

**Oyster River Cooperative School District  
REGULAR MEETING**

**March 22, 2017** **ORHS 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. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
- Motion to approve 2/22/17 regular and nonpublic meeting minutes and 3/8/17 regular and nonpublic meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
- B. Board**
- VI. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent's Report**
- Election Results
  - Gabi's Goodies for Good
- C. Business Administrator**
- FY'17 Budget Update
- D. Student Senate Report**
- E. Other: Girls Ice Hockey Season Update and new cooperative**
- VII. DISCUSSION ITEMS**
- VIII. ACTIONS**
- A. Superintendent Actions**
- B. Board Action Items**
- Motion to re-affirm Superintendent's decision to change two existing Teacher Workshop Days {3/24 & 5/26} back to Regular School Days to make up the last two snow days.
  - Motion to approve Administrator Contracts as submitted by the Superintendent
  - Motion to nominate and approve Continuing Contract Professional Staff Members as submitted by the Superintendent
  - Motion to extend prior approved ORMS Maternity Leave of Absence for the remainder of the year.
  - Motion to sign MS-22
  - Motion to elect William Leslie as ORCSD School District Clerk for the 2017-18 school year
  - Motion to elect Lisa Harling as ORCSD School District Treasurer for the 2017-18 school year
  - Motion to elect Dr. Katy Lilly as ORCSD School District Physician for 2017-18 school year
  - Motion to approve ORHS/ORMS Spring Coaches and Volunteers
  - Motion to approve ORHS Request for Field Trip to China.
  - Motion to approve List of Policies: BA/BA-R1 & R2 School Board Self-Evaluation and Goal Setting/Evaluation Questions and School Board Self-Evaluation Worksheet, Policy BBAB – Roles and Duties of the Board Chairperson
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
- A. Future meeting dates: 4/5/17 and 4/19/17 Regular Meeting – ORHS Library**
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**  
**NON-MEETING SESSION: RSA 91-A2 I {If Needed}**
- XIII. 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). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

**Oyster River Cooperative School District Members:**

- |                         |                            |
|-------------------------|----------------------------|
| • Maria S. Barth        | Term on Board: 2015 –2018  |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner        | Term on Board: 2016 - 2019 |
| • To Be Determined      | Term on Board: 2017 - 2020 |
| • To Be Determined      | Term on Board: 2017 - 2020 |
| • Allan Howland         | 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**

**February 22, 2017**

**Oyster River High School**

**6:30 p.m.**

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Denise Day, Sarah Farwell, Dan Klein, Kenny Rotner, Maria Barth, and Student Representative Troy LaPolice  
Not Present: Al Howland

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Suzanne Filippone, Carrie Vaich, and Dennis Harrington

There was four members of the public present.

**I. CALL TO ORDER:**

6:30 – 7:00 p.m. Manifest reviewed and signed.

**APPROVAL OF MANIFESTS:**

Vendor Manifest #19: \$143,241.59

Judy George, a fourth-grade teacher at Mast Way presented a short film by students that was entered into a competition. She talked about using technology and the students becoming good digital citizens. The students learned about creative commons and copyright. Susan Leifer a para/technical person at Mast Way described in detail the making of the video the students made of why NH is fantastic. They thanked Alexander Taylor for all his help with the fourth graders in making this video. The elementary staff encourages the School Board to make positions at the elementary schools available to help integrate technology with the students.

**II. APPROVAL OF AGENDA:**

Will be addressing the snow days in the Superintendent's Report section of the meeting.

**Denise Day moved to approve the agenda, 2<sup>nd</sup> by Sarah Farwell. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**III. PUBLIC COMMENTS:**

Robert Barth of Lee thinks that in general the School Board has done a good job evaluating the pros and cons of high school football. He was disappointed in some college studies on the impact of football. He has written two letters to the editor on the long-term effects of football.

David Taylor of Durham encourages the Board and the voters to vote yes on Article 8. The District already offers a wide array of sports. The new field is

not designed for football. The equality of Title IX is a great concern. Football has an extensive risk of brain injury.

Sandra Hebert of Durham spoke about the recent amendment to Warrant Article 8 at the Deliberative Session. She knows that change can be hard but was disappointed at the turn of events at the Deliberative Session. She feels that the amendment is mean spirited, leaves a bad taste in her mouth and hopes that the voters turn it down.

#### **IV. APPROVAL OF MINUTES:**

**Motion to approve February 1, 2017 regular meeting minutes:**

**Denise Day moved to approve the February 1, 2017 regular meeting minutes, 2<sup>nd</sup> by Dan Klein.**

**Revisions: Page 7: last paragraph: leave first sentence as is. Second sentence insert: "Superintendent Morse mentioned" before "the issue for the master schedule"...**

**Page 1 Under Approval of Agenda remove "PE Teachers"**

**The motion with the above revisions passed 6-0 with the Student Representative voting in the affirmative.**

**Motion to approve February 1, 2017 nonpublic meeting minutes:**

**Insert before first nonpublic session:**

**Non-public session RSA 91-A:3 II (c) Student Matter**

**Insert before second nonpublic session:**

**Non-public session RSA 91-A:3 II (a) Negotiate Superintendent Contract/Evaluation**

**Kenny Rotner moved to accept the nonpublic meeting minutes as revised, 2<sup>nd</sup> by Dan Klein.**

**Motion to approve February 8, 2017 meeting minutes:**

**Denise Day moved to approve the February 8, 2017 meeting minutes 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:**

**A. District:** Dennis Harrington of Moharimet School mentioned that every year the school has penny day where everyone brings in pennies. This year it was for End 68 Hours of Hunger and they collected \$370.

Suzanne Filippone of the high school reported that scheduling is ending this Friday and counselors will be meeting with students about next year. February is end teen violence month. The Counseling Department has been talking to kids about healthy relationships. In April they will be working on a program about distracted driving and driving safety. On April 5<sup>th</sup> the Juniors will be taking the SATs and the Sophomores will be taking the PSATs.

Carrie Vaich of Mast Way reported that they celebrated Read Across America at the School this week. This has been a great week of celebration.

**B. Board:** Tom Newkirk thanked Troy LaPolice the Student Representative for doing a great job this year and many good things are coming his way. He also thanked Sarah Farwell for a great three years as an invaluable member of the School Board. It has been a privilege working with her.

Denise Day commended the High School PE teachers for creating the PE Classes and hopes that the students take advantage of them.

Kenny Rotner responded to an above Public Comment that Pop Warner settled with a parent because of an injury.

He also commended the men's swim team who won their divisional championship and the girls who placed third. He also commended the coaches for doing a great job.

It was requested to get an update on how the cooperative is working with Portsmouth on the woman's ice hockey team.

Kenny Rotner feels there needs to be a committee put together on homework and would like to keep this on the front burner.

**VI. DISTRICT REPORTS**

**A. Assistant Superintendent/Curriculum and Instruction:** Todd Allen, Jay Richard, and Suzanne Filippone are working with Consultant Mike Anderson to

create a baseline tool to get perception and reality data on homework. This is to have a starting point and they would like to have it done by April. Tom Newkirk thinks the Board would like to be part of this process. Todd replied that this is to establish a baseline and he will bring it forward to the Board once they have a starting point.

Todd is working with the Sustainability Committee. They will be surveying the staff and will be reporting to the Board.

The World Language Department is moving forward with the initiative to expand the department. They will be working on initiatives to make sure they are at the same starting point.

**B. Superintendent's Report:** Superintendent Morse reported that the Principal Search for Moharimet is going very well. The Moharimet Staff has been very engaged in the process and they have two great candidates for the position. He will be making a decision on Friday of which candidate he will be bringing to the Board in March.

We were invited to provide testimony to the Transgender Bill yesterday when the news of the bomb scare came through. It was a low-level threat but they still needed to evacuate and follow the process. The communication to the parents happened within an hour. The faculty and administration moved the students flawlessly to the middle school. The students did a great job and were amazing.

Superintendent Morse talked about the end of the school year. It is too early to make any decisions. In April, they can determine when the end of school will be. They need to be in session for 990 hours at the high school. He will put out a communication detailing this to parents tomorrow. Dan Klein mentioned Blizzard Bags as a possible future option for the District. Superintendent Morse said that it is a decision that would involve staff input. It is meaningful work that could replace a snow day. It has been tried in a number of school systems in NH and it needs an 80% participation rate for it to count.

**C. Business Administrator:** None

**D. Student Senate Report:** Troy thanked the Board and the Administrators for a great experience. It has been a privilege and a great opportunity. As a senate, they have initiatives they wanted to look through. The student handbook was one. There are three candidates running for his position and there will be an election on March 7<sup>th</sup> and the winner will take over at the next meeting.

**E. Other:** None

## **VII. DISCUSSION ITEMS**

**March 15<sup>th</sup> meeting:** This is the day after the election and the new members will not be able to vote. Tom Newkirk will not be able to attend so there would be only four voting members.

**Kenny Rotner moved to have a meeting on March 8<sup>th</sup> to replace the March 15<sup>th</sup> meeting, 2<sup>nd</sup> by Denise Day. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**Kenny Rotner moved to have a meeting on March 22, 2<sup>nd</sup> by Denise Day. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**High School Graduation Date:** Suzanne Filippone told the Board they need to solidify a venue for graduation. If we keep the graduation date to June 9<sup>th</sup> they will have the required number of hours needed for seniors. She is requesting a June 9<sup>th</sup> graduation for the gymnasium at the University.

**Kenny Rotner moved to approve graduation for June 9, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**2017 Transportation Schedule:** Lisa Huppe reviewed the bus schedule draft with the Board. The proposed start time at the Middle School and High School will be 8:20 – 3:05 (ten minutes shorter per day) and the Elementary Schools will be 8:55 – 3:05.

Kenny Rotner and Dan Klein would like to see a comparison of ride time minutes for this year compared to the proposed times for next year. Kenny would like to review the policy on ridership time to ensure as many kids are using the bus as possible. They discussed possibly having a survey in the future to see if a common drop off place could further benefit parents.

