

**Oyster River Cooperative School District
EMERGENCY MEETING**

May 6, 2020**Remote Meeting****7:00 PM****o. CALL TO ORDER (7:00 PM)****I. ~~MANIFEST REVIEW REVIEWED PRIOR TO SCHEDULED MEETING~~****II. APPROVAL OF AGENDA****III. PUBLIC COMMENTS: Please see information below****IV. APPROVAL OF MINUTES**

- Motion to approve 4/15/20 regular 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**

- New MS Presentation by Architect & Construction Manager
- List of "B" Policies for Annual Review
- Remote Learning Update
- Superintendent/Asst. Superintendent Contracts

C Business Administrator**~~D. Student Senate Report:~~****~~E. Other:~~****VII. DISCUSSION ITEM**

- Finance Committee: Questions from the Board

VIII. ACTIONS**A. Superintendent Actions****B. Board Action Item**

- Motion to approve annual review of "B" Policies.
- Motion to approve 2020-21 Superintendent's and Assistant Superintendent Contracts.
- Motion to approve ORHS Maternity LOA from May 2020 – September 25, 2020.
- Motion to approve the nomination of the ORHS Assistant Special Education Director for 2020-21.
- Motion to authorize Michael Williams to write a proclamation to our employees.

~~IX. SCHOOL BOARD COMMITTEE UPDATES~~**~~A. Manifest Reviewed and Approved by Manifest Subcommittee.~~****~~X. PUBLIC COMMENTS:~~****XI. CLOSING ACTIONS**

- A. **Future meeting dates:** 5/20/20 – Regular Emergency Remote Board Meeting – 7:00 PM
6/03/20 – Regular Emergency Remote Board Meeting – 7:00 PM

~~XII. NON-PUBLIC SESSION: RSA 91 A:3 II {If Needed}~~**~~NON-MEETING SESSION: RSA 91 A:2 I {If Needed}~~****XIII. ADJOURNMENT:**

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

**Respectfully submitted,
Superintendent**

Virtual Location:

<https://www.orcsd.org/stream>

Microsoft Teams Audio

Conference: [tel:+1 603-766-5646](tel:+1603-766-5646)

Conf ID: code: 461362#

"

If you experience technology problems on the broadcast end, please notify us using orcsd-video@orcsd.org or via telephone # 603-280-4202.

Please note that we cannot assist you if the technology problem is on your end.

Members of the public who join the meeting remotely, either by telephone or computer, will be able to offer public comment prior the meeting by submitting their question/comment by 2:00 PM on Tuesday before the regularly scheduled Board meeting via U.S. mail or email to wdifruscio@orcsd.org. Any submissions will be included as part of the meeting minutes. Please note that each submission needs to be 400 words or less.

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:

- | | |
|--------------------|----------------------------|
| • Brian Cisneros | Term on Board: 2018 –2021 |
| • Thomas Newkirk | Term on Board: 2019 - 2022 |
| • Kenneth Rotner | Term on Board: 2019 - 2022 |
| • Denise Day | Term on Board: 2020 - 2023 |
| • Michael Williams | Term on Board: 2020 - 2023 |
| • Allan Howland | Term on Board: 2018 - 2021 |
| • Daniel Klein | Term on Board: 2018 - 2021 |

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

Remote Emergency Meeting

April 15, 2020

DRAFT

SCHOOL BOARD PRESENT VIA ROLL CALL VOTE: Brian Cisneros, Dan Klein, Tom Newkirk, Denise Day, Michael Williams, Kenny Rotner, Al Howland

Student Representative:

ADMINISTRATORS PRESENT VIA REMOTE ACCESS: James Morse, Todd Allen, Sue Caswell, Suzanne Filippone, Jay Richard, Jim Rozycki.

STAFF PRESENT:

There were no members of the public present or anyone present with the Board Members at their remote locations.

Tom Newkirk read the following statement:

As Chair of the Oyster River Cooperative School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Microsoft Teams for this electronic meeting.¹ All members of the School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-603-766-5646 and ID Code 461362#, or by clicking on the following website address: <http://www.orcsd.org/stream>

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Team or telephonically. Instructions have also been provided on the website of the ORCSD Board Agenda for 04/15/20.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-280-4202 or email at: orcsd-video@orcsd.org.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

I. CALL TO ORDER at 7:00 PM by Tom Newkirk

II. APPROVAL OF AGENDA:

Denise Day moved to approve the agenda, 2nd by Brian Cisneros. Motion passed via roll call vote 7-0.

III. PUBLIC COMMENTS:

Jim Morse stated that we did receive 5 public comments that he will read into the minutes.

Dean Rubine of Lee: Thank you board members and district administration for the leadership you've shown in this difficult time.

I'm especially thankful for the meal distribution program. It occurs to me if children need meals on school days, there's probably a need for additional meals for other household members, and on non-school days. I was wondering if it was possible to go beyond the federal subsidies and use local resources to provide additional meals? I personally would be willing to donate, as I'm sure would others.

Perhaps there's some unspent money in the budget due to the empty, dark buildings. Perhaps End 68 Hours of Hunger Oyster River could be involved as well.

I'm also still interested in the new middle school bond rate, and any middle school updates.

Brenda Worden: I would like to publicly commend Doris Demers and her associated staff for their tireless and incredible work over the last four weeks. They are behind-the-scenes miracle workers, providing a service to our community that has proven invaluable during this time. We are all facing considerable uncertainty while navigating the unknown. The work they are doing – delivering meals to hundreds in our District – provides an unspoken stability that far exceeds mere food.

