

**Oyster River Cooperative School District
REGULAR MEETING**

February 15, 2023**ORMS – Recital Hall****7:00 PM**

- o. CALL TO ORDER 7:00 PM**
- I. 6:30 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)**
- IV. APPROVAL OF MINUTES**
- Motion to approve 02/01/22 Regular and Non-public Meeting Minutes
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
- B. Board**
- VI. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- Sabbatical Committee Decision update
- B Superintendent’s Report**
- C. Business Administrator**
- D. Student Representative (Paige Burt)**
- E. Finance Committee Report**
- F. Other:**
- VII. UNANIMOUS CONSENT AGENDA *{Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}***
- Mast Way Librarian Letter of Retirement. *Motion to accept the Mast Way Librarian’s Letter of Retirement.*
 - ORMS Maternity Leave of Absence from April 4, 2023 through end of school year and for the 2023-24 school year. *Motion to approve the ORMS Maternity Leave of Absence from April 4, 2023 through end of school year and for the 2023-23 school year.*
- VIII. DISCUSSION & ACTION ITEMS**
- School Resource Officer (SRO) – Role and Responsibilities– Officer Michael Nicolosi
 - List of Policies for first read: BEDH & R – Public Comments at Board Meetings & Procedure, BIB & R – Board Members Development Opportunities & Procedure, EG – District Communication Plan, JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education, Pupils, IHBG – Home Education. *Motion to approve list of Policies for first read: BEDH & R – Public Comments at Board Meetings & Procedure, BIB & R – Board Members Development Opportunities & Procedure, EG – District Communication Plan, JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education, Pupils, IHBG – Home Education.*
 - School Board Self Evaluations
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)**
- XI. CLOSING ACTIONS**
- A. Future meeting dates:** March 1, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall
March 22, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall- **{This meeting moved from March 15th due to Later Voting Day}**
April 5, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall
- 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

**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 additional 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:

- | | |
|---------------------------|----------------------------|
| • Michael Williams, Chair | Term on Board: 2020 - 2023 |
| • Denise Day, Vice-Chair | Term on Board: 2020 - 2023 |
| • Brian Cisneros | Term on Board: 2021 –2024 |
| • Daniel Klein | Term on Board: 2021 - 2024 |
| • Yusi Turell | Term on Board: 2021 - 2024 |
| • Matthew Bacon | Term on Board: 2022 - 2025 |
| • Heather Smith | Term on Board: 2022 - 2025 |

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:

- 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.
- The hiring of any person as a public employee.
- 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.
- 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.
- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

Oyster River Cooperative School Board
Regular Meeting Minutes

February 1, 2023

DRAFT

SCHOOL BOARD PRESENT: Michael Williams, Denise Day, Brian Cisneros, Dan Klein, Yusi Turell, Heather Smith, Matt Bacon

STUDENT REPRESENTATIVE: Paige Burt

ADMINISTRATORS PRESENT: Dr. Morse, Suzanne Filippone, Catherine Plourde, Sue Caswell, Rebecca Noe, Jay Richard, Misty Lowe, David Goldsmith

STAFF PRESENT: Jon Bromley

GUEST PRESENT:

ABSENT:

I. CALLED TO ORDER at 7:00 PM by Michael Williams

II. APPROVAL OF AGENDA

Michael Williams added two items to the "Discussion & Action Items" of the agenda:

- Rescheduling of the March 15th school board meeting
- Additional non-public meeting "Facilities" before "Superintendent Evaluation"

Michael Williams moved to approve the amended agenda, 2nd by Matt Bacon. Motion passed 7-0 with the student representative voting in the affirmative.

III. PUBLIC COMMENTS –

Louis Grondin of Lee and Chairman of Lee Energy (LE) committee was impressed by the middle school's net zero. He said it sets a great example to the state and nation and he hopes many school districts follow this lead. His favorite feature is the parking lot solar array, and he proposed that the district install one at Mast Way Elementary school too. He pointed out it is an ideal roof since it is large and continuous with little obstruction, and he felt that after initial funding it would earn money for many years. Lee residents voted in favor to add a solar array at the Transfer Station with 83% of support, so he felt residents would also support one at Mast Way school.

Donald Anderson of Lee and member of LE committee gave his support for a solar array at Mast Way. He felt it's a long-term investment and now would be the time to get it financed. He added that beyond saving electricity, the district can save money and increase its renewable energy certificate credits. He argued that future taxpaying students are outspoken about renewable energy efforts and looked to the board for support too.

Katrin Kasper of Lee seconded the focus on more energy saving opportunities in the town. She reminded the listening audience that Friday will be the last day to submit your name to run for a school board seat.

Carol Doering of Lee and retired teacher gave her support for the solar array proposal. She pointed out it is a great opportunity to promote educational lessons on energy and sustainability. She credited our community for being resilient and adaptable in the climate crisis.

IV. APPROVAL OF MINUTES

Denise Day moved to approve the January 18th, 2023, Regular Meeting Minutes, 2nd by Brian Cisneros. Motion passed 7-0 with the student representative voting in the affirmative.

Denise Day moved to approve the January 18th, 2023, Non-Public Meeting Minutes, 2nd by Matt Bacon. Motion passed 7-0 with the student representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

David Goldsmith of Moharimet and Misty Lowe from Mast Way provided a kindergarten registration update to families. Between February 6th – 14th residents will be able to register for the 2023-24 school year at either school's front office. Although they will be accepting registrations into fall, early registration is helpful for planning purposes. Paperwork will be shared between the schools with consideration to school proximity, siblings attending, and class size. Placements will be finalized and released in August. If you are currently living in the area, please register your **upcoming kindergartener** at either school during one of the following days/times (note there is an evening and morning option):

- 2/6 - 10-3pm
- 2/7 - 10-3pm
- 2/8 - 10-6pm
- 2/14 - 8-3pm

Misty shared that during the recent Global School Play Day Mast Way carried on its tradition of incorporating play to instruction across the school settings. Progress reports will be going home this Friday and parents should sign and return the envelope. This year there is an emphasis on writing that goes along with the school wide theme of Communication. Students have been participating in letter writing activities to promote handwriting and writing skills. Students formed pen pals, and letters are mailed at the school wide post office and delivered by student post masters.

David shared that Mr. Davis recently spoke to twelve community members about the history and process of maple sugaring to carry on the longevity of the program. Soon, the school will be celebrating Reading Week with a visit by author Jerry Pallotta who will be speaking to all grades. Progress reports will be sent home on Friday, along with STAR reports. Parents, please sign and return the envelope.

Jay Richard of ORMS announced on Feb. 2nd the Grade 5 Music Concert will feature performances by band, chorus, and strings at 7:00pm. Also, on Feb. 2nd the 8th Grade Info Night at ORHS will take place from 6:00-7:30pm. Progress and STAR reports will be sent home this Friday or Monday at the latest. Students can look forward to the Feb. 13th – 17th Kindness Week which will include guest speakers and activities promoting positive interactions. Dean Rubine, coach of ORMS Math Counts, will take twelve qualifying teams to a state tournament this weekend.

