent**

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

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

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes. 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:

• 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: 2015 - 2018
• Maria S. Barth	Term on Board: 2015 - 2018
• Daniel Klein	Term on Board: 2015 - 2018

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015	Page 1 of 2 Category: Recommended

SCHOOL BOARD MEMBER AUTHORITY

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

Delegation

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

Subcommittees:

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

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

Liaison

Board members may occasionally serve as Board liaison to other committees or organizations, both school and community based, for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization.

Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

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Specific Task

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

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

Legal references:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing), August 19, 2015	Page 1 of 2 Category: Optional

ADVISORY COMMITTEES TO THE BOARD

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

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

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

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

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

The Board shall make all appointments of citizens to advisory committees ~~unless delegated to the superintendent.~~ The Superintendent shall make all appointments of staff members, ~~to citizens advisory committees after approval of the Board.~~

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

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

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
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Cross Reference:

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

Legal References:

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

Oyster River Cooperative School District
Manifest Meeting
July 29, 2015
Oyster River High School C120

Administrators Present:

Tim Gehling, Accounting Director

School Board Member Present: Circle who attended

Tom Newkirk
Sarah Farwell
Daniel Klein
Maria Barth

Meeting was called to order at 5:31PM.

Manifest signed.

Dan Klein made a motion to adjourn at 5:57PM seconded by Maria Barth.
Motion passed 4-0.

Respectfully submitted,

Tim Gehling

**Oyster River Cooperative School District Board Meeting
Regular Meeting**

August 5, 2015

High School

6:30 pm

CALL TO ORDER: by Tom Newkirk at 6:30 for Manifest Review

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Sarah Farwell, Maria Barth. Not Present: Dan Klein

ADMINISTRATORS: Superintendent James Morse, Sue Caswell, Todd Allen, Carrie Vaich, Dennis Harrington

III. APPROVAL OF MINUTES: Motion to approve July 15th Regular and July 29th Manifest Meeting Minutes:

KR moved to approve the July 15th minutes, 2nd by Denise Day. Motion passed 5-1-0 with Maria Barth abstaining.

The approval of the July 29th meeting minutes will be approved at the next meeting.

Approval of Manifests:

Payroll Manifest #3: \$297,928.51, Vendor Manifest #4 \$661,951.75

~~IV. ANNOUNCEMENTS AND COMMENDATIONS~~

~~— A. District~~

~~— B. Board~~

V. DISTRICT REPORTS:

~~— A. Assistant Superintendent/Curriculum & Instruction Reports(s)~~

B. Superintendent Report

Kindergarten Enrollment Update: Superintendent Morse presented the Kindergarten Enrollment Update. The issue is that Mast Way had more children enrolled than the Moharimet School. As of today Kindergarten enrollment is exactly the same at both schools at 52 students each. We do not have a policy issue, we have a distribution and equity issue. Kindergarten class sizes at Moharimet are small: Mast Way Kindergarten class sizes are much larger. Moharimet has four sessions of Kindergarten all with 13 students. Mast Way has three sessions of Kindergarten with enrollments of two classes with 17 students and one with 18 students.

Since the Mast Way numbers have stabilized, the superintendent is requesting that the Board officially close Kindergarten enrollment at Mast Way until Moharimet Kindergarten class sizes are equivalent to Mast Way class sizes. The Administrative Team will collaborate closely with the Transportation Director, Lisa Huppe, to ensure students are placed on the most efficient routes as possible to and from school.

- ~~C. Business Administrator~~
- ~~D. Student Senate Report~~
- ~~E. Other~~

PUBLIC COMMENTS: Dean Rubine from Lee talked about the class size policy. He thinks that the class sizes at Mast Way Kindergarten could all be at 18.

Michael Williams from Madbury suggested that the offer be placed to any Moharimet Kindergarteners to move to Mast Way.

Denise Day moved to leave it up to the Superintendent's discretion with placement in Kindergarten, 2nd by Maria Barth. Denise Day withdrew her motion and Maria Barth withdrew her second.

VI. DISCUSSION ITEMS

Kenny Rotner suggested hiring a Kindergarten Teacher at Mast Way to even the numbers to those at Moharimet. He feels that the small class size is crucial in the lower grades.

Al Howland suggested that the two morning classes at Mast Way that currently have 17 students can have one student added to each classroom for a total of 18 students.

Kenny Rotner moved to add a half time Kindergarten teacher to Mast Way. There was no second to the motion.

Al Howland moved to cap the PM Kindergarten at Mast Way and once the two AM slots at Mast Way reach 18 students those classes will be capped. Any further Kindergarten students signing up at Mast Way will be moved to Moharimet. The two remaining slots will be filled on a first come first served basis, 2nd by Denise Day. Motion passed 5-1 with Kenny Rotner opposing. He opposed the motion due to the inequity of the Kindergarten Class sizes.

VII. ACTIONS

A. Superintendent: None

B. Board Action Items

ORHS Request for additional .5 FTE Business/Computer Teacher for the fall of 2015:

Due to increased enrollment numbers and increased student interest, the high school would like to request the addition of a .5 FTE Business/Computer teacher for the fall of 2015. This position would be responsible for teaching three classes in the fall semester and two in the spring. The courses taught by this position would be two classes of economics, two classes of computer essentials and one class of merchandising and marketing.

Al Howland moved to add a half time business computer teacher at the high school, 2nd by Sarah Farwell. Motion passed 6-0.

~~VIII. SCHOOL BOARD COMMITTEE UPDATES~~

IX. PUBLIC COMMENTS: None

~~X. CLOSING ACTIONS:~~

~~Future Meeting Dates:~~ August 19th

~~XI. NON-PUBLIC SESSION: RSA 91A:3II {If Needed}~~

~~NON-MEETING SESSION: SA 91A:2I {If Needed}~~

XII. ADJOURNMENT

Al Howland moved to adjourn the meeting at 8:30 PM, 2nd by Denise Day. Motion approved 6-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

To: ORCSD School Board
 From: Jim Morse, Superintendent
 Susan Caswell, Business Manager
 Athletic Field Committee
 Date: August 19, 2015
 Re: Possible Funding Scenario

In March 2015 the warrant article related to bonding Athletic Field upgrades at ORHS passed by a majority of the voters (56%) but failed to get the 60% support required by law to bond the project; 36 additional positive votes and the project would have been approved.