Dan Klein has heard concerns about dismissal time and bus arrival time at the school. Superintendent Morse said that the Elementary Schools will need to be more efficient in their exiting of the building.

Denise asked if the middle school and high schools start five minutes earlier at 8:15 instead of 8:20 would it still work. Superintendent Morse replied that five minutes earlier could be doable if that is what the School Board would like him to look into it. The Middle School and High School would be open thirty minutes before the buses arrive for early drop off as they are now.

**School Board Self-Evaluation:** Tom Newkirk mentioned that this is required per Policy BAA. He reviewed the questions with the Board. He thinks that the process of formulating Board goals is too lengthy. Sarah would like Administration input at the beginning of the process. They often have the bigger picture and offer valuable input. Kenny Rotner has been impressed with how the Board works cohesively and the Board has spent a lot of time on the budget. Student Representative Troy La Police thinks that the Board has gotten a lot of student input on the goals. Dan Klein thinks ideally formulating the Board's goals during the school year is optimal because people are more engaged during that period. The greatest asset on the Board is the culture of mutual respect.

Superintendent Morse mentioned that currently the staff sets their goals in the summer. If the timeframe gets pushed back into March, they are focused on what they need to complete before the end of the year.

## **VIII. ACTIONS**

**A. Superintendent Actions:** None

**B. Board Action Items:**

**Motion to approve ORHS Coaches and Volunteers:**

High School Volunteer Positions:



Noah Franz	Martial Arts Club
Natalie Bilynsky	Indoor Track and Field
Alex Johnson	Indoor Track and Field
Darnell Saravong	Boys Basketball

Paid Positions:

Terrill Covey	Boys Reserve Basketball	\$3,307
Erin Mullenix	JV Girls Basketball	\$2,569

**Kenny Rotner moved to approve the above list of high school volunteer and paid positions, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**Motion to approve KD & R Policy for a first reading: Denise Day moved to approve policy KD & R School District Social Media Website/Guidelines, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

Sarah Farwell noted that not everyone uses social media and that it should not be used as a primary communication tool for notifications.

**IX. SCHOOL BOARD COMMITTEE UPDATES:** None

**X. PUBLIC COMMENTS:** None

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:** March 8 Regular Meeting  
March 22 Regular Meeting  
Remove: March 15 Regular & March 29 Manifest

**XI. NON-PUBLIC SESSION: RSA 91-A:3 II (a) (d)**

- **Consideration of the acquisition, sale or lease of real property**
- **Superintendent Contract**

**Upon roll call vote Kenny Rotner moved to enter into nonpublic session under RSA 91-A:3 II (a) (d) at 9:30 p.m., 2<sup>nd</sup> by Denise Day. Motion passed 6-0.**

**XIII. ADJOURNMENT:**

**Maria Barth made a motion to adjourn at 10:26 p.m. 2<sup>nd</sup> by Sarah Farwell. Motion Passed 6-0.**

Respectfully yours,  
Laura Grasso Dobson  
Recording Secretary

Oyster River Cooperative School Board

February 22, 2017 ORHS C-120

NON-PUBLIC MEETING 1  
MINUTES

**Kenny Rotner moved to enter into nonpublic session at 9:30 p.m. in accordance with RSA 91-A:3 II (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, 2<sup>nd</sup> by Denise Day. Upon roll call vote, the motion passed 6-0.**

School Board Attendees:

Maria Barth  
Tom Newkirk  
Kenny Rotner  
Denise Day  
Sarah Farwell  
Dan Klein

Administrators Present:

Dr. James Morse  
Susan Caswell

Dr. Morse and Susan Caswell updated the Board on the status of the property.

Dr. Morse and Susan Caswell left the nonpublic session at 9:52 PM.

By general consensus the Board agreed to re-enter public session at 9:53 pm.

Respectfully Submitted,  
Dr. James Morse

Oyster River Cooperative School Board

February 22, 2017 ORHS C-120

NON-PUBLIC MEETING 2  
MINUTES

**Kenneth Rotner moved to enter into nonpublic session at 9:54 p.m. in accordance with RSA 91-A:3 II (a) – The dismissal, promotion or compensation of any public employee or the disciplining of such employees, 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, 2<sup>nd</sup> by Denise Day. Upon roll call vote, the motion passed 6-0.**

School Board Attendees:

Maria Barth  
Tom Newkirk  
Kenny Rotner  
Denise Day  
Sarah Farwell  
Dan Klein

Administrators Present:

The School Board continued their non-public session to discuss the Superintendent's contract.

By general consensus the Board agreed to re-enter public session at 10:25 pm.

Respectfully Submitted,  
Tom Newkirk  
School Board Chair

## Oyster River Cooperative School District

March 8, 2017 Oyster River High School 6:30 p.m.

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Denise Day, Sarah Farwell, Dan Klein, Kenny Rotner, Maria Barth, and Al Howland

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen, and Dennis Harrington

There were eight members of the public present

### **I. CALL TO ORDER:**

6:30 – 7:00 p.m. Manifest reviewed and signed.

### **APPROVAL OF MANIFESTS:**

Payroll Manifest #18: \$1,200,703.25, Vendor Manifest #20 \$680,915.47

### **III. PUBLIC COMMENTS:**

David Taylor of Durham spoke on Warrant #8 Football. He urged the public to vote yes on Warrant Article #8 to maintain the status quo for no football in the District. He addressed the rumors of discrimination. There is no discrimination, the amendment needed to mention football. There is a very good athletic program already in the District. To add football there would be expensive facilities added in. The issue of Title IX would also have to be addressed.

### **VII. DISCUSSION ITEMS:**

**Moharimet Principal Nomination:** Superintendent Morse reviewed the Principal hiring process. They met with the staff on a monthly basis for eight months. The staff did a great job and were amazing.

Superintendent Morse introduced David Goldsmith who is currently at the Stratham Elementary School as the nominee for the Moharimet Principal nomination.

David Goldsmith thanked the Board and is very excited to join the Moharimet community. The staff, teachers and parents were great and gave him a good glimpse of Moharimet. He is excited to work with a community that is so engaged.

Tom Newkirk feels that David has the deep intellectual sense of learning and the community is very lucky to have him.

Al Howland saw that the hiring process was a good collaboration of where the District is as a whole.

Kenny Rotner complimented Superintendent Morse who created this process. This is a hard transition for the District but the plan that was put in place to address it worked very well.

**VIII. ACTION ITEMS:**

**A. Superintendent Action Items:** None

**B. Board Action Items:**

**Kenny Rotner moved to accept Superintendent Morse's recommendation to hire David Goldsmith as the Principal of Moharimet School when Dennis Harrington retires, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.**

**X. PUBLIC COMMENT:**

Dean Rubine of Lee thanked Superintendent Morse for the great forum last evening. He hopes that everyone comes out to vote next Tuesday on Election Day.

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II (a) (c)**

- **Student Issue**
- **Superintendent Contract**

**Kenny Rotner moved to enter into nonpublic session at 7:14 pm under RSA-91:3 II (a) (c), 2<sup>nd</sup> by Denise Day. Upon roll call vote, the motion passed 7-0.**

**XIII. ADJOURNMENT:**

**Maria Barth made a motion to adjourn at 9:02 p.m. 2<sup>nd</sup> by Sarah Farwell. Motion Passed 7-0.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

Oyster River Cooperative School Board

March 8, 2017 ORHS C-120

NON-PUBLIC MEETING 1  
MINUTES

**Kenny Rotner moved to enter into nonpublic session at 7:14 p.m. in accordance with RSA 91-A:3 II (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. 2<sup>nd</sup> by Denise Day. Upon roll call vote, the motion passed 7-0.**

School Board Attendees:

Maria Barth  
Tom Newkirk  
Kenny Rotner  
Denise Day  
Sarah Farwell  
Dan Klein  
Allan Howland

Administrators Present:

Dr. James Morse  
Mark Milliken

Dr. Morse and Assistant Principal Mark Milliken updated the Board on a student matter.

Dr. Morse and Assistant Principal Mark Milliken left the nonpublic session at 7:55 PM.  
By general consensus the Board agreed to re-enter public session at 7:56 pm.

Respectfully Submitted,  
Dr. James Morse

Oyster River Cooperative School Board

March 8, 2017 ORHS C-120

NON-PUBLIC MEETING 2  
MINUTES

**Kenneth Rotner moved to enter into nonpublic session at 8:00 p.m. in accordance with RSA 91-A:3 II (a) – The dismissal, promotion or compensation of any public employee or the disciplining of such employees, 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, 2<sup>nd</sup> by Denise Day. Upon roll call vote, the motion passed 7-0.**

School Board Attendees:

Maria Barth  
Tom Newkirk  
Kenny Rotner  
Denise Day  
Sarah Farwell  
Dan Klein  
Allan Howland

Administrators Present:

Dr. James Morse

The School Board continued their non-public session to discuss the Superintendent's contract.

Dr. Morse spoke with the Board and then left the meeting. The School Board discussed the Superintendent's contract.

By general consensus the Board agreed to re-enter public session at 9:00 pm.