Rebecca Noe of ORHS let parents know that the Program of Studies was published last week, and students have until Feb. 17th to request their classes for next year. In March all students will meet individually with their counselor to have the opportunity to review their schedule and make any changes. Rebecca acknowledged Shannon Caron and the counseling team for their recent presentation to the 8th grade. Students were engaged and asked a lot of great questions. In an effort to streamline classes for families of Freshmen, a Program of Studies tailored specifically to 9th Grade will be published soon. Electronic report cards will be available this Friday and Power School directions to access them will be included in this week's newsletter. On Feb. 2nd there will be an 8th Grade Information Night at 6pm in the ORHS auditorium. It will feature a 60-minute presentation followed by a question-and-answer session. Recently the Boys' and Girls' Basketball teams held their Faculty Appreciation Night with exciting wins. Caitlin Klein made a buzzer beater shot and the boys pulled ahead in the last few minutes of their game. Regarding CTE, students currently taking classes will need to reapply for next year. All students will learn about the CTE opportunities during their class meetings, and they will have until Feb. 17th to sign up for a program of study.

B. Board

Heather Smith announced the Moharimet PTO's annual Winter Carnival to take place this Saturday Feb. 4th from 1-4pm at ORHS. It will feature games, a bake sale, a jazz band performance and more. The event is open to anyone in the community and is free of charge.

Denise Day gave a shout out to the communications staff of the ORHS magazine *Mouth of the River*. As always, she was blown away by the quality of the articles.

Chair Michael Williams reflected on bond rates from 3 years ago. Interest rates have gone from 1.9-2.10% at the time of our purchase to 4.71% as of October, which amounts to \$20 million in interest.

VI. DISTRICT REPORTS**A. Assistant Superintendent/Curriculum & Instruction Report(s)**

Suzanne Filippone thanked Shannon Caron and the counselors for all their transition work including their recent 8th grade presentation at ORMS. She was excited to be a part of the planning meetings with Jay Richard and faculty for the upcoming Kindness Week.

Youth Climate Leadership Presentation

Suzanne recognized the Sustainability Club members and thanked them for the work they are doing to make a difference for the local and global community. She thanked Mr. Bromley for his commitment to student enrichment.

Representatives from the ORHS Sustainability Club gave a presentation to the board on their experience at Youth Climate Leaders Academy. Emily Walsh, Abby Owens, Caitlin Lynch, Chloe Hawkes, Grace Webb, Avery Merrill, and Hazel Stasko traveled to Vermont and attended the academy's two-day program on climate-based projects. They collaborated with other schools and accessed mentors with extensive knowledge to tackle challenges related to "Transportation", "Food Waste", and "Education, Outreach, and Engagement." Within those topics they identified issues specific to ORHS and created meaningful ideas for solutions.

For example, idling was identified as an area of concern for transportation. They discussed having no idling signs and information about how harmful it is to the environment. They also looked at the root of the problem, which is the bottleneck effect of the parking lot and drop off/pick up areas. They felt the number of single occupancy cars is contributing to this dilemma and felt it would be helpful to reduce cars and encourage carpooling, bike riding, walking, and bus riding. They plan to survey students to find out why single occupancy vehicle use is predominant in order to further address the issue.

Regarding the topic of food waste, to support sustainable agriculture practices they will be presenting at this week's Community Dinner, which will include locally sourced foods. As far as composting goes, while there have been great efforts to increase composting and reduce contamination there is still more work that needs to be done. They discussed a greater emphasis on education through class presentations, drafting curriculum, and social media. Recently the composting bins were improved with clearer signage and a more noticeable bright green color for better identification. Next, they plan to assist students with sorting to teach and reinforce the practice. Currently the school is in contract with Mr. Fox, a composting facility in Lee, however, they wonder if a more local compost vendor with connections to UNH would be possible. For students to see the final product and know how the soil is being used could result in greater buy in and participation.

Lastly, the group looked at how to address the current culture around school sustainability. They plan to create goals and improve communication by expanding their network and using multiple media forms, as well as focusing on greater collaboration. For example, they are working with the district Sustainability Committee to partner on initiatives, and they plan to improve communication through monthly community newsletters, Instagram, and reaching out to the middle and elementary schools.

Overall, students felt their experience gave them valuable skills, teamwork, collaboration, knowledge, and friendships.

Board members expressed their appreciation to the students for their hard work and Yusi asked if their experience connects to classroom learning. Various students responded by saying that public speaking skills, working with surveys and graphs, and approaching issues through different perspectives are all relevant to ORHS classes, especially in science, math, and social studies.

Suzanne reminded the listening audience of the Community Dinner taking place on Feb. 2nd. Currently there are 250 signed up and there is still time to register.

Suzanne said all kinds of community and curricular work is going on within the district and she thanked all the faculty that are involved. She appreciates the before and after schoolwork taking place for students.

In regard to progress reports, Heather requested a parent guide to understanding the STAR reports.

B. Superintendent's Report

Dr. Morse announced they have advertised for Sue Caswell's replacement and during the next few weeks he will be screening candidates and conducting reference checks. The board can expect a candidate recommendation on March 1st.

Dr. Morse informed the listening audience that in the second semester there will be changes to the grade 5-12 Quick Tip reporting process for concerning behavior. Due to the seriousness of the reports he is receiving, and the number that were not able to be followed up on, he can no longer promise anonymity. The district is mandated by law to report concerning behavior and to do so, he will only honor confidentiality as legally allowable. Statements made on the laptop will be traced to students and parents calling in will need to provide their name so he can follow up on concerns. Although it is a radical change, Dr. Morse feels it is critically important in order to protect students.

Dr. Morse shared his excitement for the upcoming Community Dinner stating how amazing it will be to have over 250 attendees.

C. Business Administrator

Sue Caswell spoke about the progress being made in the conversion to new financial software noting that over 350 hours were spent in training. Although there have been a few hiccups with the new system they have worked through them, and the process gets better each time they run payroll. She thanked employees for being very patient with the new look of their payroll information. Sue recognized Sabrina Lichtenwalner and Tim Gehling for their long days and hard work. She also gave a special thanks to Theresa Proia for stepping in and helping whenever needed. The district is fortunate to have such dedicated employees at the SAU office.

Sue stated the winter storm presented some challenges with systems being strained. Power from generators to boilers were an issue and there were reports of system failures that needed to be reset. Despite the problems encountered, they were able to successfully fix them and reopen school on January 25th. As a result of the storm, improvements to minimize the risk of further winter challenges have been identified. A better communication plan has been discussed and they have appointed a willing and capable staff member to serve as a mechanical specialist.

D. Student Representative Report

Paige Burt reiterated the Community Dinner starting at 5:00pm tomorrow night at ORHS. The cost of the meal is \$8 per person and \$20 per family. Recently, students participated in the 16th annual Poetry Out Loud contest in which Breanna Clough received runner up and Julianna Cun received first place. Last month's announcement of a Lip Sync competition in February should be disregarded since it has been postponed until to March. Student Senate will be holding a community discussion around mental health during the evening of March 2nd. The event will include panel discussions with students and counselors.