Background:

The ORCSD School Board was encouraged that a majority of the voters wanted the project to proceed so decided to continue its efforts in support of the athletic field renovation by again making it a goal for 2015-16 school year.

In an effort to achieve a successful vote, the Athletic Field Committee has pursued alternatives to crumb rubber fill. They have investigated options, visited sites and done a detailed benefit analysis. You will see that report in September.

This memo reflects the Athletic Field Committee's recommended financing option. The proposed budget assumes an increased cost to the project of \$300,000 to reflect alternatives to crumb rubber that is consistent with revised estimates. In order to lower the requested bond from \$1.7 million in March 2015 to \$600,000, this budget requests that revenue from the sale of the Orchard Drive property and the Health Trust settlement funds from 2015-16 and 2016-17 be applied toward the athletic field project. Their recommendation represents a far lower bonding request than the \$1.7 million request made of the voters in March 2015.

Goal: To Fund the ORHS Athletic Field Renovation w Bonding and Land Sale					
Completion Date: Summer 2016		Estimated Cost: \$2,300,000			
Orchard Drive Land Sale				\$600,000 est.	
Fund Balance Spring 2015-16 Insurance Settlement				\$400,000 est.	
Fund Balance Spring 2016-17 Insurance Settlement				\$400,000 est.	
Track Fund				\$300,000	
Bond Amount				\$600,000	
Total				\$2,300,000	

Mast Way School 2015-16 Enrollment Projections Vs. Actual*

LRPC Projections - November 2014

Projected Enrollment	K	1	2	3	4	Total
	46	54	55	57	51	263

Actual Enrollments as of 8-3-2015

	K	1	2	3	4	
EOY 6-19-15	46	49	56	57	48	256
Summer Withdrawals	2	1	2	2		7
New Registrations	8	6	5	2	1	22
Total Actual as of 8/3/15	52	54	59	57	49	271

*only includes completed registrations

Teacher	Grade	K	1	2	3	4	Avg
Kolbjornsen AM	K-AM	17					17.33
Parsons AM	K-AM	17					
Parsons PM	K-PM	18					
Burke	1		18				18
Desrochers	1		18				
Handwork	1		18				
Darois	2			19			19.67
McCormick	2			20			
Webb	2			20			
Drew	3				19		19.00
Moulton	3				19		
Paquette	3				19		
Bowden-Gerard	4					17	16.33
Buswell	4					15	
George	4					17	

Moharimet School 2015-16 Enrollment Projections Vs. Actual*

LRPC Projections - November 2014

Projected Enrollment	K	1	2	3	4	Total
	63	72	77	101	98	411

Actual* Enrollments as of 8-13-15

	K	1	2	3	4	
EOY 6-19-15	47	59	72	95	90	363
Summer Withdrawals		4	5	5	2	16
New Registrations	6	19	3	4	2	34
Total Actual as of 8-13-15	53	74	70	94	90	381

*only includes completed registrations

Teacher	Grade	K	1	2	3	4	Avg
Chartrand	K-AM	13					13.25
	K-PM	14					
Raspa	K-AM	13					
Lapierre	K-PM	13					
Dolcino	1		18				18.5
Zimar	1		19				
Bradley	1		19				
Torr	1		18				
Hoff	2			18			17.5
Jones	2			17			
Reilly	2			17			
Nadeau	2			18			
Schmitt	3				20		20.5
Hall	3				20		
Winsor	3				21		
Lee	3				21		
Swift	3/4				12	8	20
Fitzhenry	4					21	20.5
Larson/Dennen	4					20	
Curtin	4					20	
Van Ledtje	4					21	

ORMS Enrollment
Updated: August 12, 2015

Grade 5 - 161 Students		
Tigers	42	
Dolphins	38	
Otters	42	
Wolves	39	
Grade 6 - 164 Students		
Equinox	82	
Wizards	82	
Grade 7 - 175 Students		
Denali	87	
Fusion	88	
Grade 8 - 174 Students		
Renaissance	87	
Odyssey	87	
TOTAL	674	

ORHS Enrollment
Updated: August 13, 2015

Grade	Resident	Tuition/Barrington	Total by Grade
9th	158	33	191
10th	173	23	196
11th	165	20	185
12th	129	26	155
Total	625	102	727

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FISCAL YEAR 2014-2015
FINANCIAL STATUS AS OF: 6/30/15-FINAL**

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2014-2015	2014-2015	2014-2015	2014-2015	2014-2015
SALARIES:					
Administrator	1,301,716	1,314,282	0	(12,567)	101%
Teacher	14,207,426	14,360,529	0	(153,103)	101%
Para	2,027,495	2,051,173	0	(23,678)	101%
Tutor	179,021	177,985	0	1,035	99%
Custodian	689,634	680,280	0	9,353	99%
Secretary	351,433	347,956	0	3,477	99%
District Hourly	598,653	603,875	0	(5,222)	101%
Maintenance	196,661	190,418	0	6,243	97%
Drivers	760,290	690,059	0	70,231	91%
Misc & Summer	204,544	193,431	0	11,113	95%
Subs - Professional	248,027	299,517	0	(51,489)	121%
Subs - Para	22,300	52,283	0	(29,983)	234%
Subs - Secretary	3,000	5,515	0	(2,515)	184%
O/T	36,577	5,182	0	31,395	14%
Med & Dent Payback	537,292	522,319	0	14,973	97%
TOTAL SALARIES	21,364,067	21,494,805	0	(130,738)	100.6%
BENEFITS:					
Health Ins	4,308,629	4,284,638	0	23,991	99%
Dental Ins	126,715	125,000	0	1,715	99%
Life Ins	51,272	52,830	0	(1,559)	103%
LTD Ins	49,038	50,110	0	(1,072)	102%
FICA	1,630,189	1,601,080	0	29,108	98%
Retirement - Non Professional	321,388	318,911	0	2,477	99%
Retirement - Professional	2,099,478	2,056,497	0	42,981	98%
Annuity	105,050	114,790	0	(9,740)	109%
Tuition Reimb	0	3,153	0	(3,153)	
Unemployment Comp	24,065	14,100	0	9,965	59%
Workers Com	102,177	48,702	0	53,475	48%
TOTAL BENEFITS	8,817,999	8,669,811	0	148,189	98.3%
ALL OTHER OPERATING EXPENSES:					
Mast Way	148,802	141,108	0	7,693	95%
Moharimet	161,818	155,291	0	6,527	96%
Middle School	280,926	265,442	0	15,484	94%
High School	543,222	544,634	0	(1,412)	100%
District	2,479,572	2,092,986	0	386,586	84%
Transportation	710,942	715,820	0	(4,877)	101%
Technology	541,325	508,568	0	32,757	94%
Facilities	2,331,637	2,265,313	0	66,324	97%
SPED	1,922,571	1,668,967	0	253,605	87%
TOTAL OPERATING	9,120,815	8,358,130	0	762,685	91.6%
GRAND TOTAL	39,302,882	38,522,745	0	780,136	98.0%
Total Including Revenue					
Comment Section:	Total LGC rebate = \$525,174. Employee portion = \$109,432, district portion \$415,742 Additional Revenue = \$370,000				