I ask that the Superintendent and Board strongly consider providing a one-time bonus to Doris, as well as the support staff who work incredibly hard to provide this important service to those in our District. This would show our sincere appreciation for their hard work, their dedication, and their willingness to steadily provide an essential service at a time where the risk is high, and they soldier on.

Additionally, I would ask that you consider a temporary increase in their hourly pay that would recognize their sustained efforts and compensate them for their risk; a hazard pay if you will, until such time as the stay-at-home order is lifted.

Karen Niland: I responded to the Grading Survey and shared my comments with Ms. Filippone. I wanted to forward this to you in advance of tonight's School Board meeting.

I read a summary of the grading plan (on FB) and it was mentioned the students will have a choice to receive a grade or Pass/Fail. Is this being considered? I agree it is a better option than forcing all students to receive Pass/Fail. Please see my forwarded email below and feel free to respond here or call my cell if you have questions.

Allison Juniper: Our family wants to thank you for all that you have done to help our children continue to learn and progress in their curricula during very difficult educational circumstances. The teachers of this district have been working tirelessly to keep our children both learning and happy under the limitations of remote learning - two very critical components to maintain for young and developing brains. For this, we are endlessly thankful.

We have three kids in the ORCSD, a kindergartener, a 2nd grader, and a 4th grader. We can personally attest to the extraordinary efforts of Jessica Raspa, Molly Jones, and Matthew VanLedtje, who have been delivering to us on a daily basis both wonderful and thorough content. Our family is so appreciative that our children have access to these consummate professionals in our school district, professionals who clearly understand the critical nature of both continuing to deliver strong content and continuing new learning with our children. We are

grateful for this because our children won't get this developmental time frame back in their lives. We feel extremely fortunate to be in this school district, as we understand that this scenario is not the case for many other children across the United States at this time.

In regards to tonight's discussion on the finalizing the date of the last day of school, we would like you to contribute the following commentary:

Our kindergartners are among the most vulnerable to negative impact from missing school and the switch to remote learning. Research shows that kindergarten kids are at high risk for falling behind when they miss long periods of school.

Here is an excerpt from page 3 of "Present, Engaged, and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades," by Hedy Chang and Mariajose Romero http://www.nccp.org/publications/pdf/text_837.pdf, that illustrates our reason for concern:

"Common sense and research suggest that being in school consistently is important to ensuring children gain a strong foundation for subsequent learning. Research shows that children, regardless of gender, socioeconomic status or ethnicity, lose out when they are chronically absent (that is, they miss nearly a month of school or more over the course of a year). Children chronically absent in kindergarten show lower levels of achievement in math, reading and general knowledge during first grade.

Going to school regularly in the early years is especially critical for children from families living in poverty, who are less likely to have the resources to help children make up for lost time in the classroom. Among poor children, chronic absence in kindergarten predicts the lowest levels of educational achievement at the end of fifth grade."

Please allow our youngest students the time on learning that was previously planned for this year by not cutting ten days off the end of our ORCSD school calendar. While our family appreciates the chance to make up missed time on learning by working through April vacation, the 4 days of time on learning during that week do not make up for all other time on learning days lost during this current school closure. Please keep the date of the last day of school at June 22nd, in an effort to maximize time on learning for all the students of ORCSD, but most especially for our youngest students who are most at risk of negative impact from the COVID-19 school closure. Thank you for your consideration.

Anna Sargent: I am a junior at ORHS. I have some really strong feelings about the pass/fail grading system. As someone who didn't do very well freshman year but has improved magnificently throughout high school, I was really counting on that extra time to get my GPA up just a little higher before putting in college applications. The college I am most interested in at this moment is a medical school that has not started pass/fail and will likely take students with regular grades over pass/fail on a transcript. I understand that some students are really struggling with this online learning setup so I believe that each individual student should get to choose which grading system to go by so that they can do their own personal best.

My family is also hosting a foreign exchange student from Spain and his organization won't accept pass/fail so he would have to redo part of the school year back in Spain next year to make up for it. Thank you for listening to my input.

IV. APPROVAL OF MINUTES:

Motion to approve April 1st regular meeting minutes:

Revisions:

Michael Williams asked for the following changes to the minutes:

Page 2 fifth paragraph second sentence correct the vote to read 2-4-1.

Page 2 paragraph ten first sentence under Public Comments, add an “e” to the end of Rubin making it “Rubine”.

Page 5 add a new last paragraph to read, “At this point 8:11 pm the meeting was stopped for 6 minutes due to a remote technology problem. The meeting resumed at 8:17 pm.”

Page 6 second paragraph, first sentence add “Thomas Bus” to the motion.

Denise Day asked for clarification of the vote on page 2, “What was changed?”

Tom Newkirk explained the error was in the order of the vote.

Denise Day moved to approve the April 1st meeting minutes with the above revisions, 2nd by Brian Cisneros. Motion passed with roll call vote 7-0.

~~V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:~~

~~A. District:~~

~~B. Board:~~

VI. DISTRICT REPORTS:

~~A. Assistant Superintendent Reports:~~

B. Superintendent’s Report:

New Middle School Update:

Jim explained that there has been a lot of activity by the Architects as they have met remotely with Jay, Todd and a host of professional staff to discuss the layout of their classrooms. Jim listed the LEED Guidelines: Location and Transportation, Sustainable Sites, Water Efficiency, Energy and Atmosphere, Materials and Resources, Indoor Environment Quality, Innovation and Regional Priority and explained that they are doing a great job providing background information.

No Board discussion.

Remote Learning Update:

Jim stated that they are continuing to do a great job providing quality education to our students. He explained that at the latest ATeam meeting they discussed how staff is making sure that we are accounting for student participation and that there are very

few students that we need to chase. We are working hard to make sure that no student falls through the cracks. Jim commended the four principals for putting this criteria in place.