E. Finance Committee Report – None provided

F. Other – None provided

VII. UNANIMOUS CONSENT AGENDA – Michael Williams asked if any items needed to be discussed separately and the board had no concerns.

- Policy for second read/adoption: BGA – Policy Development System and Procedure BGA-R – Policy Review/Evaluation/Adoption and Policy for Deletion: BGC – Policy Review and Evaluation.

Michael Williams made a motion to approve the Unanimous Consent Agenda, 2nd by Brian Cisneros. Motion passed 7-0 with the student representative voting in the affirmative.

VIII. DISCUSSION & ACTION ITEMS

School Nutrition Director Letter of Retirement

Nutrition Director Doris Demers submitted a letter of retirement to the district.

Brian Cisneros made a motion to approve the Nutrition Director's Letter of Retirement, 2nd by Matt Bacon.

Brian stated the motion is with great regret.

Yusi Turell gave her deep gratitude to Doris for providing nutritious, sustainable food not only daily but also during a pandemic, and she thanked her for all her hard work over the years serving the district.

Motion passed 7-0 with the student representative voting in the affirmative.

Elementary Assistant Student Service Director resignation

Assistant Student Service Director Brian Ryan submitted a letter of resignation to the district.

Brian Cisneros made a motion to approve the Elementary Assistant Student Service Director Resignation, 2nd by Matt Bacon. Motion passed 7-0 with the student representative voting in the affirmative.

Yusi expressed her gratitude to Brian and his time in the district, highlighting his broader awareness of DEI, SEL, and mental health.

Dr. Morse stated Brian is an incredibly heartfelt person who cares deeply about students and staff, and he will be missed.

Procedures for Management of Electric Vehicle Chargers at OR Middle School.

Dr. Morse explained that as part of the ORMS construction project, six electric vehicle car chargers were installed. They are not commercial high-speed chargers, rather they are equivalent to those one would install at their home. For this reason, they charge at a rate of 30-40 miles per hour on a 48-amp circuit. Dr. Morse felt at this time the chargers have little financial impact to the district, but over time they could become costly. Currently, four staff members at the middle school are using the chargers. They are on a timer that comes on at 6am and shuts down at 5pm. He estimated that at the current usage cost of .36 cents per kwh to be approximately \$2 per day.

Dr. Morse asked the board for their thoughts on whether the district should charge or not charge for electricity use.

Denise Day shared she has no issue with staff and visitors using the charger but showed concern for widespread use by the university.

Dr. Morse shared that Bill Sullivan has volunteered to monitor the charger and keep a register of those using it.

Dan Klein suggested an opportunity for users to donate to the cost using the Titan System as a short-term solution.

Brian Cisneros suggested they continue to set a timer from 6am – 5pm to deter residents and UNH students from using it.

Michael Williams felt that the charger created an equity issue since not all schools have one and not all faculty use one. He proposed they adopt a fee schedule and hoped that down the road district vehicles will use the chargers.

Michael Williams made a motion to charge a rate of \$2 a day to use the electric vehicle chargers at ORMS, 2nd by Matt Bacon. Motion failed 3-4-0 with Michael Williams, Matt Bacon and Dan Klein voting in the affirmative and Denise Day, Brian Cisneros, Yusi Turell and Heather Smith opposing. The student rep voted in the affirmative.

Dr. Morse proposed for Bill Sullivan to monitor the usage rate so they will have a sense of how much and long it is being used. The conversation will be revisited at a future time when they have more information.

Comprehensive Update on Status of School Board Goals and to Identify which Goals to Recommend for Changes.

Suzanne Filippone provided the following update on school board goals:

1. Superintendent Transition – A planning committee has been established and Catherine Plourde has been appointed leader.
2. Communications – Josh Olstad and Genevieve Brown have begun meeting with people and looking at calendars to consolidate and organize a district calendar for a soft launch. A best practices handbook is in the making and an update regarding distribution and training will be provided in spring 2023.
3. Curriculum, Instruction, and Competency-Based Learning & Reporting – Jay Richard is working with faculty for a feedback form that will be from parents and students regarding the changes made to reporting this year. Transition planning work for 8th-9th grade continues and HS competencies have been updated. Competencies for middle school have been reviewed and they are discussing publication.
4. Diversity, Equity, Inclusion, and Justice (DEIJ) – Rachael collected data from teachers to devise professional development plans and put a timeline of PD in place. Her year in review includes performances set by the board as well as the initiatives she has taken on outside the scope of the job. Rachael has established networks and has made presentations at the state level.

In response to board members wanting more information about where the district falls in curriculum review and development, it was suggested that the board receive an overview of scope & sequence followed by a full workshop. Suzanne and Dr. Morse will provide an updated to the current curriculum cycle.

Rescheduling of the March 14th Board Meeting

Chair Michael Williams made the board aware that the newly elected members would not be able to attend the March 14th meeting and suggested moving the date. Denise Day proposed moving the meeting to March 22nd and confirmed the space would be available. Board members discussed the importance of including the new board members and not pushing the meeting out any further than the 22nd.

Denise Day made a motion to move the regularly scheduled board meeting from March 14th to the 22nd, 2nd by Dan Klein. Motion passed 5-0-2 with Yusi Turell and Michael Williams abstaining and the student representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES

The Manifest Committee met and completed the following manifests.

Payroll Manifest #14 Total is \$931,450.71
 Payroll Manifest #15 Total is \$1,152,613.75
 Vendor Manifest #16 Total is \$1,485,949.93

Denise Day shared that the DEIJ committee met last night and held interesting conversations around topics for the spring presentation.

Matt Bacon announced that the district Wellness Committee will hold a Teams meeting on Monday, Feb. 6th at 4pm.

Michael Williams stated that in terms of full year and half year sabbaticals the faculty is generally more interested in half year. For this reason, the board may want to consider changes to that policy.

X. PUBLIC COMMENTS - None provided

XI. CLOSING ACTIONS

A. Future Meeting Dates: February 7, 2023 – Deliberative Session – 7:00 PM MS Recital Hall
February 15, 2023 – Regular Meeting @ 7:00 PM MS Recital Hall
March 1, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall

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

- Facilities (added to the agenda)
- Superintendent Evaluation

NON-MEETING SESSION: RSA 91-A2 I {If Needed}

Michael Williams made a motion to enter into Non-Public Session at 8:45 pm under RSA 91-A:3 II (c), for a discussion surrounding facility use, 2nd by Denise Day. Motion passed 7-0 by roll call vote.

Returned to public session at 9:06 PM.

Michael Williams made a motion to enter into a Non-Public Sessions at 9:07 pm under RSA 91-A:3 II (c), for a discussion surrounding the Superintendent Evaluation, 2nd by Yusi Turell. Motion passed 7-0 by roll call vote.

XIII. ADJOURNMENT:

Heather Smith made a motion to adjourn the meeting at 9:25 pm, 2nd by Brian Cisneros. Motion passed 7-0.