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

INTEROFFICE MEMORANDUM

TO: School Board

FROM: Sue Caswell,
Business Administrator

DATE: August 19, 2015

RE: Workers' Compensation Program-Contribution Assurance Agreement (CAP)

Attached you will find the details of an opportunity to stabilize our annual contributions for participation in the Primex Workers' Compensation Program. Participation in CAP for each year of the Cap Period is conditioned upon a two-year commitment to participation in the Primex Workers' Compensation Program. By signing this agreement, you agree to extend your Membership Agreement for two (2) years and Primex agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution.

This year, 2015, our contribution increase was 14%. By agreeing to participate in this program we will keep our increase to a maximum of 10% for the next two (2) years.

**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **two (2) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed ten percent (10%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a two-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

CY 2016 January 1, 2016 to December 31, 2016

(maximum 10% increase over January 1, 2015 to December 31, 2015 contribution)

CY 2017 January 1, 2017 to December 31, 2017

(maximum 10% increase over January 1, 2016 to December 31, 2016 contribution)

By signing this Agreement, the **Oyster River Cooperative School District** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for two coverage period years, through **December 31, 2017**. The **Oyster River Cooperative School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Oyster River Cooperative School District** agrees that the ten percent (10%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Oyster River Cooperative School District** further acknowledges that by extending its Membership Agreement for two (2) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation In Our Program(s)") is suspended during year one (1) of the two (2) year term, as there is no right to cancel or terminate during year one (1) but shall be reinstated for the end of year two (2).

The **Oyster River Cooperative School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the Member is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The Member also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the Member by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The Member, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the Member agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Oyster River Cooperative School District** with legal authority to contractually bind the **Oyster River Cooperative School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Oyster River Cooperative School District** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
BUSINESS ADMINISTRATOR'S OFFICE

SAU #5
36 COE DRIVE
DURHAM NH 03824

(603) 868-5100
FAX (603) 868-6668
scaswell@orcscsd.org

To: School Board & Superintendent
From: Sue Caswell, Business Administrator
Date: August 19, 2015
Re: FY2017 Calculations

This memorandum is written to provide budget information to you as you begin a discussion regarding FY2017 budget goal setting.

The approved Guild contract estimated an increase of \$429,169 to the FY2017 budget. The approved ORPASS and ORBDA contracts estimate to a total of \$143,066. This year we will be negotiating with two of our unions, ORESPA {custodians and secretaries} and ORAA {administrators.} Our seven year Strategic Plan for facilities has been to continue to increase our efforts to address our capital needs until we reach 3% of the aggregate budget. Our proposed Strategic Plan for Technology requires an increased financial commitment to the budget each year. As we have done in the past, we are suggesting we add an additional \$200,000 to each of these budgets for FY2017.

In the 2014-15 budget we estimated the cost of Full Day Kindergarten at well over \$300,000. However, we now expect to reassign 2 elementary staff positions to support Full Day Kindergarten and we may be able to utilize some special education funds to offset new costs. The remaining cost will be estimated at \$90,000 for 3 paraprofessionals and \$50,000 for supplies, furniture and equipment. This will add a total of \$140,000 to the 2016-17 proposed budget. This too is a School Board goal and part of the Strategic Plan.

The proposal we have to offset the cost for funding the high school Athletic Facilities upgrade includes using the sale of the Orchard Drive property and the HealthTrust refund. We will again create a warrant article asking the voters to approve bonding for this project. With the addition of the HealthTrust refund into our operating budget with the offsetting revenue to support the project we will increase the budget for 2016-17 by \$400,000.

Using these estimating assumptions below I have outlined what our increases might look like for FY2017.

Teacher Salaries	\$429,169
ORESPA/ORBDA	\$143,066
Facilities	\$200,000
Technology	\$200,000
Kindergarten	\$140,000
Athletic Facility Upgrade	\$400,000 (offset by HealthTrust revenue)
Total	\$1,512,235

It should be noted that this estimate does not include increases for non-bargaining unit employees which includes program directors, central office, maintenance and technology staff. Typically, we follow negotiated contracts to guide decisions for these employees.

Additionally, these estimates do not include increases for insurances which include workers' compensation, property and liability and health insurance, etc. Until such time as we have a firm number, the increase in health insurance will be the major concern.

Additional revenues will help to offset these expenses. In March we estimated our shared revenues to be \$3,970,919. Our revised revenues for 2015-16 are estimated to be \$4,523,919, an additional \$553,000. This increase is made up of an additional \$400,000 in fund balance, the HealthTrust funds from 2014-15, and an additional \$153,000 in tuition revenues.

The estimated revenues for 2016-17 will include revenue of an additional \$120,000 in tuition revenues and \$50,000 in Medicaid reimbursement.