No Board Discussion.

Spring Coach Stipend:

Jim referred to the memo that Andy Lathrop had provided to the Board asking that the Spring Varsity Coaches receive at least 30% pay regardless if the season is played or not. Andy's memo explained that they are organizing and running out of season conditioning/skill sessions multiple days a week on their own dime without thought of any remuneration. A listing of coaches and their proposed pay out are also included in the back up. Jim is recommending this pay out.

Denise Day believes that there is an error on the coaching list for Nick Ricciardi, it should read \$1,572.30.

Kenny Rotner asked if there were other people in a similar situation that we should be considering, other organizations or clubs.

Jim explained that he has already spoken with Suzanne and the clubs at the high school, like yearbook, Mouth of the River are continuing to work during remote learning.

It was determined that the Board is in agreement with this recommendation but also wanted to add the HS Musical Staff also be compensated at 30% of their stipend amount.

Denise Day moved to approve the payment of Varsity Coaching Stipends as presented with the correction to Nick Ricciardi's amount, along with High School Musical Stipend positions at 30% of the actual stipend amount, 2nd by Brian Cisneros. Motion passed with roll call vote 7-0.

Calendar- Snow Day Decision:

Jim began by stating that the surrounding communities of Barrington, Dover, and Rochester have already determined an end date to the current school year, with Rochester being the earliest of May 15th and Dover and Barrington being the first week of June. Jim is recommending that we should coordinate with Barrington and Dover and determine June 5th as the last day of school.

Tom Newkirk confirmed that Jim is recommending June 5th as the last day and asked him to explain his reasoning.

Jim stated that with the onset of Remote Learning, the teachers are putting in longer days than a regular school day helping students. The expectations on the teachers and students is hard. Other concerns are the inequity for students, the varying levels of teaching skills for the parents, this is an exhausting process for all.

Michael Williams asked if a decision was needed tonight.

Jim stated that it is not imperative to make the decision this evening, but he felt that parents, staff and students would like to know, especially since the surrounding communities have publicized their end of school closing dates.

Denise Day stated that she has seen the parent letters, but is also following the Governor's television updates and the possibility that remote learning will probably continue for the rest of the school year, June 5th is a reasonable compromise and we should make this decision tonight.

Tom Newkirk shared that maintaining students' interest, especially in June is helped by a lot of outside activities like field day.

Michael Williams questioned that with the addition of re-learning days in April and May, and the Monday non-school days in May added in we could go longer in June he expressed concern for the impact on hourly staff.

Jim thanked Michael and explained that he understands the concern for hourly people if we close earlier, but we have built work into the calendar for those couple of weeks. The District is very supportive of the hourly staff and have also recently developed a professional development guide from which hourly staff could use to reach their intents. Topics included technology, special education, and webinars put on by our psychologists.

Special credit goes to Kristen Hughes, Felicia Sperry, and Brian Ryan who helped make this guide happen as it continues to grow with new opportunities added regularly.

There was no further discussion.

Brian Cisneros made a motion to approve Friday, June 5th as the last day of school for the 2019-20 school year, 2nd by Denise Day. Motion passed with a roll call vote of 6-1 with Michael Williams voting no.

Grading Decision (Suzanne Filippone):

Suzanne joined the meeting and began by stating she included in the Board back up a new memo and also included the previous memo from the last Board meeting as well. Her current memo shows the results of her surveys for both parents and facility.

The results for parents Q4 Grading Structure came out as 1/3 keep the same, 1/3 move to Pass/Fail and 1/3 either. For the HS Staff results for the 66 participants there was a much different response with a higher result for Move to Pass/Fail, followed by Either and then a smaller amount for Keep the Same. Suzanne included language from College and Universities, language pertaining to the HS Transcripts which include all quarter grades and the final course grade.

Suzanne also provided some considerations regarding offering students choice which included:

- Could we offer options for students to choose between pass/fail or earning the numeric grade/letter grade?
- Couldn't we just use the model that colleges have with choice, like UNH?
- Does offering choice pose other concerns or considerations?
- How does ORHS's conversation compare with other schools?

The Board had a lengthy discussion asking questions about current grading options, timeframe for student decisions, if each course selected can be a different option for grading and is the decisions that is made final.

Suzanne answered all of the questions and stated that the final decisions will be signed off on by the parents so that it will be documented for this year only.

Al Howland stated that maintaining structure and motivation is important and likes grades for kids.

Tom Newkirk asked what the passing grade was.

Kenny Rotner stated that he was not sure about this. Going by some of the parent correspondences there are so many aspects that come into play. Equity, parent support, place to do work. He is leaning more toward the Pass/Fail option.

Jim articulated the conversation that he has had with both Suzanne and Todd and agrees that equity is situational and that families/students need to decide what works for them.

Michael Williams asked if there would be a default option if you do not get an answer from families.

Suzanne made the following recommendation for a Hybrid Model:

Grading and Reporting for COVID 19 ORHS Quarter 4:

Students will earn a Pass/Fail for Q4 and final course grade is the Q3 grade for semester classes and the average of Q1, Q2 and Q3 for yearlong classes.

Upon request students can earn a numeric grade for Q4 and the final course grade is the average of all quarters.

Denise Day moved to approve the Hybrid Model for Quarter 4 Grading, 2nd by Brian Cisneros. Motion passed with roll call vote 7-0.

ORHS Parking Bid:

Jim Rozycki asked the Board to consider awarding the Bid for the Parking lot construction in place of the existing tennis courts at Oyster River High School to - Jason McKenna & Sons Construction for a grand total of \$285,352.85, to be completed this summer.