Respectfully Submitted,  
Denise Day  
School Board Vice-Chair

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
FISCAL YEAR 2016-2017  
FINANCIAL STATUS AS OF:**

**3/17/2017**

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017
<b>SALARIES:</b>					
Administrator	1,391,496	965,809	428,152	(2,465)	100%
Teacher	15,179,760	8,116,533	6,894,811	168,416	99%
Para	2,350,713	1,374,792	942,502	33,419	99%
Tutor	174,764	123,557	81,837	(30,630)	118%
Custodian	757,708	547,375	224,958	(14,625)	102%
Secretary	375,635	255,136	127,034	(6,535)	102%
District Hourly	734,355	524,625	213,018	(3,288)	100%
Maintenance	186,558	147,661	48,986	(10,089)	105%
Drivers	662,273	422,870	270,844	(31,441)	105%
Misc & Summer	173,381	108,074	30,942	34,365	80%
Subs - Professional	349,558	207,881	30,238	111,439	68%
Subs - Para	37,000	28,455	0	8,545	77%
Subs - Secretary	6,000	5,163	0	837	86%
O/T	25,580	4,021	0	21,559	16%
Med & Dent Payback	482,818	308,315	162,887	11,616	98%
<b>TOTAL SALARIES</b>	<b>22,887,599</b>	<b>13,140,267</b>	<b>9,456,209</b>	<b>291,123</b>	<b>98.7%</b>
<b>BENEFITS:</b>					
Health Ins	4,784,207	2,559,510	2,154,114	70,583	99%
Dental Ins	130,659	72,472	62,284	(4,097)	103%
Life Ins	55,454	30,563	26,246	(1,355)	102%
LTD Ins	52,474	33,755	29,052	(10,333)	120%
FICA	1,740,357	969,160	730,694	40,503	98%
Retirement - Non Professional	340,698	234,975	110,831	(5,108)	101%
Retirement - Professional	2,440,200	1,342,633	1,131,119	(33,552)	101%
Annuity	122,456	69,702	58,223	(5,469)	104%
Tuition Reimb	0	3,000	0	(3,000)	
Unemployment Comp	21,000	6,457	0	14,543	31%
Workers Com	80,528	103,359	0	(22,831)	128%
<b>TOTAL BENEFITS</b>	<b>9,768,033</b>	<b>5,425,586</b>	<b>4,302,563</b>	<b>39,884</b>	<b>99.6%</b>
	2,440,200	599,116	1,895,153		
<b>ALL OTHER OPERATING EXPENSES:</b>					
Mast Way	209,978	123,747	16,509	69,722	67%
Moharinet	192,803	113,865	16,667	62,271	68%
Middle School	302,988	226,845	25,956	50,187	83%
High School	676,483	396,073	59,449	220,961	67%
District	1,977,125	1,672,863	114,246	190,016	90%
Transportation	547,777	406,208	5,533	136,036	75%
Technology	547,988	426,708	3,928	117,352	79%
Facilities	2,266,412	1,943,336	314,308	8,768	100%
SPED	1,634,574	1,412,773	241,974	(20,173)	101%
<b>TOTAL OPERATING</b>	<b>8,356,128</b>	<b>6,722,418</b>	<b>798,570</b>	<b>835,140</b>	<b>90.0%</b>
<b>GRAND TOTAL</b>	<b>41,011,760</b>	<b>25,288,271</b>	<b>14,557,342</b>	<b>1,166,147</b>	<b>97.2%</b>

Comment Section: Teacher salaries balance due to unencumbered coaches and extracurricular stipends.



# Oyster River/Portsmouth Cooperative Hockey Team 2016-17



# OYSTER RIVER/PORTSMOUTH CO-OP HOCKEY

- Final Roster – 19 Skaters, 1 Manager
- Portsmouth- 5 Student-Athletes
- Oyster River-15 Student-Athletes
- Excellent Chemistry
- 1 Team > 2 Schools

# OYSTER RIVER/PORTSMOUTH CO-OP HOCKEY

- Teaching Environment
- Practice- never less than 14 girls at a practice
- Multiple lines and girls available at all games
- Injuries/illness didn't postpone contests
- Finished 12-6 on the season, earning #4 seed to state tournament
- Julia Ravenelle 2<sup>nd</sup> Team All State
- Make a Wish Game (Senior Recognition)
  - Susie McDonough and Grayson Leichtman

# OYSTER RIVER COOPERATIVE SCHOOL DISTRICT SCHOOL CALENDAR

2016-2017 – REVISED March 22, 2017

**Approved by School Board: December 16, 2015**

Deliberative Session: February 7, 2017\*

Voting Day: March 14, 2017\*

\*Subject to Change

S(22)  
T(24)

AUGUST/ SEPTEMBER 2016					
M	T	W	Th	F	
<b>TW</b>	<b>TW</b>	△	1	2	
<b>X</b>	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

S(19)  
T(20)

OCTOBER 2016					
M	T	W	Th	F	
			6	<b>TW</b>	
3	4	5	13	14	
<b>X</b>	11	12	20	21	
17	18	19	27	28	
24	25	26			
31					

S(17)  
T(18)

NOVEMBER 2016					
M	T	W	Th	F	
				*4	
	1	2	3		
7	<b>TW</b>	9	10	<b>X</b>	
14	15	16	17	18	
21	22	<b>X</b>	<b>X</b>	<b>X</b>	
28	29	30			

S(16)  
T(16)

DECEMBER 2016					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	<b>X</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	

S(19)  
T(20)

JANUARY 2017					
M	T	W	Th	F	
<b>X</b>	3	4	5	6	
9	10	11	12	13	
<b>X</b>	17	18	19	20	
<b>TW</b>	24	25	*26	27	
30	31				

8/29 & 8/30..... Teacher Workshop Days

8/31 ..... 1st Day for Students

9/1..... 1<sup>st</sup> Day for Kindergarten

9/5..... Labor Day Observance

9/6..... 1st Day Preschool

10/7..... Teacher Workshop -  
(Parent/Teacher Conference Gr K-5)

10/10..... Columbus Day

11/8..... Teacher Workshop

11/11..... Veterans' Day

11/23 - 11/25.. Thanksgiving Recess

12/23 - 1/2..... Holiday Recess

1/16..... Martin Luther King Day

1/23..... Teacher Workshop

2/27 - 3/3..... Winter Recess

~~3/24..... Teacher Workshop~~

4/24 - 4/28... Spring Recess

~~5/26..... Teacher Workshop~~

5/29..... Memorial Day

TBD..... ORHS Graduation

6/23..... With 5 Built In - Snow Days

△ First Day of School for Students

△ Last Day of School - Early Dismissal  
(unless more than 5 make-up days are  
required)

**TW** Teacher District Workshop Days  
(no school for students)

**X** School Closed - Holiday/Vacation

\* End of Quarter

**SD** Snow Days (5 Built in)

Anticipated last day for students is 6/23. The  
calendar allows for five school cancellation  
days. If less or more than five days are needed to  
cover cancellations, the schedule will be  
adjusted accordingly.

FEBRUARY 2017					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
<b>X</b>	<b>X</b>				

S(18)  
T(18)

MARCH 2017					
M	T	W	Th	F	
		<b>X</b>	<b>X</b>	<b>X</b>	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	<b>24</b>	
27	28	29	30	31	

S(20)  
T(21)

APRIL 2017					
M	T	W	Th	F	
3	4	5	*6	7	
10	11	12	13	14	
17	18	19	20	21	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	

S(15)  
T(15)

MAY 2017					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	<b>26</b>	
<b>X</b>	30	31			

S(22)  
T(23)

JUNE 2017					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
<b>SD</b>	<b>SD</b>	<b>SD</b>	<b>SD</b>	<b>SD/△</b>	

S(12)  
T(12)

178 Student Days

185 Teacher Days

**UPDATED: March 16, 2017**

**Administrators Salaries                      FY2017 Current Information**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Year(s) of Experience</b>	<b>Year in Position</b>	<b>FY17 Salary</b>	<b>FY18 Proposed</b>	<b>Contract Days</b>
Allen	Todd	Assistant Superintendent	32/2 Years		\$116,735	\$118,990	260
Caswell	Susan	Business Administrator	31/7 Years		\$106,846	\$110,373	260
Plourde	Catherine	Director of Special Services	19/5 Years		\$105,850	\$109,357	260



**UPDATED: March 16, 2017**

**Directors Salaries FY2017 Current Information**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Years of Experience</b>	<b>Years in Position</b>	<b>FY17 Salary</b>	<b>FY 18 Proposed</b>	<b>Contract Days</b>
HUPPE	LISA	Transportation Director	17/11 Years		\$51,806	\$53,842	260
OLSTAD	JOSHUA	Technology Director	14/5 Years		\$79,944	\$83,043	260
GEHLING	TIMOTHY	Accounting Director	28/5 Years		\$64,424	\$66,712	260
DEMERS	DORIS	School Nutrition Director	23/5 Years		\$60,616	\$63,328	210

Mast Way 2017-18  
Recommendation Tenure List to School Board

First Name	Last Name	School	Position	FTE	1st	2nd	3rd	4th	5th	Cont
Kathleen	Ameduri	MW	Special Education	1.00						x
Catherine	Baker	MW	Physical Education	1.00						x
Melisa	Baker	MW	Special Education	1.00						x
Maria	Bowden-Gerard	MW	Grade 4	1.00						x
Whitney	Burke	MW	Grade 1	1.00						x
Heather	Buswell	MW	Grade 4	1.00						x
Kirsten	Desrochers	MW	Grade 1	1.00						x
Heather	Drew	MW	Grade 3	1.00						x
Ellen	Ervin	MW	Math Coach	0.50						x
Pamela	Felber	MW	Music Education	1.00						x
Judy	George	MW	Grade 4	1.00						x
Erin	Handwork	MW	Grade 1	1.00						x
Debra	Hastings	MW	Art	1.00						x
Barbara	Jasinski	MW	Reading Specialist	1.00						x
David	McCormick	MW	Kindergarten	1.00						x
Katherine	Moore	MW	School Nurse	1.00						x
Barbara	Paquette	MW	Grade 3	1.00						x
Elizabeth	Stacy	MW	Grade 2	1.00						x
Brenda	Tirrell	MW	School Counselor	1.00						x
Mary Ellen	Webb	MW	Kindergarten	1.00						x