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

Respectfully Submitted,
Karyn Laird, Records Keeper

Oyster River Cooperative School Board
Non-Public Meeting Minutes: February 1, 2023

Michael Williams moved to enter nonpublic session at 8:45 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, 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Michael Williams
Brian Cisneros
Denise Day
Heather Smith
Dan Klein
Matthew Bacon
Yusi Turell

Administrators Present:

Dr. Jim Morse
Sue Caswell

8:45 p.m. - nonpublic session began.

The Board had a discussion pertaining to facility use.

There were no motions during nonpublic session.

The Board returned to public session at 9:06 PM.

Oyster River Cooperative School Board
Non-Public Meeting Minutes: February 1, 2023

Michael Williams moved to enter nonpublic session at 9:07 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, 2nd by Yusi Turell. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Michael Williams
Brian Cisneros
Denise Day
Heather Smith
Dan Klein
Matthew Bacon
Yusi Turell

Administrators Present:

9:07 p.m. - nonpublic session began.

The Board had a discussion pertaining to the superintendent evaluation.

There were no motions during nonpublic session.

The Board returned to public session at 9:25 PM.

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Suzanne Filippone
DATE: February 14, 2023

RE: Sabbatical Proposal

The Oyster River Sabbatical Process began in October with the committee convening for their first meeting. On December 8, 2022, all professional staff were provided a packet of application materials and encouraged to consider applying. Reminders of the process were emailed regularly inviting eligible staff to apply. The deadline for sabbatical applications was January 15, 2023. The Sabbatical Committee began the process of reviewing applications on January 19, 2023. The committee (listed below) was made up of 4 teacher representatives, 4 building administrators, 1 central office administrator and a school board representative. Three half-year sabbatical proposals were reviewed.

The policy allows the Board to approve up to 2 sabbaticals per year with a maximum of 1 of those being a half-year. After careful consideration the committee is pleased to recommend Jennifer Weeks for a half-year sabbatical.

Jen's proposal for a fall semester, half year sabbatical, focuses on the Advisory program at the high school. As a standing member of the ORHS Advisory Committee and a Faculty Advisor, Jen has experience creating and providing daily plans for grade level Advisory as well as implementing programming. Her work on the committee led her to the proposal to fill the need for a comprehensive program that is competency-based and aligned with the Advisory Mission, Vision of a Graduate, building goals (NEASC accreditation), and with the Oyster River experience. To engage in the project Jen will be collaborating with staff and students; specifically Shannon Caron and the HS Counseling Department. Jen will be spending her semester evaluating programs, collecting feedback from staff and students, meeting with Counseling, and building a curriculum for each grade level. From here the Advisory Committee would continue to evaluate the program and make any updates or revisions as necessary.

The Sabbatical Committee recommends Jen Weeks for a half year sabbatical in 2023-2024.

The Committee:

Chris Hall, ORMS teacher representative
Kara Sullivan, ORHS teacher representative
Ellen Ervin, Moharimet teacher representative
Felicia Sperry, Mast Way teacher representative
Bill Sullivan, ORMS Administrator
Mark Milliken, ORHS Administrator
Misty Lowe, Mast Way Principal
David Goldsmith, Moharimet Principal
Michael Williams, ORCSD School Board Representative
Suzanne Filippone, SAU Administrative Representative

Summarizing the School Resource Officer Position





Traffic

- Monitor driving behaviors
- Cut down departure time
- Safer environment for vehicles, walkers, and cyclists
- Traffic planning for the new parking lot
- Investigate accidents
- Improper parking during pick-up/drop-off
- Speak with unsafe drivers
- Buses
- Parking issues
- Special Events (Vaccination Clinics, Voting, Graduation, etc.)

Safety

- Building familiarization
- Appearance as a deterrent
- Emergency Operation Plans
- Reunification Plan
- Emergency Classroom Flipchart
- Drills
- Liaison between school and emergency services
- Safety PLC Group
- “Swatting Calls”
- Alert ORCSD to threats in the area
- Medical calls
- ORCSD property
- Tested PD/FD radios
- Handheld school radios
- Missing students
- Schoolboard meetings
- SAU safety concerns
- Student concerns

Trainings Provided to Staff

- Conducted several tabletop exercises. One was with ORCSD staff, SCSO, DFD, and DPD
- ALICE trainings for all four schools
- Helped train DPD staff in emergency video

Trainings Attended

- Behavior Threat Assessment
- Active Shooter Preparedness
- De-escalation Training
- Bomb Threat Management
- Child Sexual Abuse Prevention and Intervention
- Social Media Trends
- School Violence
- Ethics
- Cyber Safety
- Cyberbullying
- Addiction Summit
- Students in Distress
- Youth Mental Health First Aid
- Effective Police Interactions with Youth
- Vaping Unveiled
- Strategies For Youth
- Teen Driving Distractions
- Difficult Conversations
- Understanding Implicit Bias



Internet Safety

Cyberbullying

Forensic Classes

Fourth Amendment (Search and Seizure)

Drugs, Alcohol, and Other Substances

Seniors and College

Driver's Education

Education

Relationships

- Truancy
- Teachers/Counselors
- Parents
- Students
- Traffic Violations
- Bicycle Rodeos
- 8th Grade DC Trip
- Recess/gym classes
- Student/faculty games
- Office at ORHS
- Uber service
- Introduce officers to the buildings and students
- Ride along
- Assist administrators in investigative techniques
- Community service opportunities
- Class fundraising
- Scholarship
- Coordinate cruiser escorts for State Championship Teams



Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
February 15, 2023 - First Read

Title	Code
Policies for First Read	
Public Comments at Board Meetings	BEDH
Procedure	BEDH-R
Board Member Development Opportunities	BIB
Procedure	BIB-R
District Communication Plan	EG
Access to Public School Programs by Non-Public, Charter Schools & Home Education Pupils	JJJ
Home Education	IHBG
Policies for Second Read/Adoption - Unanimous Consent	
Policies for Deletion/Replacement	
Policies in Process	
Discipline Polices to be reviewed	JIDD
Graduation	IKF
Early Graduation	IKFA
Website Accessibility and Grievance	KEE

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDH
School Board/Superintendent Revisions: January 13, 2014 Annual Policy Committee Review: April 19, 2017, 4/11/18, 5/5/21-No Change Policy Committee: September 9, 2021 School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 School Board Annual Review: April 6, 2022 Policy Committee Review: January 12, 2023 & 2/9/23 School Board First Read: February 15, 2023	Page 1 of 1 Category: Recommended

PUBLIC COMMENT AT BOARD MEETINGS

The primary purpose of the Oyster River Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The public is encouraged to attend all public meetings of the Board. However, the public is not allowed to participate in public Board meetings except during public comments. The Board will allow public comments at regular public meetings [and workshops](#).