We are recommending them because they were the low bidder. Since all of the bids were above the CIP budgeted amount, we asked the lowest bidder to reevaluate this project to bring the costs down. The areas that were modified were a reduction in porous pavement, instead of 4 parking lanes – we reduced to 1 lane. And we reduced the thickness of asphalt from 4” to 3”. Our Engineer (Haight Civil Engineering) supported this approach and stated that 3” is perfectly fine for a parking lot of our needs and won’t reduce the longevity.

Tom Newkirk asked if we used McKenna in the past.

Jim stated – No, we haven’t done a project of this nature in many years and these are all companies that haven’t done any work in ORCSD in the past. However, they come highly recommended by our engineer and have done many successful projects in the area.

Michael Williams asked what updrainage meant.

Jim stated that underdrainage is like a perimeter French drainpipe around a house foundation, its designed to channel sub-grade moisture and water away so it doesn’t sit there to frost and heave thus prolonging the life of the parking lot.

Al Howland asked about the pedestrian crosswalk light and if it was similar to the one in Newmarket.

Jim stated yes. Its only active when someone presses the button. It is solar powered and has LED lights.

Denise Day moved to award the high school parking lot bid to Jason McKenna & Sons Construction for \$285,352.85, 2nd by Brian Cisneros. Motion passed with roll call vote 7-0.

At this point Tom Newkirk noted that he skipped over Jay Richard and the middle school progress report update and asked Jay to proceed.

MS Progress report (Jay Richard):

Jay joined the meeting and spoke about his MS plan for grading and how remote learning has significantly impacted assessment and progress reporting at all levels. He stated that many of the competency assessments that were planned for the spring were performance based which forced teachers to make significant changes to the planned curriculum. Due to this the middle school plan is to adjust its progress reporting schedule in order to be fair to all students and staff.

In terms of Specials, Unified Arts and Physical Education, the 3rd quarter courses will receive a summative progress report based on assessments completed by March 13th. A narrative report will be provided for the work completed during the 4th quarter.

For Special Education, progress will be reported as usual for Q3 & Q4 based on goals established in the student's Individual Education Plan.

For the Core Content Classes, Core classes include World Language, Science, Math, Social Studies, and ELA. This group will not give summative 3rd quarter progress reports as the PowerSchool gradebook will remain active in order to provide competency progress for individual assessments. At the end of the 4th quarter all core classes will provide summative progress reports and narrative feedback to reflect growth for the entire year.

eRate Bid: (Josh Olstad):

Jim explained that he would be reporting out on the eRate Bid as Josh was back up for Alexander during this meeting. He explained that UNH is right at our fingertips and even thought they were not the lowest bidder; they are the favorite. They have been an awesome provider and don't want to lose them.

The Board asked what the One time build-out cost was and if that was part of the requested bid amount that we are seeing.

Jim explained that we will be looking at separate eRate financing for the \$10,000 and that the Board will be approving the \$1,100 bid amount.

There was no additional Board discussion.

Brian Cisneros moved to award the eRate bid to UNH for \$1,100, 2nd by Denise Day. Motion passed with roll call vote 7-0.

Finance Planning Committee:

Tom explained that the upcoming budget preparation was going to be complex and that we will need to start working on it right away. He asked the Board to review the enclosed memo and possible charge for this committee. If established, he would like three members of the Board to be on it. And asked if there was any questions or thoughts about this new committee and subsequent proposed charge.

Denise would like to add a third bullet that states: "In order to support transparency in the process, the committee will keep detailed minutes and provide those minutes to the full Board."

Tom thought this was a good suggestion and also stated that this what happens with the policy committee.

Michael Williams felt that this is not a bullet point, but actually could be added to the end of the second last sentence in the first paragraph.

Tom asked if there was any discussion.

Board members asked if the time frame of this new committee should be a longer commitment than just one year. What the impact of the state revenues and local tax

collection will be on future budgets. How will this affect the Capital Improvement plans. The impact on the whole Board if only three people are on the committee and will this cause an inside/outside group dynamic.

Brian Cisneros moved to approve the establishment of a finance committee of three Board members and the proposed charge with Denise Day's revision, 2nd by Michael Williams. Motion passed with roll call vote 7-0.

Retirement Incentive:

Jim began by stating that he knows that a decision was already made at a past Board meeting to not offer a retirement incentive this year, but respectfully asked if we could bring the option of offering a retirement incentive to 3 people this year.

Tom Newkirk asked why this would be useful to the District.

Jim explained that he is extremely nervous about the revenues at the state level and the tax collection at the local level, and this could provide a little bit of wiggle room and prove beneficial. The Guild did a survey of their staff and reported out that 17 people would be interested if any type of incentive was offered.

The Board asked what the amount would equal out to? Would it be able to be paid out through this year's budget? Whether this is the right time to offer this with the possibility of remote learning carrying over to the fall and their thoughts of this tool being used every year, and the challenges of hiring during this time.

There was no further discussion.

Tom Newkirk made a motion to approve the retirement incentive, 2nd by Brian Cisneros. Motion failed with a roll call vote of 3-4 with Al Howland, Dan Klein, Kenny Rotner, and Michael Williams voting no.

~~C. Business Administrator:~~

~~D. Student Senate Report:~~

~~E. Other:~~

F. VII. DISCUSSION ITEM:

Committee Assignments

Tom Newkirk asked if everyone received the information that was sent to them this morning and if they had a chance to review his proposal for committee assignments.

There was a brief discussion for a Wellness committee representative.

Jim explained that this is a school committee and not a Board committee.

There was no additional discussion.