ORMS 2017-18  
Recommendation Tenure List to the School Board

First Name	Last Name	School	Position	FTE	1st	2nd	3rd	4th	5th	Cont
Nicholas	Bellows	ORMS	Library Media Specialist	1.00						x
Susan	Bissell	ORMS	Grade 6 Science	1.00						x
Erin	Bobo-Caron	ORMS	Grade 5	1.00						x
Joseph	Boucher	ORMS	Art Education	1.00						x
Emma	Bricker	ORMS	World Language	1.00						x
Todd	Cain	ORMS	Health Education	1.00						x
Alida	Carter	ORMS	Physical Education	1.00						x
Shelby	Cormier	ORMS	Grade 6 Social Studies	1.00						x
Catherine	Dawson	ORMS	Special Education	1.00						x
Jason	Demers	ORMS	Grade 6 Science	1.00						x
Nellie	Dinger	ORMS	Special Education	1.00						x
Donna	DiPerri	ORMS	Special Education	1.00						x
Cynthia	Douglass	ORMS	Reading Specialist	1.00						x
Jason	Duff	ORMS	Special Education	1.00						x
Lynn	Ellsworth	ORMS	Grade 7 Mathematics	1.00						x
David	Ervin	ORMS	Music Education	0.80						x
Ruth	Gehling	ORMS	Mathemathics	1.00						x
Alexa	Grout	ORMS	Special Education	1.00						x
Nathan	Grove	ORMS	Grade 8 Social Studies	1.00						x
Chris	Hall	ORMS	Grade 5	1.00						x
Emma	Hewson	ORMS	Physical Education	1.00						x
Susan	Jackson	ORMS	Special Education	1.00						x
Sarah A.	Keane	ORMS	World Language	1.00						x
Sarah	Kuhn	ORMS	Music Education	1.00						x
Andrea	Lawrence	ORMS	Science	1.00						x
Alfred	Lofgren	ORMS	Technology Education	1.00						x
John	MacArthur	ORMS	Grade 7 Mathematics	1.00						x
Kim	Marshall	ORMS	Art	1.00						x
Janet	Martel	ORMS	Grade 7 Science	1.00						x
Michele	Martin	ORMS	Grade 8 Science	1.00						x
Susan	Mathison	ORMS	Grade 6 Social Studies	1.00						x
Patricia	McCarthy	ORMS	Special Education	1.00						x
Lisa	Miller	ORMS	Grade 8 Mathematics	1.00						x
David	Montgomery	ORMS	Grade 5	1.00						x
Eileen	Moran	ORMS	School Nurse	1.00						x
Mark	Nichols	ORMS	Grade 8 Social Studies	1.00						x
Janice	O'Brien	ORMS	Speech/Lang Pathologist	1.00						x
Diana	Pelletier	ORMS	Grade 5	1.00						x
Michelle	Pennelli	ORMS	World Language	1.00						x
Holly	Pirtle	ORMS	Health Education	1.00						x
Linda	Rief	ORMS	Grade 8 Language Arts	1.00						x
Sunpreet	Sadana	ORMS	Grade 5	1.00						x
Keith	Savage	ORMS	Special Education	1.00						x
JoAn	Saxe	ORMS	School Counselor	1.00						x
Thomas	Schulte	ORMS	Physical Education	1.00						x
John	Silverio	ORMS	Grade 7&8 Stem	1.00						x
Jennifer	Snow	ORMS	Grade 6 Language Arts	1.00						x
Kim	Wesson	ORMS	Special Education	1.00						x
Julia	Widelski	ORMS	Grade 8 Mathematics	1.00						x
Susan	Williams	ORMS	Special Education	1.00						x
Valerie	Wolfson	ORMS	Grade 7 Social Studies	1.00						x
Jean	Wons	ORMS	School Counselor	1.00						x
Juliann	Woodbury	ORMS	Speech/Lang Pathologist	0.70						x
Position	Open	ORMS	Mathematics	1.00						x

ORMS 2017-18  
Recommendation Tenure List to the School Board

Position	Open	ORMS	Language Arts	1.00						
Position	Open	ORMS	Language Arts	1.00						
Position	Open	ORMS	Social Studies	1.00						
Position	Open	ORMS	School Counselor	1.00						
Position	Open	ORMS	Grade 5	1.00						
Position	Open	ORMS	Grade 5	1.00						

ORHS 2017-18  
Recommendation Tenure List to the School Board

First Name	Last Name	School	Position	FTE	1st	2nd	3rd	4th	5th	Cont
Gabrielle	Anderson	ORHS	Social Studies	1.00						x
Mary	Beaton	ORHS	World Languages	1.00						x
Celeste	Best	ORHS	Science	1.00						x
Tracy	Bilynsky	ORHS	Art Education	1.00						x
Corey	Blais	ORHS	English Teacher	1.00						x
Jonathan	Bromley	ORHS	Biology	1.00						x
Derek	Cangelo	ORHS	Social Studies	1.00						x
Kim	Cassamas	ORHS	School Counselor	195 days						x
Sandra	Devins	ORHS	Transition Coordinator	1.00						x
Andrea	Drake	ORHS	Mathematics Teacher	1.00						x
David	Ervin	ORHS	Music Education	0.20						x
Meredith	Freeman-Caple	ORHS	Theater	0.60						x
Trevor	Garman	ORHS	English	1.00						x
Leslie	Gelsomini	ORHS	World Language	1.00						x
Gwendolyn	Gibson	ORHS	World Language	1.00						x
Lisa	Hallbach	ORHS	Mathematics	1.00						x
Peter	Harwood	ORHS	Mathematics	1.00						x
Thomas	Hausmann	ORHS	World Languages	1.00						x
David	Hawley	ORHS	Social Studies	1.00						x
Heather	Healy	ORHS	Economics	1.00						x
Shauna	Horsley	ORHS	English	1.00						x
Shawn	Kelly	ORHS	English	1.00						x
Marc	LaForce	ORHS	Music Education	1.00						x
Dagmar	Lamberts	ORHS	Special Education	1.00						x
Mark	Lawrence	ORHS	Chemistry/Biology	1.00						x
Timothy	Lawrence	ORHS	Art Education	1.00						x
Donald	Maynard	ORHS	Physical Education	1.00						x
Jennifer	McGuinness	ORHS	Special Education	1.00						x
Barbara	Milliken	ORHS	World Language	1.00						x
John	Monahan	ORHS	English	1.00						x
John	Morin	ORHS	Physical Education	1.00						x
Esther	Ott	ORHS	Special Education	1.00						x
Nathan	Oxnard	ORHS	Biology/Physical Science	1.00						x
Matthew	Pappas	ORHS	Social Studies	1.00						x
Kathleen	Pearce	ORHS	Librarian/Media Specialist	1.00						x
Jon	Peterson	ORHS	Special Education	1.00						x
Robert	Quaglieri	ORHS	Health/Computer Ed/PE	1.00						x
Pamela	Raiford	ORHS	Social Studies	1.00						x
William	Reeves	ORHS	Mathematics	1.00						x
Nicholas	Ricciardi	ORHS	Special Education	1.00						x
Maria	Rosi	ORHS	Art Education	1.00						x
Brian	Ryan	ORHS	Special Education	1.00						x
Kimberly	Sekera	ORHS	School Counselor	195 days						x
Carolyn	Smith	ORHS	Special Education	1.00						x
Heather	Stanley	ORHS	Special Education	1.00						x
Kara	Sullivan	ORHS	English	1.00						x
Amy	Therrien	ORHS	Special Education	1.00						x
James	Thibault	ORHS	Physics/Physical Science	1.00						x
Michael	Troy	ORHS	Indust Tech	1.00						x
Karen	Van Dyke	ORHS	Social Studies	1.00						x
Jennifer	Wainwright	ORHS	Chemistry	1.00						x
Brendan	Whalen	ORHS	Mathematics	1.00						x
Marjke	Yatsevitch	ORHS	English	1.00						x
Brian	Zottoli	ORHS	Social Studies	1.00						x
Position	Open	ORHS	ELO Coordinator	1.00						

ORHS 2017-18  
Recommendation Tenure List to the School Board

Position	Open	ORHS	World Language	1.00						
Position	Open	ORHS	School Nurse	1.00						
Position	Open	ORHS	1.0 FTE	1.00						

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. James C. Morse, Sr.  
DATE: March 22, 2017  
RE: Nominations for District Openings

Please nominate the below listed individuals for the 2017-2018 school year:

School District Clerk:	William Leslie
School District Treasurer:	Lisa Harling
School District Physician:	Dr. Katy Lilly

Thank you.

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

**Position:** School District Clerk

**Status:** Part-Time; Stipend Position

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

**Reports to:** School Board

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

**Performance Responsibilities:**

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

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

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

**Suggested process for appointment of the School District Clerk:**

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

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

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

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

**Original Effective: 03-2012**

**Revision Date:**



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

**Position:** School District Treasurer

**Status:** Part-Time; Stipend Position

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

**Reports to:** School Board

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

**Performance Responsibilities:**

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

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

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

**Suggested process for appointment of the School District Treasurer:**

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

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

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

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

Original Effective: 03-2012  
Revision Date:



**To:** Dr. Jim Morse, Superintendent  
**From:** Corey Parker  
**Date:** 3/22/17  
**Re:** Spring Coach Nominations  
**Message:**

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

**Volunteer Positions:**

Geoff Jablonski	Varsity Baseball
Tyler Nadeau	Varsity Baseball
Nancy Bulkley	Girl's Tennis
Michael Pare	Girl's Tennis
Cameron Calato	JV Baseball
Chris Campbell	Varsity Softball
Chris Wall	JV Baseball
Phil Lewis	Boys Tennis
Genevieve Cutitta	Girls Lacrosse

**Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Nicholas Ricciardi	Head Outdoor Track	\$5,139	12	\$375	\$5,514
Scott McGrath	Boys Assist. Outdoor Track	\$3,340	0	0	\$3,340
Natalie Bilynski	.5 Girls Assistant Outdoor Track	\$1,670	1	0	\$1,670
Alex Johnson	.5 Girls Assistant Outdoor Track	\$1,670	1	0	\$1,670
James Thibault	Boys JV Baseball	\$2,634	0	0	\$2,634
Bob Heuchling	Girls Varsity Tennis	\$3,163	12	\$375	\$3,538
Lance Aughey	Boys JV Lacrosse	\$2,634	0	0	\$2,634
Stephanie Gentile	Girls JV Lacrosse	\$2,634	0	0	\$2,634
Andy Allen	Boys Tennis	\$3,163	5	\$150	\$3,313
Dave Montgomery	MS Outdoor Track	\$2,371	7	\$225	\$2,596
Sunpreet Sadana	MS Outdoor Track	\$2,371	8	\$225	\$2,596
Nate Grove	MS Baseball	\$1,977	6	\$150	\$2,127
Brian Seeley	MS Softball	\$1,977	1	0	\$1,977

Yours in sports,  
 Corey Parker  
 Director of Athletics

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Genevieve Cutitta	School: Oyster River High School
Position: Girls Lacrosse Volunteer	PAID <input type="checkbox"/> UNPAID <input checked="" type="checkbox"/>

**Athletic Director Narrative:**  
Please accept this nomination for Genevieve Cutitta as a volunteer assistant with our girl's lacrosse program. Genna, a current student at UNH brings youthful energy and passion to the game of lacrosse and will bring a strong addition to Coach Rodger's program. Coach Cutitta will focus much of her attention in the development of our junior varsity team. Having an additional coach on the field to work with the 15-20 girls will bolster their growth within the game of lacrosse.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

2/28/12  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Phil Lewis	School: Oyster River High School
Position: Volunteer Boys Tennis	PAID <input type="checkbox"/> UNPAID <input checked="" type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination for Phil Lewis as volunteer assistant to the boy's tennis program for the spring of 2017. Phil has extensive playing and coaching experience through the college level and will be a great addition to Coach Allen's team. By adding Coach Lewis, the practice environment can be more efficient and more instruction be taught to our less experienced players. Coach Lewis will also add direct instruction at our matches.