Public comments can be limited by the Chairperson in order to accomplish the agenda in a timely manner. For the School Board to conduct its meetings properly and efficiently, and in order to assure that persons who wish to appear before the Board may be heard, it is expected that the following will guide public comments at Board meetings:

1. Consistent with RSA 91-A:3, Policy BEDB-[Agenda Preparation & Format](#), and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding district staff will be directed to the Superintendent.
2. [Consistent with RSA 189:74, public comment can happen anytime within 30 minutes of the start of public comment, even when after the Board has moved on to other topics. Additionally, the required 30-minute limit minimum only applies to the first public comment period at any meeting if more than one comment period is on the agenda.](#)
23. All speakers are to conduct themselves in a civil manner. Obscene, slanderous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege of address if the speaker does not follow this rule of order. [Individuals who may speak during Public Comment includes, residents of the District, students, and parents or guardians of students who attend District schools and students.](#)
34. [Other](#) Non-residents who wish to speak will be required to receive authorization from the Board Chair prior to the meeting.
45. Speakers may not delegate others to speak on their behalf or "give" time to other speakers.
6. [Consistent with RSA 189:74: I and in the interest of protecting personally identifiable information \("PII"\) as well as other confidential information, comments \(including complaints\) regarding individual students, volunteers, or employees \(other than the Superintendent\) should be directed to the Superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in Board Policy KEB-Public Complaints about School Personnel, Employees, Students or Administration to the School Board.](#)

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

Legal Reference:

RSA 91-A:2, Meetings Open to Public
RSA 91-A:3, Non-Public Sessions

Cross Reference:

BEDH-R & R1 – Public Comment Procedure & Sign-in Form
BEA – Regular Board Meetings
BEC – Non-Public Sessions
BEDB – Agenda Preparation and Format
KEB – Complaints about School Personnel

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	BEDH-R
Policy Committee: September 9, 2021 School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 Policy Committee Review: January 12, 2023 & 2/9/23 School Board First Read: February 15, 2023	

PUBLIC COMMENTS AT BOARD MEETINGS - PROCEDURE

The Oyster River Cooperative School Board values public input to the School Board through public comment time during School Board meetings as well as communications by email, letter, and other means.

In Public Comments, the School Board seeks to:

1. Include comments from as many Oyster River community members [and parents or guardians of students who attend as possible-District schools](#) in the time allotted for public comments. ~~(tuition student families may speak to issues related to the building in which their child attends).~~
2. Ensure multiple positions are reflected in public comments.
3. Maintain respectful deliberation of school district matters.

To facilitate these goals, the following procedure is established:

Public Comments are included ~~in~~ [on](#) the agenda of the Regular [and Workshop meetings of the](#) School Board [at which a quorum is present meetings.](#) ~~Public Comments will generally not be included in the agenda for Workshop meetings of the School Board, additional meetings of the School Board (meetings outside of the usual twice monthly business meetings), nor for subcommittee meetings of the School Board.~~ This procedure does not apply to [emergency meetings](#), Annual Meetings of the District (which are the responsibility of the Moderator), nor to Public Hearings.

Public Comments are generally expected to be Individual comments. Group presentations will generally not be permitted outside of the time afforded to each individual speaker during Public Comments. Speakers are discouraged from consecutively reading verbatim a lengthy written statement. [Individuals who may speak during Public Comment includes residents of the District, parents or guardians of students who attend District schools and students.](#)

[Other Non-residents who wish to speak will be required to receive authorization from the Board Chair prior to the meeting.](#)

Individuals who wish to speak at the School Board meeting may be required to indicate their interest in speaking by signing-in prior to the start of the meeting. Sign-in may require names, home address, and topic(s) for comments. Alternatively, the School Board Chair may solicit information in other ways based on attendance at the beginning of the meeting.

The School Board Chair is responsible for managing time during Public Comments. Public Comments will typically be limited to 3 minutes per person, though the Chair may reduce that time if the number of speakers is 10 or more. Generally, no more than 18 speakers will be accommodated in any 30-minute public comment period.

As an agenda item, Public Comments may be extended ~~or restricted~~ by action of the Board in the modification and approval of the meeting Agenda. [Restricting Public Comment time at Regular meetings should only happen in unusual circumstances.](#)

Individuals speaking during Public Comments may not delegate or assign their time to another individual.

Individuals preventing others from speaking or being heard or disrupting the School Board meeting outside of their designated public comment time may be directed by the Chair to leave the meeting.

Legal Reference:

RSA 91-A:2, Meetings Open to Public
 RSA 91-A:3, Non-Public Sessions
[RSA 189:74: Public Comment](#)

Cross Reference:

BEDH – Public Participation at a Board Meeting

BEDH-R1

BEA – Regular Board Meetings

BEC – Non-Public Sessions

BEDB – Agenda Preparation and Format

KEB – Complaints about School Personnel

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BIB Previously: BHB
Date of Adoption: June 15, 1988 Date of Revisions: 3/19/97, 4/21/99, 11/18/99 Review School Board First Read: November 7, 2012 School Board Second read/Adoption: November 14, 2012 Review by Policy Committee – January 12, 2023 & 2/9/23 School Board First Read: February 15, 2023	Page 1 of 1 Category: Recommended

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Oyster River School Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall attempt to plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in School Board Association conferences, workshops, and conventions.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

~~In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures;~~

- ~~1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.~~
- ~~2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.~~
- ~~3. Board members shall be reimbursed their expenses in attending approved development opportunities.~~
- ~~4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.~~

School board members are encouraged to attend workshops presented by the state and national school boards associations.

Cross Reference:

BIB-R - Board Member Development Opportunities

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BIB-R Previously: BHB
Date of Adoption: June 15, 1988 Date of Revisions: 3/19/97, 4/21/99, 11/18/99 School Board: November 14, 2012 Review by Policy Committee: January 12, 2023 & 2/9/23 School Board First Read: February 15, 2023	Page 1 of 1

BOARD MEMBER DEVELOPMENT OPPORTUNITIES - PROCEDURE

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures;

- School board will be made aware of conferences, conventions, and workshops. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
- Board members shall be reimbursed their expenses in attending approved development opportunities.
- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Cross Reference:

BIB – Board Member Development Opportunities
DKC – Expense Reimbursement

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EG
Policy Review: February 9, 2023 School Board First Read: February 15, 2023	Page 1 of 2 Category: Recommended

District Communication Plan

The Oyster River Cooperative School Board's objective is to improve internal and external communications by providing clarity and consistency in school communications amongst stakeholders. ~~The Board directs the District will have the Superintendent or designee/Communication Specialist to prepare a Communications Plan, that addresses at least the following:~~

