

**Oyster River Cooperative School District
REGULAR MEETING**

November 4, 2015

OR 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**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
- Motion to approve: 10/21/15 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**
- C. Business Administrator**
- D. Student Senate Report**
- E. Other:**
- VI. DISCUSSION ITEMS**
- ORESPA Negotiation Update
 - Superintendent Evaluation – Begin Process
 - Communication Committee Charge
- VII. ACTIONS**
- A. Superintendent Actions**
- B. Board Action Items**
- Motion to approve the agreement with the Oyster River Educational Support Personnel Assoc.
 - Motion to approve School Board Communication Committee Charge.
 - Motion to approve students attending Oyster River High School.
 - Motion to approve list of policies:
JCA – Change of School or Assignment
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
- A. Future meeting dates:** 11/5/15 Board Budget Workshop-Lee Safety Complex
11/12/15 Budget Workshop HS Library 7:00 PM
11/18/15 Regular Meeting
- XI. NON-PUBLIC SESSION: RSA 91-A:3 II (3)**
- Personnel Matter
 - Student Matter
- NON-MEETING SESSION: RSA 91-A:2 I (a)**
- Strategies with Respect to Collective Bargaining
- 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 District
Regular Meeting**

October 21, 2015

Middle School

6:30 pm

I. 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, Dan Klein and Student Representative: Caroline Wilson

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Carrie Vaich, Catherine Plourde, Dennis Harrington, Jay Richard, and Student Representative Caroline Wilson

There was one member of the public present.

Todd Allen and the School Board talked about Martin Brewer, a twenty year teacher in the District, who recently passed away. It is a sad loss for Oyster River High School.

II. PUBLIC COMMENTS:

Dean Rubine from Lee feels that the athletic fields should be put on the ballot for a vote from the public. He also believes that the proposed all-day kindergarten should be put on the ballot for a vote.

III. APPROVAL OF MINUTES:

Insert: Dean Rubine and David Taylor commented on page 10 of public comments not in favor of proceeding with the athletic fields without a positive vote from the voters.

Page 3 Insert on Paragraph 2 "due to limitations of the electrical system"

Kenny Rotner moved to approve the October 7th School Board Meeting Minutes with the above revisions, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

Approval of Manifests:

Vendor Manifest: #10: \$188,013.42

Payroll Manifest: #8 \$924,789

IV. ANNOUNCEMENTS AND COMMENDATIONS:

A. District: Dennis Harrington announced that tomorrow night there will be a demonstration on the new math program at Moharimet. He also reported that Science Friday begins this Friday and will continue through December 12th. Activities this year include: Bridge/Boat building contest with UNH LunaCats; Nature treasure hunt around campus and College Woods with UNH Xi Sigma Pi; Tour of UNH Dairy Barn by UNH Cream Students and Dairy Club; Chemical reaction driven car project with UNH Chem-E-Car; UNH Rock Climbing Wall.

Carrie Vaich of Mast Way reported that this year's PTO Halloween Event will be on Saturday October 31st.

B. Board: Tom Newkirk commended Student Representative, Caroline Wilson whose crew team rowed on the Charles in Boston recently. Caroline reported that it was a truly amazing experience and she feels lucky to have participated in it.

Dan Klein noted that Moharimet had an amazing pumpkin stroll last week. It was a great event and there is a lot of work that goes into it. Thank you to everyone who made it happen.

V. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Report: None

B. Superintendent Report: Superintendent Morse discussed the 16.8% guaranteed maximum health rate increase for 2016-17 with the Board. This year the increase was zero. He will have more options and numbers for discussion at the Board workshop on November 5th. There has not been any news on the health trust rebate as of yet.

C. Business Administrator: Budget Update Fy16: Sue Caswell reported that to date the numbers are coming in as expected and she will keep the Board updated as they move further into the budget.

D. Student Senate Report: Student Representative Caroline Wilson reported that on November 5th the freshman and sophomores are having a lip sync battle contest. This will be a great fundraiser and everyone is invited to attend.

E. Other: None.

VI. DISCUSSION ITEMS:

Full Day Kindergarten: The Board had a discussion in relation to Full Day Kindergarten. These discussion items/questions will be brought before the Full Day Kindergarten Advisory Committee to address. Answers to the generated questions will be brought back to the School Board for their review at a later School Board meeting.