In summary, this additional \$723,000 will help offset the increases in our budget and the impact on the towns.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
36 Coe Drive
Durham, New Hampshire 03824

Telephone: 603-868-5100

Facsimile # 603-868-6668

Fiscal Year 2017 Budget Goal
School Board Adoption: _____

1. To estimate expenditures minus all new revenues resulting in a net increase to the towns of 3% or less.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
36 Coe Drive

Durham, New Hampshire 03824

Telephone: 603-868-5100

Facsimile # 603-868-6668

Fiscal Year 2016 Budget Goals
School Board Adoption: September 3, 2014

1. Given that the District has over \$3 million in unmet capital needs, that the technology plan is only 66% implemented, that the bus fleet rotation needs to continue, that negotiations with bus drivers and support staff have unknown costs, that texts/academic resources must be placed in a predictable rotation, ORCSD will strive to keep the 2015-16 operating budget to 3% or less.

This goal does not include cost increase or shifts from the State of New Hampshire beyond local control.

This goal does not include separate warrant articles.

2. The proposed 2015-16 budget will be analyzed to see if staff reassignment, the reassignment of funds, or other savings can be determined before adding new staff or programs.
3. Tuition funds will be used to maintain and enhance programs, offset capital costs and to lower tax impact on District taxpayers.
4. The 2015-16 budget will support state and local standards, to create a predictable resource acquisition cycle, and to provide assessments that give common reports to staff, parents and community based on the aforementioned state and local standards.
5. The proposed 2015-16 budget will account for unique costs associated with the implementation of common core, the draft strategic plan, and proposed technology plan.

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 3

Name:	Shay Willard
Date:	August 3, 2015
Position:	Video Production Teacher at the High School
Person Replacing:	Kathleen Young
Budgeted Amount:	\$43,248(.8 FTE)
Recommended Step/Salary:	MA step 1 for .6 FTE= \$25,646
Interviewed By:	Todd Allen, Shawn Kelly, Pam Carr and Alexander Taylor
# Interviewed:	2 interviewed, 3 applicants screened
Education:	MFA in Film Production from Ohio University, 2013 BS in Television Production from Ithica College, 2009 Graduate of Phillip's Exeter Academy 2005
Certification: HQT Status	In pursuit of Alt. 4 certification, will have a statement of eligibility from the NH DOE for fall. Video Production is considered a critical shortage area.
Related Experience:	Owner and Operator of Crescent Lake Media 2009 to present Media Specialist for City of Dover, NH 2013 to present Video Editor at High Noon Entertainment in Denver, Colorado 2009-2011 Media Coordinator for Camp Center Stage in Raymond, Maine 2009 to present Film Program Lead for Planet Rangers in Portsmouth, NH Professor of Screenwriting at Ohio University in Athens, Ohio 2012-2013
Comments:	Shay comes to us with a wealth of experience in video production and film-making. He has worked in the TV and film industries and has a wide range of teaching experiences. He is very passionate about his work and brings exceptional skill and background to his new role as teacher of video production at ORHS. The interview committee was extremely impressed by his vision and knowledge.
Date: <u>8/3/2015</u>	Authorized Signature: 

REQUIRED Attachments:	
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation ²
<input checked="" type="checkbox"/> Copy of Certification	<i>Will have a statement of eligibility from NH DOE.</i>

To: Dr. James Morse

From: Todd Allen, Principal

Date: July 31, 2015

Subject: Nominations of department heads and advisors for 2015-2016

Please accept the nominations of the following people for department head and activity advisors at ORHS for the 2015-2016 school year.

Proposed 2015-2016 Department Head and Advisor Stipends					
Department Heads					
Name	Department	Stipend	Total		
Pam Carr	Fine Arts/Business	\$2,500.00	\$2,500.00		
Shauna Horsley (.5 time)	English	\$1,250.00	\$1,250.00		
Stephen Lord	World Language	\$2,500.00	\$2,500.00		
Don Maynard	Physical Education/Health	\$2,500.00	\$2,500.00		
Nate Oxnard	Science	\$2,500.00	\$2,500.00		
Jon Peterson	Special Education	\$2,500.00	\$2,500.00		
Pam Raiford	Social Studies	\$2,500.00	\$2,500.00		
Kara Sullivan (.5 time)	English	\$1,250.00	\$1,250.00		
Brendan Whalen	Math	\$2,500.00	\$2,500.00		
Advisors					
Name	Activity	Longevity	Stipend	Longevity	Total
Celeste Best (.5 time)	National Honor Society	10	\$1,173.00	\$150.00	\$1,323.00
Derek Cangelo	Senate Advisor	3	\$3,132.00	\$75.00	\$3,207.00
Pam Carr (.5 time)	National Honor Society	10	\$1,173.00	\$150.00	\$1,323.00
Andrea Drake	Math Team Coach	7	\$3,132.00	\$225.00	\$3,357.00
Kathy Fink	Stage Management Spring Play	7	\$2,035.00	\$225.00	\$2,260.00
Meredith Freeman-Caple	Fall/Spring Musical	7	\$3,132.00	\$225.00	\$3,357.00
Heather Healy	Senior Class Advisor	11	\$3,132.00	\$375.00	\$3,507.00
Shawn Kelly	Journalism/Mouth of the River	4	\$1,957.00	\$75.00	\$2,032.00
Marc LaForce	Music Activities/All State	5	\$2,348.00	\$150.00	\$2,498.00
Stephen Lord	Freshmen Class Advisor	13	\$1,957.00	\$375.00	\$2,332.00
Barbara Milliken	Junior Class Advisor	1	\$2,348.00	\$0.00	\$2,348.00
Nate Oxnard	SPARC/Project First/Robotics	4	\$3,132.00	\$75.00	\$3,207.00
Matt Pappas	Sophomore Class Advisor	18	\$1,957.00	\$375.00	\$2,332.00
Mike Troy	Fall Stage Management	18	\$1,526.00	\$375.00	\$1,911.00
Karen Van Dyke	Yearbook	0	\$3,523.00	\$0.00	\$3,523.00
Susan Wilkinson	Community Service Club	4	\$2,348.00	\$75.00	\$2,423.00



ORMS

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

OYSTER RIVER MIDDLE SCHOOL

From: Jay Richard
Date: 8/19/2015
Re: Club and Extracurricular Nominations

Message:

Please accept the following names for nomination for ORMS clubs and activities for the 2015-16 school year. Thank you.