- ~~1. Plan goals and general provisions – identifies the general goals of the Plan, identifies the multiple audiences/recipients of District communication, and identifies the available methods and modes of communication with some consideration of the pros and cons of each.~~
- ~~2. Implementation – describes how components of the Plan will be implemented and will specify which staff members are responsible.~~
- ~~3. Communication to Internal Stakeholders – describes how to best communicate general or specific information to staff, students, and volunteers.~~
- ~~4. Communication to External Stakeholders – describes how to best communicate with external stakeholders (i.e., parents, the community, parent groups, other districts, etc.).~~
- ~~5. Crisis Communications Plan – coordinates the Communication Plan to the relevant provisions of the District Crisis Prevention and Response Plan and site-specific Emergency Operations Plans prepared under Board policy EBCA, including staff responsibilities, training requirements, communication tools, media plans, and message-specific templates.~~
- ~~6. School Cancellations – outlines protocols for communicating a school day cancellation, delay, or early release due to inclement weather or other emergency reasons as provided by Board policy EBCD.~~
- ~~7. Off-campus School activities – outlines how to best communicate incidents or emergencies that occur while students are off campus on field trips or travel sporting events (i.e., anywhere that students are transported by the District).~~
- ~~8. Recommendations – outlines suggestions and recommendations relating to infrastructure or resources for future improvements to communication channels.~~
- ~~9. Other – Such other information, recommendation and provisions the [Superintendent, deemed appropriate.~~

Biennial Annual Review and Update

The Superintendent and/or designee shall ensure that the Communication Plans and all procedures and protocols adopted pursuant to this policy are reviewed ~~no less than every two (2) years~~ annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board, ~~no later than the start of each school year.~~

Cross References:

Procedure EG-R – District Communication Plan

Policy BHC – Board-Employee Communication

Policy EBCA – Emergency Plans

Policy EBCD – Emergency Closing

Policy IJO – School, Family and Community Partnership

Policy JRB – Confidential Student Information

Policy KD – School District Social Media Website/Platform

Policy KEB – Public Complaints about School Personnel, Employees, Students or Administration to the Board

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EG-R
Policy Review: February 9, 2023	Page 1 of 2
<u>School Board Review: February 15, 2023</u>	Category: Recommended

District Communication Plan

The Oyster River Cooperative School Board's objective is to improve internal and external communications by providing clarity and consistency in school communications amongst stakeholders. ~~The Board directs the District will have the Superintendent or designee/Communication Specialist to prepare a Communications Plan that addresses at least the following:~~

1. Plan goals and general provisions - identifies the general goals of the Plan, identifies the multiple audiences/recipients of District communication, and identifies the available methods and modes of communication with some consideration of the pros and cons of each.
2. Implementation – describes how components of the Plan will be implemented and will specify which staff members are responsible.
3. Communication to Internal Stakeholders – describes how to best communicate general or specific information to staff, students, and volunteers.
4. Communication to External Stakeholders – describes how to best communicate with external stakeholders (i.e., parents, the community, parent groups, other districts, etc.).
5. Crisis Communications Plan – coordinates the Communication Plan to the relevant provisions of the District Crisis Prevention and Response Plan and site-specific Emergency Operations Plans prepared under Board policy EBCA, including staff responsibilities, training requirements, communication tools, media plans, and message-specific templates.
6. School Cancellations - outlines protocols for communicating a school day cancellation, delay, or early release due to inclement weather or other emergency reasons as provided by Board policy EBCD.
7. Off-campus School activities - outlines how to best communicate incidents or emergencies that occur while students are off campus on field trips or travel sporting events (i.e., anywhere that students are transported by the District).
8. Recommendations - outlines suggestions and recommendations relating to infrastructure or resources for future improvements to communication channels.
9. Other - Such other information, recommendation and provisions the [Superintendent, deemed appropriate.

Biennial Review and Update

~~The Superintendent and/or designee shall ensure that the Communication Plans and all procedures and protocols adopted pursuant to this policy are reviewed no less than every two (2) years and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.~~

Cross References:

- Policy EG – District Communication Plan
- Policy BHC – Board-Employee Communication
- Policy EBCA – Emergency Plans
- Policy EBCD – Emergency Closing
- Policy IJO – School, Family and Community Partnership
- Policy JRB – Confidential Student Information
- Policy KD – School District Social Media Website/Platform
- Policy KEB – Public Complaints about School Personnel, Employees, Students or Administration to the Board

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJJ
Review by Policy Committee: February 9, 2023	Page 1 of 2
School Board First Read: February 15, 2023	Category: Priority

ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS

All Oyster River Cooperative School District pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools (collectively, “non-enrolled district students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

A. Equal Access to District Courses and Programs.

Non-enrolled district students will have the same access as do enrolled students to the District’s courses and programs. Non-enrolled district students shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students. Non-enrolled district students, however, must meet the same eligibility criteria as the District’s students as described in paragraph B below.

The district allows non-enrolled district students to participate on an equal basis in courses and programs offered by the district provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled district students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria the course/program remains overenrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in district programs, then they may appeal as outlined in Board policy JJA – [Student Activities, Clubs and Organizations](#)

Participation in Curricular Courses.

In order to participate in the District’s curricular courses, non-enrolled district students must meet the eligibility criteria that applies to students enrolled in the school district. The building Principal will provide this eligibility criteria to parents or guardians of non-enrolled district students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the school district.

The Principal will determine if a non-enrolled district student has satisfied eligibility criteria and prerequisites in the same manner as they would for determining whether a course satisfies requirements for awarding credits as outlined in Board policy IK-[Earning of Credits](#).

In making the determination, the Principal should consider home education evaluation materials (see RSA 193-A:6, III), course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student.

Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Student Services Director. If a dispute arises between the parent/guardian and the District as to the pupil's right to these services, the Student Services Director shall inform the Superintendent, who shall consult the District's attorney for a legal opinion.

B. Use of School Texts and Library Materials.

Non-enrolled district students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJJ
Review by Policy Committee: February 9, 2023	Page 2 of 2 Category: Priority

C. Participation in Activities and Co/extra-curricular Programs.

Requests by non-enrolled district students for participation in District co-curricular/extra-curricular activities or programs (“activities”) shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity of non-enrolled district students relative to their participation in District activities.

In order to participate in District activities, non-enrolled district students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school district, with the exception of school attendance;
2. Meet any tryout/audition criteria or their equivalent for participation in the activity that apply to students enrolled in the school district as outlined in Board policy JJA-Student Activities, Clubs and Organizations; and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity as outlined in Board policy JJA-Student Activities, Clubs and Organizations.

Non-enrolled district students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

D. Appeals.

Any student/parent/guardian who believes that the district’s policies/regulations or the State’s laws/regulations pertaining to a non-enrolled district student’s access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

If the original decision being appealed was made by the Principal, then the “Principal” as used in steps 1-4 shall refer to the “Superintendent”, and the Superintendent’s decision shall be final. Step 5 shall not apply.

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of their decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal’s email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal’s decision should not be upheld. The Superintendent may decide without further information to uphold the Principal’s decision, or may determine a further meeting is necessary. In either event, the Superintendent’s decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal’s decision will be final as of the fourth day after the Principal’s written decision was transmitted to the parents/guardians.