During the Board discussion it is their understanding that they will be giving parents a half day option. Superintendent Morse recommendation is that if there are parents who wish for their students to have half day kindergarten, it will be encompassed in the full day Kindergarten Program. In his previous experience, not many parents would choose a half day option. Any parents wishing for their children to attend a half day program will be responsible for their transportation home mid-day.

Lunch for the Kindergartner's will be coordinated at each school. The Director of Food Service is excited at the thought of full day kindergarten because once they experience the lunch program they will love it.

Assuming the current Kindergarten Program repeats itself, they will only need six sessions, three at each school. Superintendent Morse discussed if the sessions at one school fill up, then the subsequent students will be moved to the other elementary school. Carrie Vaich of Mast Way discussed the possibility of doing Kindergarten registration earlier in the year once the budget is approved in March.

This discussion will be continued and scheduled as a future agenda item at the second meeting in November.

The Kindergarten Power Presentation will be posted on the website.

VII. ACTIONS:

A. Superintendent:

B. Board Action Items:

Motion to approve ORHS Overnight Field Trip to Boston Model UN Conference 2/5/16-2/17/16.

Denise Day moved to approve the ORHS Overnight Field Trip to Boston Model UN Conference 2/5/16 - 2/7/16 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Approval of Policies:

Kenny Rotner moved to approve for a first reading Policy JCA, Change of School Assignment, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Kenny Rotner moved to approve Policy JKAA Use of Child Restraint and Seclusion for adoption, 2nd by Maria Barth. 7-0.

The language of the above policies have been created by attorneys to make certain that these policies are in accordance with the law.

VIII. SCHOOL BOARD COMMITTEE UPDATES:

Maria Barth reported that the End 68 Hours of Hunger Committee met last night. The need for this service has dramatically increased over this past year.

Tom Newkirk discussed with the Board whether they should have a role in improving major changes in progress reports. He feels that the Board should have an approval role in this process. The Board had a discussion on the possibility of putting a procedure in place. They are asking if the policy committee can review this to see if there is a process or to have a process clearly defined to ensure that the public is engaged and involved.

IX. PUBLIC COMMENTS: None

X. CLOSING ACTIONS:

A. Future Meeting Dates: 11/4/2015 Regular Meeting

11/5/2015 Board Budget Workshop Lee Safety Complex 8:30 a.m.
11/12/2015 Budget Workshop HS Library 7:00 p.m.

XI. NON-PUBLIC SESSION: RSA 91-A:3 II {If needed} - None
NON-MEETING SESSION: RSA 91-A:2 I {If needed} - None

XII. ADJOURNMENT:

Maria Barth moved to adjourn the meeting at 8:10 PM, 2nd by Al Howland.
Motion approved 7-0 with the Student Representative voting in the affirmative.

Respectfully Submitted,

Laura Grasso Dobson
Recording Secretary

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: April 2, 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. The Board shall direct the superintendent to furnish a written self-assessment which addresses the performance areas as outlined in CBI-R in a timely manner.

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: August 7, 2013 - 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: August 7, 2013 - 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: August 7, 2013 - 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
COMMUNICATION COMMITTEE CHARGES
Adopted: _____ School Board Meeting

- I. The School Board authorizes the Communication Committee to work with the Superintendent in order to develop communications pertaining to full day kindergarten. Information that is used in these communications will derive directly from the work of the Full Day Kindergarten Committee.

- II. The School Board authorizes the Communication Committee to work with the Superintendent in order to develop communications pertaining to _____. Information that is used in these communications will derive directly from the work of the _____.

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
November 4, 2015**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Change of School or Assignment	JCA
Policies for Deletion	

The October 14, 2015 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: JCA</u>
<u>Policy Committee Review: October 14, 2015</u> <u>School Board First Read: October 21, 2015</u> <u>School Board Second Read/Adoption: November 4, 2015</u>	<u>Page 1 of 2</u> <u>Category: Priority</u>

CHANGE OF SCHOOL OR ASSIGNMENT

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Oyster River Cooperative School District Superintendent is authorized to reassign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedures.