Attachments: \_\_\_\_\_

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

2/7/17  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: LANCE AUGHEY	School: Oyster River High School
Position: JV Boys Lacrosse	<b>PAID</b>

Athletic Director Narrative:  
Please accept this nomination for Lance Aughey as the boy's JV lacrosse coach. Coach Aughey has a wealth of experience coaching youth lacrosse all over the seacoast. His knowledge and passion of the game is contagious and the boys will gravitate to that enthusiasm immediately. Coach Aughey also has a great relationship with varsity coach, Bill Sullivan which will strengthen the consistency among both the JV and Varsity program.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

3/3/17  
Date

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

## ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: 3/15/17

Teacher/Organization: **David Ervin** Subject: **ORHS Music**

Trip Date & Time: **Depart on 6/16/17 at 7:00AM**  
(Date) (Time)  
**Return on 6/27/17 at 11:00 PM**  
(Date) (Time)

Trip Contact Name & Phone Number: **Dave Ervin (603)534-4145**  
(Name) (Phone #)

Trip Destination/Address: **China**

Instructional Objective: **Cultural exchange for 11-40 ORHS students. Students will be performing in several cities with Chinese high school and college students.**

Number of Students attending: **11-40**

**\*Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: **No**

Chaperone Name(s): **David Ervin**

Cell Phone Numbers active during trip: **Yes, David Ervin (603) 534-4145**

Transportation: Plane and Bus; Yes\*\* or No.

\*\*Please make arrangements for bus transportation with the Principal's secretary.

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

Note: Overnight trips will be brought to the attention of the School Board; applications must be made at least **one month** in advance.

Calendar Approval:

Principal's Approval:

From: **James Morse** [jmorse@orcsd.org](mailto:jmorse@orcsd.org)  
Subject: Re: Draft Proposal for OR 2017 China Cultural Tour and International Trip Policy  
Date: March 16, 2017 at 9:04 AM  
To: 杜洁 [dujie1006@126.com](mailto:dujie1006@126.com)  
Cc: Todd Allen [tallen@orcsd.org](mailto:tallen@orcsd.org), Dave Ervin [dervin@orcsd.org](mailto:dervin@orcsd.org), Mr. Ervin [erwin@orcsd.org](mailto:erwin@orcsd.org), 于萍 Ping Yu [8891838@qq.com](mailto:8891838@qq.com),  
王亦歌 外方院长 [yige.wang@unh.edu](mailto:yige.wang@unh.edu), Suzanne Filippone [sfilippone@orcsd.org](mailto:sfilippone@orcsd.org), Thomas Newkirk [tnewkirk@orcsd.org](mailto:tnewkirk@orcsd.org),  
Denise Day [dday@orcsd.org](mailto:dday@orcsd.org)



Good Morning Jie

A couple of questions...

Can the trip occur around June 19, 2017? it will give us more time to prepare. April vacation is too short a time line for parents to determine their finances and to secure passports.

Can the number of students be increased to as high as 40?

We will present this request to the Board Wednesday, March 22, 2017.

Thank you for your support. This is a wonderful opportunity for Oyster River High School students.

Dr. Jim Morse  
Superintendent, SAU 5

On Mar 16, 2017, at 12:38 AM, 杜洁 <[dujie1006@126.com](mailto:dujie1006@126.com)> wrote:

Dear Dr. Morse & Mr. Allen,

I'm Jie Du, the Co-Director of CI-UNH on behalf of Chengdu University(CDU). Yige and I were so excited to meet with you and get to know your great ideas and enthusiasm for Oyster River global education last Friday. We have been busy with modifying the China Cultural Trip plan and Ping Yu, a volunteer parent in Oyster River, has helped us with working out a document on China Trip Policy. We discussed about the trip plan with Mr. Ervin on Wednesday afternoon. The plan is scheduled for the Spring Break of 2017. I have attached the two documents with this email and hope they may be helpful for your decision making and students recruitment.

I have also asked my CDU colleagues to apply for the scholarship program for this trip. If CDU succeeds in application, the kids only need to pay for their international trip, insurance, and visa fees. I will keep you posted on the development of their application.

We look forward to having Oyster River kids in this incredible China trip!

Best,

Jie Du

--

Jie Du (杜洁)

Co-Director of Confucius Institute at University of New Hampshire



# Draft Proposal for ORHS Orchestra & ORMS Jazz Band

## Chinese Cultural Tour in April of 2017

03/16/2017

### I. Introduction to CI-UNH

Confucius Institute at UNH was cofounded by Chengdu University (CDU) in China and University of New Hampshire in the U.S. in October, 2010, with the funding from Hanban, a branch of the Ministry of Education of China. The three parties signed the second 5-year cooperative agreement in 2015. Chinese courses, cultural activities and U.S.A-China exchanges & cooperative programs have been offered to students, faculty and staff members, and local citizens in NH, such as UNH and outreach program sites as Portsmouth High School, John Stark Regional High School, Oyster River Middle School, Henniker Community School, and so on.

### II. Time

A 12-day trip including Spring Recess during April 19-30, 2017

### III. Participants

- **Participants:** any students from ORHS Orchestra & ORMS Jazz Band
- **Estimated student number:** 15-20

### IV. Aim

- To experience contemporary Chinese society and culture
- To practice authentic Chinese in a real world
- To establish more cultural exchanges between American and Chinese high school students

### V. Destinations in China

Chengdu, Xi'an and Beijing during the 12-day trip.

*Chengdu, the capital of China's southwest Sichuan Province and a major city in western China, is famed for being the home of cute giant pandas. It was ranked "50 Places to Go" released by The New York Times with Shanghai as another location in China in 2015. Chengdu is the center of giant panda protection and breeding in the world. It is also where Chengdu University, the Chinese partner*

*institute of UNII, is located. Traveling or living in Chengdu can be a great fun. Besides the amazing places of interest such as the Research Base of Giant Panda Breeding, Dujiangyan Irrigation Project, Wuhou Temple etc. The city offers a lot of inviting activities for visitors. Sampling the famous Sichuan food is a must here. The hot and spicy dishes and varied tasty snacks are sure to whip up your appetite. Go shopping at the Chunxi Road, spend a leisurely afternoon in a teahouse, and watch a Sichuan Opera performance at night – this would be a perfect day giving you a deeper understanding of this charming city.*

***Xi'an**, a large city and capital of Shaanxi Province in central China. Once known as Chang'an (Eternal Peace), it marks the Silk Road's eastern end and was home to the Zhou, Qin, Han and Tang dynasties' ruling houses. At archaeological sites in Xi'an's surrounding plains are the famed Bingmayong (Terra Cotta Army), thousands of life-size, hand-molded figures buried with China's first emperor, Qin Shi Huang.*

***Beijing**, the capital city, is one of the oldest cities in the world. In this ancient walled city, there are a lot of highlights including the vast Tian'an Men Square; the magnificent Forbidden City from where 24 emperors ruled for more than 500 years and Ming Tombs. The Great Wall which stretches for thousands of miles across China is a must go place.*

***Chengdu University**, founded in 1978, is a full-time regular undergraduate institution run by the People's Municipal Government of Chengdu, and jointly administrated by both Sichuan provincial and Chengdu municipal authorities. CDU has 57 Bachelor's degree programs spanning 9 categories, and 33 master programs. With more than 21,000 full-time students, 2700 teaching staff, and over 30 high-level personnel, among whom are recipients of the National Outstanding Youth Fund, provincial academic and technical leaders, and experts from the Provincial 1000-Talents Program. CDU has established contacts and cooperative relationships with over 40 colleges and universities from more than 20 different countries and regions around the world such as the United States, New Zealand, and Thailand.*

**VI. Highlights**

Day	Highlights	City
Day 1 Apr.19, Wednesday	Travel to Chengdu	
Day 2 Apr.20, Thursday	Arrive at late night on Thursday or early morning on Friday	Chengdu
Day 3 Apr.21, Friday	Welcoming Assembly in Chengdu University in the morning & Chinese cultural activities at CDU Visit The Panda Reserve in the afternoon	Chengdu