The committee assignments would be:

Policy: Dan Klein, Kenny Rotner, Denise Day

Finance: Brian Cisneros, Al Howland, Michael Williams

Agenda: Tom Newkirk, Michael Williams

Negotiations: Tom Newkirk, Al Howland

District Tech: Brian Cisneros

NHSBA Delegate: Dan Klein

Wellness:

Sustainability: Al Howland

Long Range Planning: Denise Day

Middle School Planning: Brian Cisneros, Tom Newkirk

Sabbatical Committee: Kenny Rotner

Denise Day made a motion to approve the proposed committee assignment list adding the Finance Committee and without a Wellness Committee representative, 2nd by Michael Williams. Motion passed with roll call vote 7-0.

VIII. ACTIONS

A. Superintendent Action Items: None

B. Board Action Items:

Approve Administrator Contracts

Denise Day made a motion to approve the Administrator contracts as submitted by the Superintendent, 2nd by Brian Cisneros. Motion passed roll call vote of 7-0.

No Discussion.

Approve Superintendent Contract

Jim explained that for his 2020-21 contract and with Board Approval was calculated at a 3% increase. This year he would like to split his 3% increase with Todd Allen so as to bring Todd up closer in salary to the salaries of the Assistant Superintendent from Portsmouth and Exeter, and bring his increase up to a 4.5% over his 2019-20 contract.

Brian Cisneros made a motion approve the Superintendent contracts, 2nd by Denise Day.

Tom asked if there was any discussion.

Al stated that he wished that this was discussed prior to voting on the administrator contracts and would like to make a motion to reconsider the previous vote.

Al Howland made a motion to reconsider the previous motion on the administrator contracts, 2nd by Dan Klein. Motion passed with roll call vote 7-0.

Further Discussion ensued.

Dan Klein thanked Dr. Morse for thinking of this, but felt that there was a better way to approach this with discussion with the bargaining unit, and that when he reviewed the state listing, ORCSD was in the top ten possibly 6th, if he was reading the information correctly.

Jim explained that Todd and his position are not part of any bargaining unit.

Al also felt that this was very generous of Dr. Morse, but this is not a good time to do this.

Denise Day felt that Dr. Morse sharing his increase is already a budgeted amount and if Jim is willing to do that than she can support this.

Brian Cisneros also agrees that this is already budgeted and if the Superintendent chooses to take a smaller raise it is not hurting the District.

Jim suggested that the Board move forward with approving the ORAA and Director contracts as presented for approval and hold off and bring both his and Todd's contracts back at the May 6th Board meeting.

Dan asked if this would also include the Business Administrators contract as well.

Denise Day made a motion to approve the ORAA/Directors/Business Administrator contracts as submitted by the Superintendent, 2nd by Brian Cisneros. Motion passed roll call vote of 7-0.

Tom Newkirk asked how the Board wished to proceed with the Superintendent and Assistant Superintendent contracts for the May 6th meeting.

Dan Klein suggested that Dr. Morse research the area salaries and provide this information as back up for the suggested increase in the assistant superintendent's salary.

Jim stated that he would work on that.

~~X. SCHOOL BOARD COMMITTEE UPDATES:~~

~~A. Manifests Reviewed and Approved by Manifest Committee:~~

~~Denise Day and Dan Klein reviewed the manifests.~~

~~Payroll Manifest #~~

~~Vendor Manifest #~~

~~X. PUBLIC COMMENTS:~~

XI. CLOSING ACTIONS:

- A. Future Meeting Dates: 5/6/20 Regular Board Meeting –Remote Meeting 7:00 PM

~~**XII. NON PUBLIC SESSION RSA 91 A:3 II {If Needed}**~~
~~**NON MEETING SESSION: RSA 91 A:2 I {If Needed}**~~

XIII. ADJOURNMENT:

Brian Cisneros made a motion to adjourn the meeting at 9:00 p.m., 2nd by Michael Williams. Motion passed with a roll call vote of 7-0.

Respectfully Submitted,
Wendy L. DiFruscio
Executive Assistant to
Superintendent of Schools

Policies for Annual Review

SB Meeting of:

May 6, 2020

Title	Code
Two Policies that were not reviewed at time of election of officers	
Board Officers	BDB*
Roles & Duties of the School Board Chairperson	BBAB
Policies for Annual Review:	
School Board Member Authority	BBAA
Advisory Committees to the Board	BDF
School Attorney	BDG
Regular Board Meetings	BEA
Non-Public Session	BEC
Rules of Order	BEDD
Minutes	BEDG
Public Participation at Board Meetings	BEDH
School Board Use of Emails	BHE
*This policy is also part of the yearly annual review.	

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB
Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Annual Review: April 19, 2017 – No Change Policy Committee Annual Review: April 11, 2018 – No Change <u>School Board Review: May 6, 2020</u>	Page 1 of 1 Category: Recommended

BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

Vice-chairperson:

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

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

Cross Reference: BBAA – School Board Member Authority
 BDF – Advisory Committees to the Board
 BDB & R – District Clerk/District Treasurer Job Descriptions

Legal Reference: RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAB
Draft to Policy Committee: March 8, 2017 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017 Board Review: May 6, 2020	Page 1 of 1 Category: Optional

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

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

Cross Reference: BDB – Board Officers

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change Policy Committee Annual Review: April 11, 2018 – No Change <u>Board Annual Review: May 6, 2020</u>	Page 1 of 2 Category: Recommended

SCHOOL BOARD MEMBER AUTHORITY

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

Delegation

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

Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and will have study and review functions as assigned to them by proper motion of the Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. Subcommittees may also take action that have been previously authorized by the full Board or are inherent in their Board approved charge. It is not the intent of any sub-committee to ever have the authority to work outside or instead of the authority of the full Board. The Board retains the right to dissolve a subcommittee at any time.