Jay Richard
Principal
ORMS

Positions:

NAME	ACTIVITY	YEARS	STIPEND	LONGEVITY	TOTAL
Gehling, Ruth	Math Counts	15	\$1,957	\$375	\$2,332
Sadana, Sunny	Outing Club	6	\$588	\$150	\$738
Hall, Chris	Outing Club	4	\$588	\$75	\$663
Martin, Michelle	Science Club	5	\$588	\$150	\$738
Snow, Jennifer	MS News	5	\$979	\$150	\$1,129
Gaylord, Laurie	MS Yearbook	6	\$1,957	\$150	\$2,107
Ervin, David	MS Jazz Band	18	\$2,348	\$375	\$2,723
Mathison, Susan	After School Games	2	\$588	\$0	\$588
Dinger, Nellie	After School Games	2	\$588	\$0	\$588
Bissell, Sue	MS Club	2	\$588	\$0	\$588

To: Dr. James Morse
From: Carrie Vaich
Date: August 12, 2015
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2015-2016 school year:

Stipend Activities

Name	Activity	Stipend	Longevity	Total
Cathy Baker	Jump Rope for Heart Coordinator	\$400		\$400
Pam Felber	Musical Director	\$489.50	\$187	\$676.50
Felicia Sperry	Musical Assistant	\$450		\$450

Respectfully Submitted,

Carrie Vaich
Principal
Mast Way School

2015-2016 Moharimet Musical Stipends

To: Dr. James Morse
From: Dennis Harrington
Date: August 19, 2015

Please accept the following name for nomination for the Moharimet activity stipend for the 2015-16 school year.

ACTIVITY	Name	Years	Stipend	Longevity	Total
Elementary Musical .5FTE	Beth Struthers	0	\$489.50	\$0	\$489.50



Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 August 19, 2015**

Title	Code
Policies for First Read	
Admission of Tuition and Non-Resident Students	JFAB
Awards and Scholarships	IKG
School, Family and Community Partnership	IJO
Policies for Second Read/Adoption	
Transgender and Gender Nonconforming w/Procedure	JBAB & R
Board Member Conflict of Interest	BCB
Safety Program (Joint Loss Management Committee)	JLI
Policies for Deletion	
School Community and Home Relations	KA

Policies for Request of Public Hearing- AUGUST	
School Board Member Authority	BBAA
Advisory Committees to the Board	BDF

The August 5, 2015 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JFAB
Review Policy Committee: July 8, 2015	Page 1 of 1
Back to Policy for Review: August 5, 2015	Category: Priority
School Board First Read: August 19, 2015	

ADMISSION OF TUITION AND NON-RESIDENT STUDENTS

Non-resident students may only attend [Oyster River Cooperative School](#) District schools when their attendance has been approved by the [Board superintendent](#). If the [Board superintendent](#) agrees to enroll a non-resident student, the District will either charge tuition to the parent or, alternatively, the superintendent may seek to enter into ~~an a tuition or non-tuition~~ agreement ~~for the payment of tuition~~ with the school district in which the student resides.

~~If a student's parents are divorce and the student lives primarily out of district, student may nonetheless attend schools within the District and considered a resident of the District for school attendance purposes provided: (1) the divorce decree allows the student to attend the District; (2) or provided the parents have agreed in writing that the student may attend the District and such written agreement is provided to the District. — Students in this situation will not be charged tuition.~~

Upon the admission of a non-resident student to the District, the Superintendent or designee will immediately notify the student's school district of residence of the student's name, date of birth, address, and grade assignment of the student. This notification shall also be made at the beginning of each school year for which the student is enrolled.

The Board acknowledges the provisions of RSA 193:3 which state that the district in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

The Board's decision on whether to enroll a non-resident student will not be based, in whole or in part, on whether that student is a student with a disability, as defined by applicable state or federal law.

Tuition ~~rates will should~~ be charged ~~at a and the~~ rate ~~should be~~ set by the Board and billed quarterly in advance to the district of residence or parent responsible for payment. When a district of residence is responsible for tuition, ~~approval must be that the resident~~ district's school board ~~must first approve~~.

~~Under normal circumstances, the district will not provide transportation to and from school for non-resident and tuition students at district expense. — However, the district may assist parents in finding and procuring transportation services for their children.~~

~~In a divorce decree, or parenting plan developed pursuant to RSA 461-A, a child's legal residence for school attendance purposes may be the school district in which either parent resides, provided the parents agree in writing, provide a copy of the divorce decree to the district the child will attend, and each parent furnishes a copy of the agreement to the school district in which the parent resides. — Transportation will be provided if the student lives in the District. — The Superintendent or designee will make all determinations as to whether transportation will be provided in ~~such— other~~ circumstances. — The Superintendent or designee's decision will be final.~~

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements and other binding arrangements.

Legal References:

- [RSA 186-C:13, Special Education; Liability for Expenses](#)
- [RSA 193:3, Change of School or Assignment](#)
- [RSA 193:12, Legal Residence Required](#)

OYSTER RIVER COOPREATIVE SCHOOL BOARD	Policy Code: IKG
Review to Policy Committee: August 4, 2011 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 School Board First Read: August 19, 2015	Page 1 of 1 Category: Optional

AWARDS AND SCHOLARSHIPS

The Oyster River Cooperative School Board may offer a variety of awards and scholarships sponsored by groups and individuals. Any new award or scholarship must be approved by the Board. All ongoing scholarship balances shall be handled by the Durham Trustee and administered according to the criteria set forth in the provisions approved by the Board. Scholarships shall be administered through the individual schools. If funds are not distributed directly to the recipient by the sponsoring organization they shall be handled by the business office. [The District assumes no responsibilities if](#) an organization ~~makes~~ [made](#) the check payable to the student, [it is the organization who](#) is responsible for securing evidence of the student's attendance and for pursuing suspected diversion of funds. No offer of award will be accepted which is discriminatory on the basis of race, color, creed, national origin, gender or sexual orientation.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJO
Date of Adoption: May 30, 1972 Date of Revision: June 21, 2006 Code Revision Adoption: June 16, 2010 School Board First Read: August 19, 2015	Previously - IIC Page 1 of 1 Category: Priority

SCHOOL, FAMILY AND COMMUNITY RESOURCES PARTNERSHIP

The Oyster River Cooperative School District recognizes the importance of having strong partnership between the school system and the parents of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools, the community, and the parents of all students enrolled in the Oyster River Cooperative School District schools. The Superintendent is directed to implement these standards.