Day 4 Apr.22,Saturday	Visit Mt. QingCheng in the morning Visit Dujiangyan Irrigation System in the afternoon	Chengdu
Day 5 Apr.23,Sunday	Visit Chengdu Planning Exhibition Hall in the morning Visit Wuhou Temple, Jinli Promenade in the afternoon Sichuan Tea House or Sichuan Hot Pot in the evening Sichuan Opera Show in the evening	Chengdu
Day 6 Apr.24,Monday	Rehearsal in the morning Co-perform with CDU Art Group on CDU campus in the afternoon Take an overnight train(soft sleeper) from Chengdu to Xi'an at night and arrive at Xi'an early in the morning on Tuesday, April 25 (Train K1616)	Chengdu - Xi'an
Day 7 Apr.25,Tuesday	Visit The Terracotta Army (Chinese: 兵马俑; literally: "Soldier-and-horse funerary statues") in the morning Visit Huaqing Pool in the afternoon and watch the performance of Chang Hen Ge in the evening	Xi'an
Day 8 Apr.26,Wednesday	Visit The fortifications of Xi'an(also known as Xi'an City Wall), one of the oldest, largest and best preserved Chinese city walls Visit The Bell Tower of Xi'an(built in 1384 during the early Ming Dynasty, is a symbol of the city of Xi'an and one of the grandest of its kind in China) & The Drum Tower of Xi'an Visit Xi'an Snack Street Visit Giant Wild Goose Pagoda or Big Wild Goose Pagoda (a Buddhist pagoda located in southern Xi'an which was built in 652 during the Tang dynasty and originally had five stories) in the afternoon Take an overnight train from Xi'an to Beijing in the evening	Xi'an - Beijing
Day 9 Apr.27, Thursday	Visit The Great wall Visit The Summer Palace	Beijing
Day 10 Apr.28, Friday	Visit the Forbidden City in the morning Visit Tian'anmen Square & Qianmen Street in the afternoon Visit Wangfujin Street in the evening	Beijing
Day 11 Apr.29, Saturday	Visit a high school in Beijing in the morning Go shopping in the Silk Street Market (a shopping center) in the afternoon Watch an acrobatic show in the evening	Beijing

Day 12 Apr.30, Sunday	Leave for Boston Arrive at Boston Logan Airport	Boston
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### VII. Program Fee

**Sponsorship:** Chengdu University will apply for funding from Hanban. The funding will cover local accommodation, meals and local transportation as listed below:

- **Accommodation in China:** for Oyster River students and teacher(s)
- **Meals in China:** for Oyster River students and teacher(s)
- **Local Rental Bus Transportation in China:** for Oyster River visiting group
- **Round-trip international air tickets:** for 1 Oyster River teacher

### Out-of-Pocket Expenses for each student:

Expense Item	Estimated Amount
International (Boston-Beijing) and domestic (Beijing to Chengdu, Chengdu to Beijing) air tickets and overnight trains in China	\$1,200
Sight-seeing admissions	\$200
Estimated international travel insurance	\$30
Visitor Visa to China (visa category B1) fee: walk in \$140; Mail-in \$200 10-year multi-entry if over 16 ( <a href="http://newyork.china-consulate.org/eng/lsw/lsw/sbqz/fptp/">http://newyork.china-consulate.org/eng/lsw/lsw/sbqz/fptp/</a> )	\$200
Estimated total expenses	\$1630/person
<b>Only for those who do not hold a Passport Book:</b> U.S. Passport Book application & execution fees <a href="https://travel.state.gov/content/passports/en/passports/information/fees.htm">https://travel.state.gov/content/passports/en/passports/information/fees.htm</a>	\$110 if 16 or older; \$80 if under 16. Execution fee \$25

### VIII. Outer Resources:

Jie Du, the Co-Director of CI-UNH on behalf of Chengdu University, will assist with applying Hanban scholarship for Oyster River Group through Chengdu University, which covers the total accommodation, meals, local bus transportation in China.

Ping Yu, an Oyster River volunteer parent, will help with visa application procedures and air tickets booking for the participants. She will also check with Hainan Airlines about its regulations for carrying musical instruments and will keep people concerned posted.

1. Insurance Coverage. All students traveling abroad must be covered by health insurance for the duration of their travel. The policy shall include coverage of illness and accidents, with no declination for pre-existing medical problems. If a student is not adequately insured, travel rights for said student will be revoked, with the possible forfeiture of any previous down payment. □
2. Student Health Information. This confidential form requires disclosure of health and/or disability information; grants permission to trip organizer to contact specified person(s) in the event of illness or emergency, and authorizes the provision of medical treatment overseas under emergency conditions. □
3. A Consent to Release Information form, which authorizes trip organizer to contact a student's family to discuss personal matters, including financial and medical issues, in the event of illness or emergency. □
4. An Agreement and Release which includes a waiver of liability and statement of student responsibilities while abroad. □ Please read it in detail so there is no misunderstanding as to its terms when it is signed.

**INTERNATIONAL TRAVEL WAIVER, RELEASE,  
AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_, am a student at Oyster River High School (the "High School") and have, by signature below, agreed to participate in an international cultural exchange program in \_\_\_\_\_ from \_\_\_\_\_ through \_\_\_\_\_ (the "Program") which is offered by \_\_\_\_\_ (the "Sponsor"), under the terms and conditions of this International Travel Waiver, Release, and Indemnification Agreement (the "Agreement"). I acknowledge that this Program is not sponsored or hosted by the High School, nor does the High School make any representations regarding any responsibilities with regard to the Program. I also acknowledge that I am not required to participate in the Program. My participation is wholly voluntary. In consideration of the High School's agreement to consent to my participation in the Program, I, and my parent(s), if I am not yet 21 years old, or my legal guardian(s) (individually and collectively referred to below in the first person singular) agree to be bound by each of the following:

1. Identification of Risks. I understand that the Program takes place in one or more foreign countries. I also understand that there are certain dangers, hazards, and risks inherent in international travel and in the activities included in the Program, including, but not limited to, dangers, hazards, and risks created by the following, including, but not limited to: (a) weather; (b) labor strikes; (c) acts of God; (d) war; (e) medical quarantine; (f) disease; (g) civil unrest; or (h) terrorism. I understand that my participation in the Program may involve risk of injury and loss, both to person and to property. I understand that the risk of injury may include the possibility of permanent disability or even death. In addition, I understand that medical treatments, such as vaccines, are required before traveling to some destinations, and it is my responsibility to consult a physician and the Center for Disease Control, and the U.S. Department of State regarding immunizations or other precautions to protect against travel related illness. I also understand that medical facilities, treatment, and/or professionals may be inadequate or unavailable during portions of the travel Program overseas I understand that the High School recommends I review any United States Department for information concerning travel to, in, and around the countries included in the Program. I understand that most, if not all, of the premises, facilities, and equipment used in conducting the activities of the Program overseas are not owned, maintained, or controlled by the High School, but rather by the premises owners (the "Premises Owners"). There may be other risks not known to the High School, or even Chengdu University(CDU) which is the hosting institute in China, Confucius Institute at UNH(CI-UNH), Hanban (the sponsor of the scholarship) that are not reasonably foreseeable at this time. I understand that this Agreement is intended to address all of the risks of any kind associated with my participation in any aspect of the Program, including, particularly, such risks, if any, created by actions, inactions, or negligence on the part of the High School, CDU, CI-UNH, Hanban or their trustees, officers, employees, agents, volunteers, successors, or assigns (collectively, the High School's "Representatives"), including, but not limited to, risks created by the following: (a) the use and condition of various modes of transportation, premises, facilities, and equipment; (b) the lack or inadequacy of policies, rules, or regulations of the Program; (c) the failure of the High School,

CDU, CI-UNH, Hanban or their Representatives to foresee or to protect me from actions, inactions, negligence, recklessness, or intentional or criminal misconduct of persons; (d) the inadequacy or unavailability of medical facilities, treatment, and/or professionals; or (e) the lack or inadequacy of supervision by the High School, CDU, CI-UNH, Hanban or their Representatives.

5. Assumption of Risk. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the Program. I accept personal responsibility for any liability, injury, loss, or damage in any way connected with my participation in the Program.

6. Release and Waiver. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release and forever discharge the High School, CDU, CI-UNH, Hanban and their Representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses, and costs, including attorneys fees, which arise out of, result from, occur during, or which are connected in any manner with my participation in the Program and/or any travel incident thereto.

7. Indemnification. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby agree to indemnify, defend, and hold harmless the High School, CDU, CI-UNH, Hanban and their Representatives (in their official and individual capacities) from any and all liability, loss, damage, or expense, including attorneys fees, which arise out of, occur during, or are in any way connected with my participation in the Program or any travel incident thereto.

8. Health and Accident Insurance. I hereby represent and warrant that I shall be covered throughout the Program and throughout my absence from the United States by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries that I sustain or experience while abroad; and, more specifically, in the countries where I will be living and/or traveling. By my signature below, I certify that I have confirmed that my health insurance policy will adequately cover me while I am outside of the United States. In addition, I agree to provide the Sponsor and the High School with written proof of such insurance if it is requested by either party. Moreover, I agree to report to the Sponsor any physical or mental condition I have which may require special medical attention or accommodation during the Program at least fifteen (15) days prior to departure, so that it can be determined, in light of those physical or mental conditions, whether the applicant should participate in the program.

9. Professional Liability Insurance. I affirm that I clearly understand that the High School, CDU, CI-UNH, Hanban professional liability insurance coverage does not extend to the Program or to litigation in a jurisdiction outside the United States. I release the High School, CDU, CI-UNH, Hanban from any and all liability which could be associated from my participation in the Program.

10. Applicable Law and Severability. I agree that this Agreement is to be construed under the laws of the State of New Hampshire, U.S.A.; and that if any portion of the Agreement is

held invalid, the balance of the Agreement shall, notwithstanding, continue in full legal force and effect. In signing this document I hereby acknowledge that I have read this entire document, that I understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

**I hereby acknowledge that I have read, understand and shall abide by each of the terms and conditions of this Agreement. I understand that I am giving up substantial rights by signing it. I am signing this Agreement voluntarily.**

Dated: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

If the person participating in the Program is not yet 21 years old, both parents or the legal guardian(s) must sign:

In exchange for my/our child or ward being allowed to participate in the Program and as the parent(s) or legal guardian(s) of the above-named individual, I/we verify that I/we fully understand, agree to, and accept all provisions of this Agreement.