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

Liaison

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

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change Policy Committee Annual Review: April 11, 2018- No Change <u>Board Annual Review: May 6, 2020</u>	Page 2 of 2 Category: Recommended

Specific Task

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

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

Legal references:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17- No Changes Annual Policy Committee Review: April 11, 2018- No Change <u>Board Annual Review: May 6, 2020</u>	Page 1 of 2 Category: Optional

ADVISORY COMMITTEES TO THE BOARD

The Oyster River Cooperative School Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process. It is not the intent of any sub-committee/advisory committee to ever have the authority to work outside or instead of the authority of the full Board.

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

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

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

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

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

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

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

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Changes Annual Policy Committee Review: April 11, 2018 – No Change <u>Board Annual Review: May 6, 2020</u>	Page 2 of 2 Category: Optional

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

Cross Reference:

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

Legal References:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: BDG
School Board/Superintendent Revisions: January 13, 2014 Reviewed by School Board: March 31, 2015 Policy Committee Review: April 13, 2016 – No Change Annual Policy Committee Review: April 19, 2017-No Change Annual Policy Committee Review: April 11, 2018- No Change Board Annual Review: May 6, 2020	Page 1 of 1 Category: Optional

SCHOOL ATTORNEY

The Superintendent, his or her designees, and the Board Chairperson, are each authorized to confer with or seek legal advice of an attorney. Consistent with Policy BBAA as a specific task, the Board may authorize a specific member to confer with legal counsel on its behalf. The Chairperson or other delegated Board member must report on any legal advice to the Board. A decision to seek legal advice or assistance on behalf of the School District shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur where it is consistent with approved District policy or standard practice and meets an obvious need of the District. It may also take place as a consequence of a proper vote of the Board.

The School Board, or the Superintendent for routine legal assistance, may enter into a long-term agreement such as a retainer for legal services with a specific attorney or law firm. The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a proper vote of the Board. The Board retains the right to counsel with or employ other attorneys and to terminate the service of any attorney. For routine legal assistance of the District as defined below, the Superintendent may employ other attorneys at his or her discretion.

Meetings of the Board that are wholly consultation with legal counsel are not subject to public access, except for the abbreviated record required by Policy BEDG, as allowed by the Right-to-Know law. However, any deliberations or actions of the Board, must be done at a proper public or non-public meeting except when allowed at a non-meeting in accordance with RSA 91-A:2. Selecting an attorney or law firm, employing, and entering into or terminating an agreement for legal services are not consultation with legal counsel and may only occur at a proper public meeting. The consultation with legal counsel exemption must not be used to circumvent the spirit of the Right-to-Know law.

Many types of instances of legal assistance to the District may be considered routine and not necessitating specific Board approval or prior vote. For example, the Superintendent may consult with the school attorney to interpret statutory requirements or regulations, prepare or review contracts and seek legal opinions regarding other District issues. Routine legal assistance does not include anything that directly involves the Board or any Board member.

However, in consideration of the Board's fiscal responsibilities, the administration shall provide to the Board a quarterly accounting of the District's legal fees incurred. It is understood that any extraordinary legal cost will be reported to the School Board in a timely manner.

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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recorded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018-No Change <u>Board Annual Review: May 6, 2020</u>	Page 1 of 2 Category: Recommended

REGULAR BOARD MEETINGS

The Oyster River Cooperative School Board shall meet at least once every two months. Unless otherwise determined by Board action, regular meetings of the Board shall be held at Oyster River High School on the first and third Wednesday of each month (with the exception of the months of July and August) in a handicapped accessible location, beginning at 6:30 for manifest review and 7:00 for other business. Additional meetings may be called by the Board Chairperson as needed. Public meetings will be scheduled to encourage public attendance.

Each Board member should articulate the reason for their votes and the Chairperson should encourage members who have not. Every spoken word should be clear and every document readily available, except when exempt from publication under provision 91-A or otherwise impracticable due to volume, complexity or other legitimate reason. It should be easy for the public to understand and follow along in detail with Board discussions at public meetings.

The Board reserves the right to cancel, adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3 and Policy BEC.

Notice of all Board meetings will be posted in at least two appropriate places at least twenty-four (24) hours prior to the meeting as required by law. Notices will be posted outside of each school and at the District office as well as on the District web site when available. The agenda and related public documents for the meeting will also be posted on the District web site when available twenty-four (24) hours as required by law prior to the meeting. Notices will be posted consistently and to encourage public attendance at all public Board meetings. All changes of regular meetings from normal dates shall be advertised at least twenty-four (24) hours prior to the date of the meeting.

Emergency meetings may be called by the Chairperson or by action of a majority of the Board. For purposes of this policy, an emergency as defined in 91-A:2 II is a situation where immediate un-delayed action that does not allow regular notice is deemed to be imperative by those who called the meeting. In the event of an emergency meeting, the Board will post notice of time, place and purpose of the emergency meeting as soon as possible and will also use other reasonable means to inform the public that an emergency meeting is to be held. Minutes of an emergency meeting will clearly state the need and purpose for the emergency meeting. If the meeting was called by a majority of the Board, then the Board must begin the meeting by a proper vote declaring the need for the meeting. The Board may only discuss or act on the business deemed to be an emergency at an emergency meeting.

A proper meeting for this and other policies is one that fully complies with the Right-to-Know law and related policies. If a meeting is known to be improper, such as it was not properly posted, then it must be rescheduled for a time when it can be properly held.