Conditions and Procedures for Reassignment

1. Either the parent/legal guardian or the Superintendent of a different SAU may make a written request to the Superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the pupil warrant a reassignment.
2. The Superintendent will fully consider this written request, will meet with the parent/guardian, if necessary, and will make a determination concerning the reassignment request.
3. The Superintendent's decision will be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the Superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the school board. The board must vote to approve the re-assignment before the reassignment can occur. Upon school board approval, the Superintendent may reassign the pupil to:
 - (a) another school within the same school district; or
 - ~~_(b) another school district within the same SAU; or~~
 - (eb) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.
5. The Superintendent will issue a written decision to the parent/guardian.
6. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the school board votes to exceed this limit.
7. Reassignments made under this policy that exceed the percentages provided in Paragraph #6 must have the prior written approval of the School Board.

Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the District to which the pupil was assigned.

The Superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the Superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: JCA</u>
<u>Policy Committee Review: October 14, 2015</u> <u>School Board First Read: October 21, 2015</u>	<u>Page 2 of 2</u> <u>Category: Priority</u>
<u>School Board Second Read/Adoption: November 4, 2015</u>	

Role of the Department of Education

The Superintendent of the pupil's resident SAU will notify the Department of Education within thirty (30) days of any reassignment made under this policy.

Manifest Educational Hardship Change of Assignment

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with applicable provisions of RSA 193:3 and Board Policy JEC - Manifest Educational Hardship.

Legal References:

- RSA 193:3, III, Change of School Assignment
- RSA 193:3, I, II, Manifest Educational Hardship
- RSA 193:14-a, Change of School Assignment; Duties of State Board of Education

Policy Committee Meeting Minutes

Wednesday, October 14, 2015 @ 3:30 PM

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

Visitors: 0

Called to order at 3:30 by Maria Barth. Jim explained that we were going to start with the policy that has been returned to the committee for feedback from the principals and facilities director.

Policy EEAA – Video and Audio Surveillance on School Property which Jim explained was being reviewed and revised due to changes in the existing law. This is a very comprehensive policy and suggestion made that this policy be broken down into two separate policies. Jim suggested that we keep the existing policy as is, but separate into two separate headings within the policy: safety and instructional practice. Review of the input submitted by the principals and facilities director was discussed. Clarifying questions asked pertaining to current practice and procedure. After a lengthy discussion, this policy will be placed on hold for additional review by legal counsel.

At this point Maria asked if there would be any objection to moving away from the current agenda and discussing two issues. A current policy that has already had a first read with the School Board to verify that a parent's email that was received pertaining to this policy was answered satisfactorily. Jim advised Maria that Catherine Plourde did in fact review and answer the parent's questions. The second issue was where we stand with a policy that was placed on hold from a prior policy meeting pertaining to extended learning opportunities (ELO's). Jim explained that he met with Todd Allen and Heather Machanoff about ELO's and that they are aware of the requests being made and will be working on this. This subject was discussed at length and also included a discussion on the requirements for the new standards that are being brought forward and that State required competencies for ORHS are intertwined with the ELO policy.

Policy JCA – Change of School or Assignment – The current policy and the new NHSBA policy reflecting the new change in the law were brought forward. Due to legislative changes the existing policy will be replaced by the newest updated version. Committee asked what changes were made and how this affects the school district. Small revisions were made to the body of the policy after clarifying questions by the committee were answered by Jim. This policy will be sent to the School Board at their next meeting for a first read.

Policy ILD & R – Educational Questionnaires, Survey and Research – Review of this recommended draft policy and accompanying forms was completed. A lengthy discussion took place and since many clarifying questions were asked that need to be answered, this policy will be sent for legal clarification and be placed on hold.

Policy ILDA – Non-Educational Questionnaires, Surveys and Research will also be sent for legal clarification and will also be placed on hold.

Policy EHAA – Computer Security, E-Mail, and Internet Communications – This policy was reviewed. Committee members asked if this was needed as we already have similar policies in place. Jim suggested that this policy be sent to the IT Director for review and comparison to existing policies to see if this is needed or if this covers something that we do not already have in place. Policy committee agreed. This policy is placed on hold pending this review.

Meeting ended at 4:50 PM – Next meeting to be November 17, 2015.

Respectfully submitted,

Wendy L. DiFruscio