\_\_\_\_\_  
Printed Name (Parent or Legal Guardian)

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name (Parent or Legal Guardian)

\_\_\_\_\_  
Signature and Date





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7. Person to notify in case of emergency, illness or accident:

Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone#: (\_\_\_\_) \_\_\_\_\_

Evening Telephone#: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

I grant Oyster River High School, its employees, agents and overseas partners permission to communicate concerning my health condition with program representatives, my family, insurance company representatives and with any physician, psychologist or counselor who treated me during the past five years or is now treatment me. In situations where I am unable to give oral or written consent, I further grant permission for hospitalization and treatment recommended and carried out under the supervision of a qualified physician, including administering anesthetics and performing necessary surgery at my own expense.

I certify that all responses made on this form are true and accurate.

---

Participant's Signature

Date

---

Parent/Guardian's Signature (required if participant is under 18 years of age)

Date

## International Travel

Under Federal regulations, we are unable to release any information about you to anyone without your permission. However, at times you may want us to release information regarding health matters, travel arrangements and personal safety. If you would like us to share any information about you with an emergency contact while you are abroad, please indicate below the full names and addresses, and email addresses of those contacts. Please include restrictions on the information to be shared, if any. If you do not wish to designate anyone, please indicate this at the bottom. Sign and date the form:

First

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Is this your emergency contact (circle one) yes/no

Address: \_\_\_\_\_

Phone numbers (work, home, mobile)

Restrictions:

\_\_\_\_\_

Second

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Is this your emergency contact (circle one) yes/no

Address: \_\_\_\_\_

Phone numbers (work, home, mobile)

Restrictions:

\_\_\_\_\_

\_\_\_\_\_(initial) Do not release any information about me to anyone.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(Please print legibly)

Signature:  \_\_\_\_\_

(Parent/Guardian's Signature required if participant is under 18 years of age)

## International Travel

TO THE PARTICIPANT (or parents if participant is under the age of 18): Please authorize by your signature below the release of any medical information that may be relevant in the opinion of your physician.

Please type or print

Name: \_\_\_\_\_

Last

First

Middle

Program: \_\_\_\_\_

Location Abroad

Length of Overseas Study

Dates

Participant's Signature \_\_\_\_\_

Dates

Parent/Guardian's Signature (required if participant is under 18 years of age) \_\_\_\_\_

Dates

TO THE EXAMINING PHYSICIAN: This report should be based upon an examination made within one year of the expected international travel.

1. Please indicate your relationship with the participant.

Family Physician

Other (describe)  \_\_\_\_\_

2. Review with the patient the completed Health Information form. Describe below any additional information that would help to further explain and/or clarify the student's self-reported health information.

3. Based upon your physical examination, please explain your findings and recommendations.

Physical Findings:

Recommendations:

4. Is there any existing health condition that may require treatment during the period abroad? If so, what is the condition and what treatment may be required?

5. To your knowledge, are there any predisposing medical, physical, or emotional factors which under stress of adjusting to another culture may require treatment while the patient is abroad? If so, please specify.

6. Review and update routine vaccinations as you deem necessary.

Physicians Name (please print): \_\_\_\_\_

Date

Signature: \_\_\_\_\_

Street Address, City, State, Zip

## International Travel

Please type or print

Name: \_\_\_\_\_

Last

First

Middle

Program: \_\_\_\_\_

Location Abroad

Length of Overseas Study

Dates

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

## OYSTER RIVER HIGH SCHOOL PROOF OF INSURANCE

Health and accident insurance is required of all Oyster River High School international travel participants while overseas. Such a policy should minimally include basic medical and accidental death and dismemberment coverage. Medical evacuation and repatriation coverage is also recommended. Should the travel participant not have coverage on their own, it is recommended that they purchase the international travel insurance offered by the tour company. The coverage should be in effect for the entire period away from home. Those who travel without the recommended insurance coverage travel at their own risk. Oyster River High School is in no way or under any circumstance responsible for any expense incurred as a result of accidental death, dismemberment, or medical evacuation and repatriation to home. These costs, completely, are the responsibility of the international travel participant.

Name of Insurance Company: \_\_\_\_\_

Address of Insurance Company: \_\_\_\_\_

Insurance Company Phone Number: \_\_\_\_\_

Name of Policy Holder:  \_\_\_\_\_ Policy Holder Date of Birth: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

\_\_\_\_\_ I have included a copy of the front and back of the insurance card, showing the name of the covered student.

\_\_\_\_\_ I elect to take the insurance coverage offered by the tour company.

\_\_\_\_\_ I choose to opt out of the insurance coverage offered by the tour company, and do not possess the recommended insurance coverage, and are aware that any costs incurred by the travel participant are wholly and completely the responsibility of the travel participant and his/her family, and release Oyster River High School of all liability associated with said costs should they be incurred.

I certify that all responses made on this form are true and accurate.

---

Participant's Signature

Date

---

Parent/Guardian's Signature (required if participant is under 18 years of age)

Date

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 March 22, 2017**

Title	Code
<b>Policies for First Read</b>	
School Board Self-Evaluation and Goal Setting	BA
Evaluation Questions/Individual Board Worksheet	BA-R1 & R2
Roles and Duties of the School Board Chairperson	BBAB
<b>Policies for Second Read/Adoption</b>	
School District Social Media Websites/Platforms & Guidelines	KD & R
<b>Policies for Deletion</b>	
<b>Policies for Deletion</b>	

**As a reference the March 8, 2017 policy minutes are attached to this packet.**



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BAA
Date of Adoption: June 15, 1988 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 <u>School Board First Read: March 22, 2017</u>	Page 1 of 1 Category: Recommended

## EVALUATION OF THE BOARD

### School Board Self-Evaluation and Goal Setting

At the conclusion of each year, the Oyster River School Board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

#### Appendix BAA-R1 Evaluation Questions

#### BA- R2 Individual Board Member Self-Evaluation Worksheet



## INDIVIDUAL BOARD MEMBER SELF-EVALUATION WORKSHEET

Please complete the following personal assessment of your boardsmanship. This individual evaluation will not be shared, but is for your review only.

**The Key:** 1 – Never; 2 – Occasionally; 3 – Sometimes; 4 – Frequently; 5 – Always

- \_\_\_ 1. I familiarize myself with school policies and laws which are important for meetings.
- \_\_\_ 2. I attend all School Board Meetings.
- \_\_\_ 3. I read the agenda and supporting material prior to the Board meeting.
- \_\_\_ 4. I reserve all decisions on matters until the Board is in session.
- \_\_\_ 5. I keep personal matters personal and discuss nonrelated concerns at appropriate times and places.
- \_\_\_ 6. I use the chain of command and direct questions to the superintendent when contacted by a district resident.
- \_\_\_ 7. I attend NHSBA workshops and meetings.
- \_\_\_ 8. I read school publications sent to my home.
- \_\_\_ 9. I contact the superintendent and make proper arrangements when I visit schools within the district.
- \_\_\_ 10. I am informed about community feelings toward the schools.
- \_\_\_ 11. I respect the superintendent's office and refrain from unwarranted interferences in the administrator's affairs.
- \_\_\_ 12. I believe in long-range planning and recognize that changing trends change school needs.
- \_\_\_ 13. I believe the district should place great emphasis on professional growth.
- \_\_\_ 14. I know that I have no authority as a Board member except when the Board is legally in session. Board officers have specific duties that are occasionally performed outside of Board sessions.
- \_\_\_ 15. I rely on the superintendent to provide the Board with accurate information on the school system.
- \_\_\_ 16. I take part in Board in-service and orientation programs.
- \_\_\_ 17. At no time do I speak for the full Board as an individual Board Member.
- \_\_\_ 18. I work toward mutual trust between Board members and administration and keep criticism of either to private sessions.
- \_\_\_ 19. I recognize that governance and policy duties belong to the Board and administrative duties belong to the district's administrators.
- \_\_\_ 20. I support budgetary provisions and encourage the professional growth of the superintendent.
- \_\_\_ 21. I support strong professional growth programs for all school personnel.
- \_\_\_ 22. I attend PTA, concerts, plays, athletic contests, and other school events.
- \_\_\_ 23. I am familiar with the budgeting process of the district.
- \_\_\_ 24. I am familiar with the curriculum and graduation requirements of the district.

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## ROLES AND DUTIES OF THE SCHOOL BOARD CHAIRPERSON

### Duties of the Chairperson

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

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

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

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

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

### Duties of the Vice-Chairperson

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

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### **SCHOOL DISTRICT SOCIAL MEDIA WEBSITES/PLATFORMS**

The Oyster River Cooperative School Board recognizes the value of technology, such as social media websites and platforms, in promoting community involvement and collaboration. The purpose of any official District social media website or platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

As such, the Superintendent is authorized to establish social media websites and platforms in furtherance of the District's values, goals, and mission. Such sites and platforms will be considered official District social media sites and platforms. Social media is a term used to describe a set of electronic tools through which users create online communities to share information, ideas, and other content. Social media websites and platforms that have not been authorized by the Superintendent or designee but that contain content related to the District or comments on District operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official District social media platforms.

The Superintendent or designees will establish administrative regulations, guidelines, and/or protocols for official District social media websites and platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Official District social media websites and platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. These sites and platforms do not create, and are not intended to create, public forums or limited public forums, or otherwise guarantee an individual's right to free speech.

Official social media sites and platforms also provide the School Board a medium to publicize its official position on issues related to the schools such as school building projects, proposed school budgets and public policies affecting the schools. Official social media sites and platforms are outlets for the official message of the Oyster River School District and are not a forum for dissemination of other views. The content of such social media websites and platforms shall remain in the exclusive control of the Oyster River School District, its School Board and designated agents.

Official District social media platforms shall contain content that is appropriate for all audiences. Official District social media websites and platforms may not contain content that is obscene, libelous, or that incites students to undertake and/or creates a danger that students will undertake unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations.

The Superintendent or designees shall ensure that official District social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

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The Superintendent or designees will ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media platforms.