Cross Reference:

Policy IHBG – Home Education
Policy IK – Earning of Credit
Policy JJA – Student Activities, Clubs and Organizations

Legal References:

RSA 193:1-c, Access to Public School Programs by Nonpublic...Pupils.
RSA 193-A:6, (Home Education), Records; Evaluation

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBG
Date of adoption: January 3, 2007 Policy Committee Review: October 10, 2018 School Board First Read: October 24, 2018 School Board Second Read/Adoption: November 7, 2018 School Board First Read: February 15, 2023	Page 1 of 3 Category: Recommended

HOME EDUCATION

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six (6) and eighteen (18) years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District.

A. Notices Required for Commencement of Home Education Program.

1. Notice for Students Withdrawing from District.

State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the Oyster River Cooperative School District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone or in writing, at the parent/guardian's election.

2. Written Notice of Program Required.

In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program either (at the parent/guardian's election) to the New Hampshire Department of Education, the Superintendent of the resident district, or to any non-public school principal.

The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.

Upon request, the Superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.

3. No Annual Notice Required.

Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.

B. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements. Some of the evaluation options available to parents/guardians under that statute and rules can involve District/Superintendent assistance, including, for instance, any state student assessment used by the District, or any other "valid" measurement tool mutually agreed upon by the parent/guardian and the Superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBG
Date of adoption: January 3, 2007 Policy Committee Review: October 10, 2018 School Board First Read: October 24, 2018 School Board Second Read/Adoption: November 7, 2018 School Board First Read: February 15, 2023	Page 2 of 3 Category: Recommended

Parents/guardians seeking to utilize evaluation services through the Superintendent, should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

No fee will be required by the District when a parent uses evaluation services provided by the District.

C. Records.

The District shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the Superintendent shall maintain a list of all home education programs for which the Superintendent, as participating agency, has received notice. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom programs were established.

RSA 193-A:6, I - requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for 2 years from the date of the ending of the instruction.

For evaluations which are not provided by the District, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III.

D. Re-enrollment into the School District.

Parents/Guardians deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements and are subject to the same appeal process.

Parents/Guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home-schooling level of achievement and the scope and sequence of the District's curriculum.

All students are subject to same age, performance and prerequisite standards for admission to courses and co-curricular activities and are to maintain district/school standards to include but not limited to behavior, attendance, and class performance for purposes of grading and credit issuance. For courses requiring prerequisites, student will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. School personnel will discuss with parents' alternative ways to demonstrate achievement. Final determination of qualifications to enroll will be made by the building principal.

E. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the State to be eligible for a certificate or diploma.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBG
Date of adoption: January 3, 2007 Policy Committee Review: October 10, 2018 School Board First Read: October 24, 2018 School Board Second Read/Adoption: November 7, 2018 School Board First Read: February 15, 2023	Page 3 of 3 Category: Recommended

~~F. — Participation in school curricular and co/extra-curricular activities.~~

~~Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in District curricular and co/extra-curricular programs— established consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.~~

Cross Reference: [IIIJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils.](#)

Legal References:

- RSA 193-A, Home Education
- RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
- RSA 193:1-a, Dual Enrollment
- RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils
- NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

To: OR School Board
From: Michael Williams, Board Chair
Date: February 8, 2023
Re: **School Board Self Evaluation**

For School Board discussion 15 February 2023

Dear Board Members:

Our annual self-evaluation of the school board as required by policy BA is on the agenda for our February 15, 2023 meeting. The latest board annual goals update from February 1 and Procedure BA-R1 are attached. BA-R1 which outlines questions we have used in the past for this discussion. You may also review Procedure BA-R2 individually.

I will follow the following process for discussion, unless the Board decides differently:

1. Individual observations on Board effectiveness, productivity, priorities, and overall outcomes with each board member given the opportunity to speak once. I encourage the board to approach this without responding directly to earlier comments (except to note agreement where applicable). Please consider offering ways you think we could do better *as a board* next year, as opposed to actions of specific members.
2. Roundtable discussion on any specific topics that were voiced by multiple board members or which we would like to discuss in greater detail.

I expect that 30 minutes should be sufficient for this discussion.

Please consider the following areas of our responsibility in your comments:

- Fiscal governance, financial planning, budget process, reserve funds, fund balance, capital planning, and tax impact.
- Superintendent oversight.
- Policy development and management.
- Preparation for budget hearing and deliberative session.
- Priorities the school board did *not* address.
- Frequency, length, structure, and content of board meetings.

Some specific subject areas where the board has been particularly active over the last year have been:

- Operations planning for 2022-2023 school year.
- Opening new Oyster River Middle School building and grounds.
- Direction and oversight of Communications, DEI, and Competency-Based-Learning and Evaluation via board annual goals and strategic plan.
- Fiscal management and budget preparation.

I look forward to this conversation on February 15.

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.

2022-2023 Oyster River Cooperative School Board Goals Update

Last updated: January 26, 2023

Theme	Goal	Progress	Next Step	Completion
1: Supt Transition	1.1: Develop a process and timeline for the superintendent search with board approval of the search plan by April 30, 2023.	Planning committee (SSPC) established and have been meeting. NESDEC determined as search firm. Catherine Plourde identified as contact/point person for the district.	Meet in March/April with NESDEC to set up parameters of the search.	
2: Communications	2.1 Hire a Communications Employee	Genevieve Brown joins the District on October 24, 2022.		October 24, 2022
	2.2: Web site update to ensure all orcsd.org web content is current and improve navigation. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023 with feedback period. Complete full launch by April 1, 2023.	Josh Olstad and Genevieve Brown has completed investigating options. District determined Campus Suite as new website host. Updated timeline, finished draft by April 20, 2023, and launch by June 19, 2023.	Validate content, decide on site mapping and design, and migrate information.	Spring 2023
	2.3: Consolidate and organize district calendars. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023. Complete full launch by April 1, 2023.	Genevieve and Josh will work together to accomplish this work. Continuing to do this. Gen is processing update requests from schools. Josh to send to Campus Suite – same timeline as website.	Map calendars and consolidate information for soft launch.	Spring 2023
	2.4: Best practices guidelines/handbook and/or templates for teachers created and distributed by February 1, 2023.	Genevieve started gathering templates and research in December 2022.	Consolidated best practices and templates based on specific building needs. Delivery by end of February. Handbook to follow.	Spring 2023

Theme	Goal	Progress	Next Step	Completion
	2.5 Train staff in Best Practices and guidelines by June 30, 2023.	Genevieve will begin this work once guidelines are in place.		
	2.6 Inventory Oyster River Related Social Media Platforms by June 30, 2023.	Genevieve, Josh and Suzanne will do this inventory together. Genevieve has populated a spreadsheet inventory with 92 different accounts		

Theme	Goal	Progress	Next Step	Completion
3: Curriculum, Instruction, and Competency-Based Learning & Reporting	3.1: The School Board will review student and parent response to ORMS reporting changes based on 1 st semester feedback and identify next steps in ORMS reporting by March 31, 2023.	Changes have been made to MS reporting format and a meeting with parents will be scheduled after the marking period on November 7 th .	Feedback will be gathered at end of 1 st ranking period. Presentation to School Board about results by March 31, 2023.	February 15, 2023
	3.2: Share how competencies are used and reporting occurs between the middle school and high school with students and parents, so they are prepared as they make the transition to high school, including a report to the School Board by March 31, 2023.	October meeting scheduled with Suzanne, Becca, and Jay to begin process. January and February meetings with Suzanne, Jay, Becca, Shannon and Stephanie regarding 8 th grade transition.	Report to School Board by March 31, 2023.	
	3.3: Competencies for each class/course for grades 5-12 will be updated on the ORCSD website by December 30, 2022.	All competencies have been reviewed and updated as needed for courses.	Middle School is working with Genevieve to determine format due to website migration.	HS completed
	3.4: Study position (and direction if known) of peer school districts regarding dissemination of competencies and relationship between competencies and reporting at the elementary, middle, and high school levels with report to the School Board by May 31, 2023.	Suzanne is reaching out to peer school districts to gather further information.	On-going with data collection by Suzanne.	