- Oyster River Cooperative School District schools are a welcoming place, clearly accessible to parents and the community.
- Communication between home and school is regular, two-way and meaningful.
- Parents are full partners in the educational decisions that affect children and families.
- Parents will be encouraged to visit their schools for beginning of the year events such as “Open House” and new student orientations. These events will be used to disseminate information on school policies, discipline procedures, assessment tools and school goals.
- Opportunities are provided to guide parents on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.
- [Handbooks are available yearly.](#)
- Parents are encouraged to attend school-sponsored parent workshops to learn about parenting skills, health, safety, nutrition, home environments that support education and other topics of child and adolescent development throughout the year.
- Reasonable efforts will be made to communicate with parents in their primary language or in the language in which they feel comfortable.
- For purposes of this policy, the term “parent” refers to any adult-mother, father, older sibling, aunt, uncle, grandparent, guardian, mentor – who plays a significant role in the care of a student or students enrolled in the Oyster River Cooperative School District schools.
- Students and parents will receive information regarding cultural, recreational, academic, health, social and other resources that serve families within the community.
- The support of area businesses, agencies and faith-based organizations will be sought through financial, goods and services, and volunteer contributions. [Any funds received will be dealt with in accordance with policy DIA – Fund Balance.](#)
- Partnerships will be developed with local organizations, UNH, local city and county governments, and talented individuals to strengthen school programs, family practices and student learning.
- Student participation in community service will be encouraged.
- Business partnerships will also be developed to assist students in the successful transition to employment or further education.

Cross Reference:

[Policy DIA – Fund Balance](#)

[Policy CHCA – Approval of Handbook Directives](#)

Legal References:

NH Code of Administration Rules, Section Ed 306.04(a)(11), Community Partnerships

NH Code of Administration Rules, Section Ed 306.04(k), Community Partnerships

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JBAB
Policy Committee Review: July 8, 2015 School Board First Read : July 15, 2015 Back to Policy: August 5, 2015 School Board Second Read/Adoption: August 19, 2015	Page 1 of 1 Category: Optional

TRANSGENDER AND GENDER NONCONFORMING

[It is the goal of the Oyster River Cooperative School District, as](#) always to foster a learning environment that is safe, and free from discrimination, harassment and bullying [as well as](#) to assist in the educational and social integration of transgender **and gender nonconforming** students in our schools. This policy is intended to be interpreted in light of applicable federal and state laws and regulations, as well as Board policies, procedures and school rules.

This policy is not intended to anticipate every possible situation that may occur, since the needs of particular students and families differ depending on the student’s age and other factors. In addition, the programs, facilities and resources of each school also differ. Administrators and school staff are expected to consider the needs of students on a case-by-case basis, and to utilize this policy and other available resources as appropriate.

The term “transgender” is an umbrella term for an individual whose gender identity or expression is different from that traditionally associated with their assigned sex at birth. A student will be considered transgender if, at school, they consistently assert a gender identity or expression different from ~~the gender assigned~~[that traditionally associated with assigned sex at birth](#). This includes students who identify as transgender, or who are gender nonconforming. This involves more than a casual declaration of gender identity or expression, but it does not necessarily require a medical diagnosis.

Cross Reference:

[JBAB – R Transgender and Gender Nonconforming – Procedure](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JBAB-R
Policy Committee Review: July 8, 2015 School Board First Read: July 15, 2015 Back to Policy: August 5, 2015 w/add. changes from UNH School Board Second Read/Adoption: August 19, 2015	Page 1 of 4 Category: Optional

Transgender and Gender Nonconforming Procedure

In accordance with policy JBAB, a student will be considered transgender if, at school, **they** consistently **assert** a gender identity or expression different from that traditionally associated with their assigned sex at birth. This involves more than a casual declaration of gender identity or expression, but it does not necessarily require a medical diagnosis.

The following definitions are not intended to provide rigid labels for students, but to assist in discussing and addressing the needs of students. The terminology in this area is constantly evolving, and preference for particular terminology vary widely. Administrators, school staff, volunteers, students and others who interact with students are expected to be sensitive to the ways in which particular transgender students may wish to be identified. However, for the sake of brevity, this policy refers to “transgender students.”

21. *Gender identity* – A person’s deeply held sense or psychological knowledge of their own gender. One’s gender identity can be the same or different than that traditionally associated with their assigned sex at birth.
32. *Gender expression* – The ~~manner~~ multiple ways in which a person represents or expresses **their** gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms. Gender expression could be referred to as masculine, feminine, gender nonconforming, etc.
43. *Cisgender* – A person whose gender identity and expression are aligned with ~~that~~ those traditionally associated with their assigned sex at birth.
- 5-4 *Transgender* – A person whose gender identity and/or expression ~~are~~ is not aligned with ~~the gender- that~~ traditionally associated with their assigned sex at birth. “Transgender” is often used as an umbrella term to refer to students who identify as transgender, or who are gender nonconforming or gender non-binary, gender variant, genderfluid, genderqueer, agender, non-labeling, in the process of questioning their gender, etc. encompassing a large number of identities related to gender noneonformity
5. *Gender nonconforming* – ~~A person who has a gender identity and/or~~ Describes an individual whose gender expression, behaviors, or interests are different from societal and stereotypical gender expectations -that does not conform to the gender traditionally associated with their assigned sex at birth. ~~People who identify as gender nonconforming may or may not also identify as transgender.~~
6. *Gender non-binary* – ~~A blanket term for gender identities that are not exclusively maseuline or feminine.~~ Describes an individual whose gender identity and/or expression does not align with the gender binary of male or female. A gender non-binary person may describe their gender identity and/or expression as androgynous, genderfluid, genderqueer, agender, non-labeling, etc.
7. *Genderfluid* – Describes an individual whose gender identity and/or expression may be gender nonconforming or non-binary, who has a wider and more flexible range of gender expression that may even change from day to day. While the gender expression of a student who is genderfluid is flexible or may appear to change with some frequency, their genderfluid identity can be recognized as the “gender which the student consistently asserts at school” in regards to this policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JBAB-R
Policy Committee Review: July 8, 2015	Page 2 of 4
<u>School Board Second Read/Adoption: August 19, 2015</u>	