Except for those meetings expressly exempt under the Right-to-Know law, all Board meetings shall be open to the public. The Board will establish the agenda of each meeting. The Board reserves the right to amend the agenda during the meeting, should a majority of the Board vote to do so. Additionally, the Board will allow public comments at regular public meetings consistent with Policy BEDH.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEA Recorded from BE
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018-No Change <u>Board Annual Review: May 6, 2020</u>	Page 2 of 2 Category: Recommended

The School Board recognizes that the consistent attendance of Board members at Board Meetings is essential for the efficient, effective operation of the Board’s duties as well as fulfilling our individual obligations as elected officials. Each member is obligated to attend School Board meetings regularly. Whenever possible, each School Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a School Board meeting.

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

Cross Reference: BEC – Non-Public Meetings
BEDH – Public Participation at Board Meetings

Legal References:

- RSA 91-A, Access to Public Records and Meetings
- RSA 91-A:2, II, Meetings Open to the Public
- N.H. Code of Administrative Rules, Section Ed. 303.01(f), Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Annual Policy Committee Review: April 19, 2017-No Change Annual Policy Committee Review: April 11, 2018 – No Change <u>Annual Board Review: May 6, 2020</u>	Page 1 of 2 Category: Recommended

NON-PUBLIC SESSIONS

The Board may meet in non-public session for any purposes set out in RSA 91-A:3. Every non-public session must be preceded by a public meeting even if only for the action to enter non-public session. The public meeting must follow all the requirements of the Right-to-Know law and related policies. Upon a motion properly made and seconded, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory exemption(s) for entering non-public session.

Discussion in the non-public session must be limited to the matters and statutory exemptions made in the motion. To discuss any other subject, the Board must go back into public session and make another motion to enter into another non-public session. The minutes of the non-public session must enumerate each and every subject discussed during the non-public session. A vote to approve the minutes of a non-public session affirms that no other subject was discussed for which each Board member is individually accountable.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board may only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

The deliberation to seal minutes must occur in public session, and the motion to seal occurs in public. The motion to seal the minutes must be properly made and seconded and state the exemption allowing the minutes to be sealed and the estimate of how long they will be sealed, such estimate not to be considered a definitive timeline but merely an estimate.

Minutes may not be sealed if the session contained discussion of any subject not covered by the exemption. The minutes if sealed should be organized to address one subject covered by an exemption at a time so that the relevant portions of the minutes may be unsealed independently. If it is expected that the minutes for a non-public session may be sealed, then a separate non-public session should be held for each subject, with a separate public motion to enter.

Sealed non-public minutes may only be reviewed by the Board at a proper non-public meeting. Individual members may not review sealed minutes outside of a Board review. Minutes of all sealed non-public sessions must be reviewed by the Board at least annually to determine whether they should be unsealed.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Annual Policy Committee Review: April 11, 2018 – No Change Annual Board Review: <u>May 6, 2020</u>	Page 2 of 2 Category: Recommended

Board members are prohibited from publicly discussing matters that were properly discussed in non-public session beyond what is reported in the non-public minutes. This prohibition does not apply to subjects not included in the motion entering the non-public session.

The Superintendent or his/her designated administrator, as well as necessary personnel, may attend all non-public sessions of the Board, except those non-public sessions that pertain to the Superintendent’s employment.

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

Legal References:

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDD previously - BDDD
Date of Adoption: September 1970 Dates of Revision: 3/26/97, 5/5/99 Code Revision: November 18, 2009 Review to School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 School Board/Superintendent Revisions: January 13, 2014 Annual Policy Committee Review: April 19, 2017 Annual Policy Review: April 11, 2018 – No Change <u>Board Annual Review: May 6, 2020</u>	Page 1 of 1 Category: Optional

RULES OF ORDER

Robert’s Rules of Order shall guide the proceedings of all meetings of the Board, as necessary or to the extent practicable.

A majority of the members of the Board (four) shall constitute a quorum. The affirmative vote of a majority of those members present at any proper meeting having a quorum shall be considered a proper vote sufficient for action except for actions required otherwise by law or these policies. No other form of action shall be sufficient.

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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDG
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: 4/13/16, 4/19/17 – No Change Annual Policy Committee Review: April 11, 2018 – No Change <u>Board Annual Review: May 6, 2020</u>	Page 1 of 1 Category: Recommended

MINUTES

A record of all public and non-public School Board meetings shall be kept as minutes. The minutes will include names of Board members in attendance, persons appearing before the Board, a brief description of all issues discussed, and all motions made, votes taken, and decisions made. The record of each motion and vote shall include who moved the motion, who seconded, the method of taking the vote, and how each member voted. The record of each motion must describe the action of the Board in sufficient detail that whoever must comply with the motion need only read the record to know how to fully comply. The minutes must comply with the requirements of the Right-to-Know law, RSA 91-A, and must record all points of compliance with this law and related policies. Documents not part of a formal motion may be omitted if they are referred to and identified by some method.

Copies of draft Board meeting minutes will be sent to Board members in advance of the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

The minutes of the Board will be kept in an official binder and will be in the custody of the Superintendent. Minutes of all public meetings will be made available on the District web site when available and for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions will be made available on the District web site when available and for public inspection within seventy-two (72) hours after the non-public session, unless sealed consistent with Policy BEC.

An abbreviated record shall be kept for non-meetings as allowed under RSA 91-A:2, I. This abbreviated record shall only include the date, time, place, attendees and specific exemption under RSA 91-A:2, I that allowed the non-meeting. The record shall not include any description of the issues discussed. Abbreviated records for non-meetings shall be made available on the District web site when available and for public inspection within seventy-two (72) hours after the non-meeting. Since an abbreviated record for a non-meeting provides no details about the issues discussed, such records may not be sealed.