The District will not require, compel or request that any student provide his/her personal or private social media account information with relation to any District social media website.

Students, parents, staff and members of the public are hereby given notice that the District reserves the right to and will monitor all District social media websites. As such, there is no expectation of privacy for information posted on, sent to or received by the District's social media websites.

The Superintendent or designees shall ensure that copyright laws are not violated in the use of material on official District social media platforms.

**Cross Reference:**

- GBEF -School District Internet Access for Staff
- GBEB – Staff Conduct with Students
- JICK – Bullying and Cyberbullying
- GBAA - Sexual Harassment – Employee/Staff
- EHB – School Record Retention
- AC - Non-Discrimination/Equal Opportunity
- EGAD – Copyright Compliance
- KD-R – School District Social Media Websites/Platforms - Procedure

**Legal Reference:**

- RSA 189:70 – Educational Institution Policies on Social Media

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## SCHOOL DISTRICT SOCIAL MEDIA WEBSITES/PLATFORMS – GUIDELINES

### GENERAL GUIDELINES:

The Oyster River Cooperative School District will **have cause to** monitor its official social media sites and platforms and the content thereon, and may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines. **It is understood that the monitoring of building based social media sites and platforms are the responsibility of the building principal and/or designee for policy compliance.** Oyster River Cooperative School District believes that electronic communication/social media/texting is not a replacement for meaningful dialogue between students to students or student to staff. When practical, the district encourages face to face communications. Without limiting the foregoing, the District reserves the right to remove postings that:

- Are abusive, defamatory, or obscene;
- Are fraudulent, deceptive or misleading;
- Target, disparage, or discriminate on the basis of ethnicity, race, religion, sexual preference, age, sex, or disability;
- Contain spam, advertising, solicitations or include links to other sites;
- Contain confidential information;
- Are in violation of any intellectual property right of another;
- Are in violation of any law or regulation;
- Violate any School District policy; or
- Are otherwise offensive, graphically or in tone.
- Contain complaints about District staff **or students.**

The main page of every official District social media website or platform should indicate it is the "Official page of the Oyster River School District." ~~/"Official page of the [insert school name],"~~ and all subdivisions.

Written parental release(s) is/are required before posting of student photographs in/on official District social media sites and platforms. Posting of photographs or videos of students in violation of any law or regulation is not permitted. Obscene images and videos will not be posted. Release by verified email address with phone or other oral confirmation is acceptable.

- ~~To the extent possible, the content posted on official District social media sites and platforms are preserved and archived using policies and procedures that are consistent with the District's records retention and disposal policies.~~

**The content posted on official District social media sites and platforms does not constitute adopted policies or procedures of ORCSD and do not constitute "official" school records.**

Endorsements of any product, cause, political party or political candidate are forbidden.

- **Consider including site-specific guidelines. Need to review for technical accuracy**
  - **For example, for Twitter you might include: The District will only follow other Twitter feeds and/or send direct messages to other Twitter accounts with objectives that are consistent with the educational mission of the District. AND/OR The District's Twitter feed will be used for broadcasting purposes only. The District will not respond to a tweet via a "reply."**

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- ~~For Facebook you might include: The District's Facebook page should be set up as a "fan" "page" where fans may be permitted to post comments. The page administrator(s) is (are) authorized to block/remove fans and postings from the District's Facebook page where the posts and comments do not support the educational mission of the District. AND/OR All content on the District's Facebook page must relate to education, curriculum, instruction, school-authorized activities and athletics, school or District news or general information relating to work, activities and accomplishments of the District and its staff, as representatives of the District.]~~

The privacy settings of the District's Facebook page **social media websites** are managed by the page administrator(s). All posting of comments on the District's Facebook page **social media websites** are at the discretion of the page administrator(s). The page administrator(s) reserve the right to remove or not post any comments at any time, for any reason. These sites will be reviewed by building administrators on a regular basis.

**Due to the frequent changes with technology, all social media page settings will be reviewed with the Oyster River Cooperative School District technology department.**

The District should only associate with groups on social media websites and platforms if such groups have objectives that are consistent with the educational mission of the District.

Official District social media sites and platforms are a means to connect to the public. Accordingly, the District will not use such sites and platforms to send direct private messages to individuals. ~~**[Note: Consider whether you need to revise this or eliminate it if staff will be able to send messages directly to students via certain social media platforms used for class purposes.]**~~

Official District social media websites and platforms do not create, and are not intended to create, public forums or limited public forums, or otherwise guarantee an individual's right to free speech.

Official District social media sites must comply with all applicable state and federal confidentiality laws and regulations.

At no time shall personal information about students (such as home address, telephone number, e-mail address, birth date, social security number, etc.) or any other information that is confidential under state or federal law appear on official District social media sites or platforms. Such sites and platforms will not include any information that indicates the physical location of students at any given time, other than attendance at a particular school or participation in school activities.

At no time shall personal information about employees appear on official District social media pages or platforms (including home addresses, home telephone numbers, home email addresses, birth dates, social security numbers, etc.).

Appropriate permission must be obtained before any copyrighted or trademarked material is used on official District social media sites or platforms. No copyrighted material may be reproduced, transmitted or displayed on official District social media sites or platforms without obtaining permission from the copyright owner.

An appropriate copyright notice will appear with all copyrighted material published on official District social media sites and platforms.

Students retain the copyright in materials they create.



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Except for the above exceptions, all official District social media sites and platforms and content on those sites and platforms are the property of and owned by the Oyster River School District.

- Official District social media sites and platforms may not include links to any personal websites of students or employees.
- Official District social media sites and platforms may include links only to websites that have a demonstrated educational or other informational value to students, employees and/or the community, as deemed appropriate by the Superintendent or his/her designee.
- To the extent an official District social media site or platform contains links to third-party websites, the site or platform must include a disclaimer informing users that links are provided as a convenience, and that Oyster River does not endorse these sites or have any responsibility for the content of these sites.
- The District reserves the right to, and will, monitor all official District social media websites and platforms. As such, there is no expectation of privacy for information posted on, sent to or received by the District's social media websites.
- Use of official District social media sites and platforms must comply with law, Board policy, and regulation.

#### **DESIGN AND ACCESSIBILITY:**

- The Superintendent or his/her designee shall develop standards for the design and appearance of official District social media sites and platforms. These standards will include appropriate measures to make such sites and platforms accessible to persons with disabilities. School unit information available on the sites and platforms will also be made available to the public in alternative ways upon request.

#### **GUIDELINES FOR STAFF WISHING TO ESTABLISH DISTRICT-RELATED SOCIAL MEDIA SITES OR PLATFORMS:**

- Staff setting up social media sites or platforms to communicate with students, parents and/or the community for District- or school-related purposes must inform the Superintendent ~~and/or his/her designee~~ **building principal**, who must review and decide whether or not to approve such sites/platforms. If a site or platform is approved, appropriate means for the District or District-designated administrator to access, review and administer the site must be established (including access to and maintenance of the admin username and login information for the site or platform).
- All staff communicating through social media for District or school-related purposes represent the School District when doing so. All communication with colleagues, students, parents and/or community for District purposes should be professional and age-appropriate, modeling the standards and integrity of a District professional. The same professional expectations apply to using social media as they do in other areas of professional activity within the District.

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- Staff shall adhere to applicable privacy and confidentiality laws (including but not limited to FERPA) and policies when using official District social media sites and platforms. Staff shall carefully review the privacy settings on any social media and networking sites they use as District professionals and exercise care and good judgment when posting content and information. Staff are responsible for the content of any communication they post or send when communicating as employees of the District.
- Staff requesting to set up and use social media sites or platforms for District and education-related purposes may be tasked with being responsible for the content and upkeep of such site(s) or platform(s), including dismantling the site/platform when no longer in use.

**Cross Reference:**

KD - School District Social Media Websites/Platforms

Policy Committee Meeting Minutes

Wednesday, March 8, 2017@ 3:30 PM

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

Visitors: 0

Called to order at 3:30 by Maria Barth.

Maria asked if the agenda could be adjusted and start with Section III – Questions/Discussion. Maria has been reviewing the Vision Statement for the District and wishes that it could be reviewed and revised to include something on science so that future decisions made by the District could be based on science.

Jim suggested that this be brought up to the full Board for discussion as well as be considered when goals are developed for the next year.

Policy BAA – Evaluation of the Board is the current policy for the district, but has been recoded through the NHSBA to BA. Review of the existing policy language and the recommended NHSBA language was discussed and it was decided to keep the existing language, but recode to BA. Two draft procedures were included with the revised policy, BA-R1 Evaluation of School Board and BA-R2 – Individual School Board Member Self-Evaluation Worksheet. Policy Committee reviewed and discussed the suggested procedures and decided to incorporate the BA-R2 – School Board Self -Evaluation with a minor change to one of the questions. It was agreed that this procedure could be used as a tool that could be filled out at the beginning of the year, scored and then filed away and used again at the end of the year, scored and compared. They will also use the evaluation questions presented at the last School Board meeting and create a second procedure to this policy and have it be identified as BA-R1 Evaluation Questions. Both the policy and procedures are ready for a first read.

Policy BBAB – Roles and Duties of the Board Chairperson – This policy has never been formally adopted by the School District, but is used as a guideline when the new Board is nominated. This policy was reviewed and a change made to #2 by adding Vice-Chair to the sentence. This is ready for a first read.

Policy BBA – School Board Powers and Duties – Policy reviewed with no changes. Policy will be updated to reflect date and status.

Policy BEAB – School Board Member Use of Electronic Communication Devices during School Board Meetings – Again this policy was reviewed with no changes and will reflect date and status.

Policy BIB – Board Member Development Opportunities – The policy and procedure were reviewed. A brief discussion ensued resulting in a minor change to the procedure and the addition of a cross reference for re-imbusement guidelines.

Policy BIE – Board Member Indemnification – Policy was reviewed with no changes made. This policy will be updated to reflect date and status.

Meeting ended at 4:30 PM – Next meeting April 12, 2017.

Respectfully submitted,  
Wendy L. DiFruscio