68. Gender Transition – The process ~~in~~ by which a person ~~begins~~ goes from living and identifying ~~as the one gender to living and identifying as another gender, with which they identify rather than the gender traditionally associated with their assigned sex at birth.~~ Gender transition is typically prompted by the feeling that an individual's gender identity does not match the one typically associated with their assigned sex at birth. Examples include: transitioning from a boy to a girl, a girl to a boy, a girl to gender non-binary, or a boy to gender non-binary. For most elementary and secondary students, this involves no or minimal ~~or no~~ medical interventions. In most cases, transgender students under the age of 18 are in a process of “social transition” from one gender to another.
8. ~~Gender binary– The classification of sex and gender into two distinct and opposite forms of masculine and feminine.~~
9. Sexual orientation – Describes a person's romantic and/or sexual attraction. Sexual orientation is different and not the same as gender identity or gender expression. ~~defined~~ In ~~in~~ In this policy, sexual orientation refers to an individual's “actual or perceived” sexual orientation, as an individual's “actual or perceived heterosexuality, bisexuality, or homosexuality in relation to their own gender identity.”

This procedure will be used to address needs raised by transgender students and/or their parent(s)/guardian(s).

1. A transgender student and/or **their** parent(s)/guardian(s) should contact the student's counselor or building administrator. In the case of a student who has not yet enrolled in school, the appropriate building administrator should be contacted.
2. A meeting should be scheduled to discuss the student's particular circumstances and needs. In addition to the student, parent(s)/guardian(s) and building administrator, participants may include the school counselor, school nurse, teachers and/or other school staff, and possibly outside providers who can assist in developing a plan for that student.
3. A written plan will be developed by the school, in consultation with the student, parent(s)/guardian(s) and others as appropriate, to address the student's particular needs. If the student has an IEP or a 504 Plan, the provisions of these plans should be taken into consideration in developing the plan for addressing transgender issues.
4. The school may request documentation from medical providers or other service providers as necessary to assist staff in developing a plan appropriate for the student.
5. If the parties cannot reach an agreement about the elements to be included in the plan, the building administrator and/or Superintendent shall be consulted as appropriate.

Guidance on Specific Issues

1. **Privacy:** The student's plan should address how to deal with disclosures that the student is transgender. In some cases, a student may want school staff and students to know, and in other cases the student may not want this information to be widely known. School staff should take care to follow the student's plan and not to inadvertently disclose information that is intended to be kept private or that is protected from disclosure (such as confidential medical information).

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JBAB-R
Policy Committee Review: July 8, 2015 <u>School Board Second Read/Adoption: August 19, 2015</u>	Page 3 of 4

School staff should keep in mind that under FERPA, student records may only be accessed and disclosed to staff with a legitimate educational interest in the information. Disclosures to others should only be made with appropriate authorization from the administration and/or parents/guardians.

2. Official Records: Schools are required to maintain a permanent record for each student which includes legal name and gender. This information is also required for standardized tests and official school unit reports. This official information will only be changed upon receipt of documentation that a student's name or gender has been changed in accordance with any applicable laws. Any requests to change a student's legal name or gender in official records should be referred to the Superintendent.

To the extent that the school is not required to use a student's legal name or gender on school records or other documents, the school should use the name and gender identified in the student's plan.

3. Names/Pronouns: A student who has been identified as transgender under this policy should be addressed by school staff and other students by the name and pronouns corresponding to their gender identity that is consistently asserted at school.
4. Restrooms: A student who has been identified as transgender under this policy should be permitted to use the restrooms assigned to the gender which the student consistently asserts at school. A transgender student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations such as using a separate **single-occupancy** or a staff facility. However, a student shall not be required to use a separate **single-occupancy** facility over **their** objection.
5. Locker Rooms: The use of locker rooms requires schools to consider a number of factors, including but not necessarily limited to the safety and comfort of students; the transgender student's preference; student privacy; the ages of students; and available facilities. As a general rule, transgender students will be permitted to use the locker room assigned to the gender which the student consistently asserts at school. A transgender student will not be required to use a locker room that conflicts with the gender identity consistently asserted at school. A transgender student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations, such as using a separate stall, a staff facility or separate schedule.
6. Other Gender-Segregated Facilities or Activities: As a general rule, in any other facilities or activities when students may be separated by gender, transgender students may participate in accordance with the gender identity consistently asserted at school. Interscholastic athletic activities should be addressed through the NHIAA participation policy, Article III, Section 5.
7. **Note on Facilities: If there are no facilities (restrooms, locker rooms, or other gender-segregated facilities) that align with the gender which the student consistently asserts at school (i.e. in the case of a student who is gender non-binary), recommendations of parent(s)/guardian(s) and medical or mental health professionals should be implemented obtained by the school and considered into the plan developed for the student.**
8. Dress Code: Transgender students may dress in accordance with their consistently asserted gender identity, consistent with any applicable requirements in the dress code or school rules.

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9. Safety and Support for Transgender and Transitioning Students: School staff are expected to comply with any plan developed for a transgender student and to notify the building administrator or other designated support person for the student if there are concerns about the plan, or about the student's safety or welfare.

School staff should be sensitive to the fact that transgender and transitioning students may be at higher risk for being bullied or harassed, and should immediately notify the appropriate administrator upon becoming aware of a problem.

Staff Training and Informational Materials

1. The Superintendent and/or building principal may institute in-service training and/or distribute educational materials about transgender issues to school staff as deemed appropriate.
2. Teachers and other staff who have responsibilities for a transgender student with a plan will receive support in implementing the plan.
3. Training will include awareness of gender stereotyping.