4: Diversity, Equity, Inclusion, and Justice (DEIJ)	4.1: School Board review of proposed metrics/goals with DEIJ Coordinator by 2 nd meeting in December.	Completed and presented to School Board by Rachael and Jim on January 18, 2023.	Done. DEIJ Coord. & Superintendent completed goals & metric	January 18, 2023
	4.2: Hold year-in-review school board workshop with administrators and DEIJ Coordinator in June 2023.	No action yet	Year in review in June	

2022-2023 Oyster River Cooperative School Board Goals

Approved by the Oyster River School Board on July 20, 2022.

The School Board establishes these goals to define and communicate priorities and to guide its work throughout the school year. These goals will be reviewed in the School Board's annual self-evaluation. Goals may align and support the strategic plan or may target other timely matters of district interest.

The goals are presented in priority order with Theme 1 deemed most important.

Theme 1: Superintendent Transition

- Rationale: Hiring an outstanding superintendent is one of the School Board's three core functions (along with fiscal and policy management). While this will not be the most time consuming of the 2022-2023 goals, an effective superintendent search in 2023-2024 is critical to the future success of the district.
- Strategic Plan Sections:
 - *Succession plan*: By 2024, a succession plan will be developed and approved by the School Board for the Superintendent's transition.
- **Goal 1.1: Develop a process and timeline for the superintendent search with board approval of the search plan by April 30, 2023.** This may be accomplished by appointment of an *ad hoc* school board subcommittee and may include contacting outside resources to inform the recommendation.
 - Leadership responsible: School Board, committee appointees
 - Contributors: Superintendent

Theme 2: Communications Rationale: Communications has been a topic of Board concern for several years. Effective communication is a necessary enabler for the Board's other goals and for the district to work well with students, parents, staff, and community members.

- Strategic Plan Sections: Not applicable.
- **Goal 2.1 Hire a Communications Employee**
 - Leadership responsible: Superintendent, Assistant Superintendent, Technology Integrators, IT Director
- **Goal 2.2: Web site update to ensure all orcsd.org web content is current and improve navigation. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023 with feedback period. Complete full launch by April 1, 2023.**
 - Leadership responsible: School Board, Superintendent, Assistant Superintendent, IT Director, Communications Employee and/or Consultant
 - Contributors: Principals, Department Directors, Tech Integrators
- **Goal 2.3: Consolidate and organize district calendars. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023. Complete full launch by April 1, 2023.**
 - Leadership responsible: Superintendent, IT Director, Assistant Superintendent, Communications Employee and/or Consultant

- Contributors: Principals, Department Directors, Tech Integrators
- **Goal 2.4: Best practices guidelines/handbook and/or templates for teachers created and distributed by February 1, 2023.**
 - Leadership responsible: Superintendent, Assistant Superintendent, IT Director, Communication Employee and/or Consultant
 - Contributors: Tech Integrators
- **Goal 2.5 Train staff in Best Practices and guidelines by June 30, 2023.**
- **Goal 2.6 Inventory Oyster River Related Social Media Platforms by June 30, 2023**
 - Leadership responsible: School Board, Superintendent, Assistant Superintendent, IT Director, Communication Employee and/or Consultant
 - Contributors: Principals, Department Directors, Tech Integrators

Theme 3: Curriculum, Instruction, and Competency-Based Learning & Reporting

- Rationale: Teaching students is at the core of the District’s mission and vision. We create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and teachers alike feel it is safe to take creative risks; and where every member of our community is known and valued. We should be constantly updating instructional practices to align with latest research.
- Strategic Plan Sections:
 - *ORMS Goal 4:* By June 2024, students will participate in competency-based education with a greater understanding and depth to their learning to support high school aspirations.
 - *ORHS Goal 3:* The high school staff and administration will continue work on competency-based education, including the review and posting of competencies. In addition, there will be in-depth discussions with the Board and community about the principles, methods, and direction of this CBE work. These discussions will form a foundation for the delineation of future goals.
- **Goal 3.1: The School Board will review student and parent response to ORMS reporting changes based on 1st semester feedback and identify next steps in ORMS reporting by March 31, 2023.**
 - Leadership responsible: School Board, Assistant Superintendent, Principal
 - Contributors: Teachers, MS Parents, Tech Integrators
- **Goal 3.2: Share how competencies are used and reporting occurs between the middle school and high school with students and parents, so they are prepared as they make the transition to high school, including a report to the School Board by March 31, 2023.**
 - Leadership responsible: School Board, Assistant Superintendent, Principals
 - Contributors: Assistant Principals, Counselling Departments (MS and HS)
- **Goal 3.3: Competencies for each class/course for grades 5-12 will be updated on the ORCSD website by December 30, 2022.**
 - Leadership responsible: Assistant Superintendent, Principals, IT Director
 - Contributors: Faculty

- **Goal 3.4: Study position (and direction if known) of peer school districts regarding dissemination of competencies and relationship between competencies and reporting at the elementary, middle, and high school levels with report to the School Board by May 31, 2023.**

Leadership responsible: School Board, Superintendent, Assistant Superintendent, Principals

Theme 4: Diversity, Equity, Inclusion, and Justice (DEIJ)

- Rationale: With proposed hiring of a DEIJ Coordinator, the board will continue to engage with the Administration, Coordinator, staff, students, and community to refine objectives and evaluation of DEIJ work in the district.
- Strategic Plan Sections:
 - *Equity & Inclusion Goal 6a:* By 2024, K-12 curriculum will be inclusive with respect to content and student experience, embracing and affirming all social identities among students and staff.
 - *Equity & Inclusion Goal 6b:* By 2024, the ORCSD will have increased staff diversity while assuring a welcoming, inclusive environment free of harassment and discrimination.
- **Goal 4.1: School Board review of proposed metrics/goals with DEIJ Coordinator by 2nd meeting in December.**
 - Leadership responsible: School Board, Superintendent, Assistant Superintendent, DEIJ Coordinator
- **Goal 4.2: Hold year-in-review school board workshop with administrators and DEIJ Coordinator in June 2023.**
 - Leadership responsible: School Board, Superintendent, DEIJ Coordinator