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 II, Public Records and Meetings: Meetings Open to Public
RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions
RSA 91-A:4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Cross Reference: BEA – Regular Board Meetings
BEC – Non-Public Session
BEDB – Agenda Preparation and Format

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDH
School Board/Superintendent Revisions: January 13, 2014 Reviewed by School Board: March 31, 2015 Policy Committee Review: April 13, 2016 – No Change Annual Policy Committee Review: April 19, 2017-No Change Annual Policy Committee Review: April 11, 2018 – No Change Board Annual Review 05 06 20	Page 1 of 1 Category: Recommended

PUBLIC PARTICIPATION 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.

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, 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. 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.

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:

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: BHE <i>Previously BHEA</i>
Date of Adoption: July 20, 2011 Code Change-Adopted School Board: May 2, 2012 Recently Adopted - No Changes: October 24, 2012 School Board/Superintendent Revision: January 13, 2014 Reviewed by School Board: March 31, 2015 Annual Review Policy Committee: April 19, 2017-No Change Annual Review Policy Committee: April 11, 2018-No Change <u>Board Annual Review: May 6, 2020</u>	Page 1 of 1 Category: Recommended

SCHOOL BOARD USE OF EMAIL

The Right-to-Know law, specifically RSA 91-A:2-a and 91-A:1, requires that “communications outside a meeting ... shall not be used to circumvent the spirit and purpose of” the law, namely to facilitate “the greatest possible public access to the actions, discussions and records” of the Board. To that end, all communications outside of a meeting among any 2 or more Board members, including but not limited to electronic mail (email) shall be limited to scheduling meetings and distributing information from the Superintendent. Use of email by School Board members should conform to the same standards of judgment, propriety, and ethics as other forms of School Board related communication. School Board members shall comply with the following guidelines when using email in the conduct of School Board responsibilities:

- A. The School Board shall not use email as a substitute for discussions or deliberations at School Board meetings or for other communications or business properly confined to School Board meeting.
- B. School Board members should be aware that email and email attachments received or prepared for use in School Board business or containing information relating to School Board business are to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
- C. School Board members should avoid reference to confidential information about employees, students, or other matters in email communications because of the risk of improper disclosure. School Board members should comply with the same standards as school employees with regard to confidential information.

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-A, Communications Outside Meetings

Cross Reference:

BHE-R- School Board Use of Email Procedure
GBJ- Personnel Records
JRA – Student Records & Information
JICL – Student Computer & Internet Use
GBEF & R- Employee Computer & Internet Use

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Dr. James C. Morse, Sr
DATE: April 30, 2020
RE: Remote Learning Update

Now that we know the Governor has decided to keep schools closed and we know the end date of the school year is June 5th, we must plan for the closing of this school year and the opening of the next. There are many facets to planning that include important immediate issues, summertime decisions and fall decisions. I want to take the time to share what we are working on, not because I have answers yet, but because I want you as a community to know, what administration is discussing.

First, our seniors. So many traditions and celebrations have already been lost. Principal Filippone has been in constant contact with senior class leaders and their advisor discussing options for graduation, assuming the Governor's stay put order and social distancing are still in effect through the spring. Our seniors deserve recognition and a ceremony.

Step-up day for our 8th graders moving into high school is an important tradition. Normally Principal Filippone and her staff would be welcoming incoming Freshman this spring, touring the high school, and talking to them about all the opportunities the high school has to offer. Both Principal Filippone and Principal Richard are working together to create a step-up day either virtually or in the fall.

Step-up day for our 4th graders going into the middle school is another important event. This is a big transition as 4th graders leave their elementary schools and enter middle school together for the first time. Principal Richard, Principal Goldsmith and Principal Lowe are working together to support our fall 5th graders.

These traditions are important to maintain. They reflect milestones that we need to maintain for our students.

As we leave this school year on June 5th, we normally have a host of summer programming that starts right back up. We provide summer school for high school students who need to complete coursework. We provide support for students with disabilities. We also have provided a summer enrichment program called REACH. Unfortunately, remote learning is likely to stay in place through much of the summer. This impacts these programs and how we deliver them this summer. Administration is currently planning what can and what cannot happen this summer.

As we think about the fall, there are major issues before us. We have missed our students so planning their re-entry is important. Clearly, we want to celebrate and welcome them, but there are big issues we must address related to curriculum and assessment. Remote learning has been successful, but it does have limitations. Remote Learning cannot replace being in school, it cannot replace the interaction between student and teacher or student to student.

Our teachers will need to meet to discuss by grade, team, and department, what was taught and what was not taught. We will need to access our students early in the fall to determine where they are related to what we expect of them and to adjust accordingly. Some children will be ahead, others on target and still others not where we would hope. Teachers discussions and planning will be imperative in addressing the needs of our students.

In addition, what has been the impact of the socio-emotional needs currently and in the fall. This has been a traumatic event in their lives, and we need to identify best practices to support them as they re-enter school.

We also need to learn from this experience. What went well and what did not go so well? How would we adjust remote learning to improve upon it? What if we are forced into remote learning due to a resurgence of COVID 19 in the fall? We need to plan for that contingency as well.

New Hampshire and Oyster River can be proud of our efforts to date. I have grandchildren in Maryland and Texas and family in Maine, and my observation is that NH put students first by offering remote learning and our faculty and staff stepped up to the challenge. Having said that, there is much work before us, and we are engaging in that work.

Parents and Guardians, thank you for all your support. Teachers and support staff, thank you for all you've done. Students, thank you for doing your schoolwork so faithfully.

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: ____

Name:	
Date:	
Position:	
Person Replacing:	
Budgeted Amount:	
Recommended Step/Salary:	
Interviewed By:	
# Interviewed:	
Education:	
Certification: HQT Status	
Related Experience:	
Comments:	
Date: _____	Authorized Signature: _____

<p><u>REQUIRED Attachments:</u></p> <p><input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification</p>