Cross Reference:

JBAB – Transgender and Gender Nonconforming

OYSTER RIVER COOPERATIVE SCHOOL BOARD Date of Adoption: September 1970 previously-BBFA Dates of Revision: March 1997, March 2004 Review Policy Committee: September 12, 2012 Policy Committee Re-review: July 8, 2015 School Board First Read: July 15, 2015 School Board Second Read/Adoption: August 19, 2015	Policy Code: BCB Page 1 of 1 Category: Recommended
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BOARD MEMBER CONFLICT OF INTEREST

As elected officials, [the Oyster River Cooperative School Board](#) members owe a duty of loyalty to the general public in protecting the school District's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board Members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board Member.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board Member is an employee. The policy is designed to prevent placing a Board Member in a position where their interest in the public schools and their interest in their place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. [It is the responsibility of the Board Member to declare a conflict of interest and to recuse themselves accordingly.](#)

Nepotism

~~The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, domestic partner, boyfriend, girlfriend, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. Relatives of the superintendent or School Board Members are not automatically disqualified. Such a relationship will not automatically disqualify a job applicant from employment with the school district.~~

However, the [superintendent](#) or Board Member shall declare their relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare their relationship with the Board Member as well.

~~A School Board Member shall not have any direct personal and/or pecuniary interest in a contract with the school District, nor shall s/he furnish directly any labor, equipment, or supplies to the school District.~~

This [policy](#) shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board Member's election.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and
 Atherton v. Concord, 109 NH 164 (1968)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLI
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: July 20, 2011 EB – Same language also required) Policy Committee Review: July 8, 2015 School Board First Read: July 15, 2015 School Board Second Read/Adoption: August 19, 2015	Page 1 of 1 Category: Required

[SAFETY PROGRAM JOINT LOSS MANAGEMENT COMMITTEE](#)

The [Oyster River Cooperative School District](#) Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64, III, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. The safety plan will be on file in each district building and in the SAU office.

Legal References:

- RSA 200:40, Emergency Care
- RSA 281-A:64, III, Worker’s Compensation, Safety Provisions; Administrative Penalty
- NH Code of Administrative Rules, Section Ed 306.04(a)(2), School Safety
- NH Code of Administrative Rules, Section Ed 306.04(d), School Safety Procedures

[Cross Reference:](#)

——— [EB – Safety Program](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KA
Date of Adoption: June 18, 1980 School Board Second Read/Adoption: July 20, 2011 School Board First Read: June 19, 2013 School Board Second Read/Adoption: July 17, 2013 DELETED: AUGUST 19, 2015	Page 1 of 2 Category: Priority

SCHOOL, COMMUNITY, AND HOME RELATIONS

The Oyster River Cooperative School Board recognizes the importance of having a strong partnership between our school District and the parents/legal guardians of our students as well as the community at large. It is therefore the policy of the Board to define standards for involvement between the schools, the community, and the parents/legal guardian of all students enrolled in Oyster River Cooperative Schools. The Superintendent is directed to implement the following standards:

- 1. The District shall strive to make our schools a welcoming place, and clearly accessible to parents/legal guardians and the community.
- 2. Communication between home and school is regular, two-way and meaningful.
- 3. Parents/legal guardians will be provided opportunities to visit their child(ren)schools throughout the year.
- 4. Yearly – Hand books are available.
- 5. Opportunities are provided to guide parents/legal guardians on ways to assist with homework, give feedback to teachers, and how parents can help their children improve skills and perform well on assessments.
- 6. Partnerships will be developed with organizations, businesses, governments, and individuals to strengthen school programs, and student learning.
- 7. Student participation in community service will be encouraged.

Cross Reference:

CHCA – Approval of Handbooks and Directives

Legal References:

NH Code of Administration Rules, Section Ed. 306.04(a)(11), Policy Development
NH Code of Administration Rules, Section Ed. 306.04(k), Policy Development

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015	Page 1 of 2 Category: Recommended

SCHOOL BOARD MEMBER AUTHORITY

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

Delegation

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

Subcommittees:

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

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

Liaison

Board members may occasionally serve as Board liaison to other committees or organizations, both school and community based, for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization.

Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015	Page 2 of 2 Category: Recommended

Specific Task

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

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

Legal references:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015	Page 1 of 2 Category: Optional

ADVISORY COMMITTEES TO THE BOARD

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

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

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

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

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

The Board shall make all appointments of citizens to advisory committees unless delegated to the superintendent. The Superintendent shall make all appointments of staff members, ~~to citizens advisory committees after approval of the Board.~~

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

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

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015	Page 2 of 2 Category: Optional

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

Cross Reference:

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

Legal References:

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

Policy Committee Meeting Minutes

Wednesday, August 5, 2015 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, Sue Caswell

Visitors: 0

Called to order at 3:30 by Maria Barth. Jim explained that we were going to start with Policy JFAB & R – Transgender and Gender Nonconforming which was returned to the Policy committee from the School Board for additional review and revisions. Changes made and approved and will be returned to the School Board at their next meeting for a second read/adoption.

JFAB – Eligibility - Nonresident Students. Policy committee decided that the revisions discussed at their last meeting were incorporated into the NHSBA version for the committee's second review were discussed and minor changes were made to the first and second to last paragraph and will go to the next School Board meeting for a first read..

Policy IKG – Awards and Scholarships – Reviewed the existing and the NHSBA version. Clarification sought on the existing wording pertaining to trustees. Sue Caswell was asked by Jim to join the meeting and provide her input to this policy and if the wording was correct. Sue verified the procedure followed which matched the policy. Revisions made and ready for first read.

Policy IJO/KA – Community Resources/School Community & Home Relations. Review of these two existing policies that are pertaining to the same subject matter, along with the NHSBA version that encompasses both policies to determine which policy to keep, which to delete, and whether to adopt the NHSBA version. Lengthy discussion ensued. Decision made to use existing Policy IJO with verbiage taken from KA and cross reference added. This policy will go for a first read along with Policy KA which will be deleted.

Policy GCI & R – Professional Staff Development Opportunities – Review of existing and NHSBA version of both the policy and procedure. Lengthy discussion and question and answers session. Numerous changes made and discussed. Decision made that Jim will take the existing policy and procedure along with the NHSBA versions and totally revise. This policy and procedure is placed on hold until this revision is completed and will then be returned to the policy committee for additional review before sending to the School Board as a first read.

Policy JRB – Confidential Student Information - This is a new recommended policy from NHSBA for review. Jim suggested that this policy be sent to Catherine Plourde for review and comparison to FERPA. Policy committee agreed. This policy is placed on hold pending this review.

Meeting ended at 4:50 PM – Next meeting to be September 9, 2015. Additional meeting schedule will be created and reviewed at this meeting.

Respectfully submitted,

Wendy L. DiFruscio