

**Oyster River Cooperative School District  
REGULAR MEETING**

**October 16, 2019**

**High School - Library**

**7:00 PM**

**o. CALL TO ORDER (7:00 PM)**

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

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

- Motion to approve 10/02/19 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**

- Mast Way Principal Search
- Survey Development – Competency based grading review
- Calendar Adjustment for NH Primary Date {Currently Scheduled for February 11<sup>th</sup>}

**C. Business Administrator**

- Barrington Tuition Rate

**D. Student Senate Report**

**E. Other:**

**VII. DISCUSSION ITEM**

- Strategic Plan Update
  - SEL/Mental Health & Wellness
  - MTSS
  - Diversity

**VIII. ACTIONS**

**A. Superintendent Actions**

**B. Board Action Item**

- Motion to approve List of Policies for First Read: JLIE – Student Automobile Use, KF – Use of School Buildings and Facilities, JIHB – Searches of Student Automobiles on School Property

**IX. SCHOOL BOARD COMMITTEE UPDATES**

**A. Manifest Reviewed and Approved by Manifest Subcommittee.**

**X. PUBLIC COMMENTS**

**XI. CLOSING ACTIONS**

**A. Future meeting dates:**

10/30/19 – Manifest Meeting – SAU Office – 3:30 PM

10/31/19 – Board Workshop – Lee Safety Complex 8:00 – 1:00

11/06/19 – Regular Meeting – Moharimet Cafeteria

**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**

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

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

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

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

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

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

**Oyster River Cooperative School District Members:**

- |                    |                            |
|--------------------|----------------------------|
| • 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: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • 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

## Regular Meeting

October 2, 2019

High School - Library

DRAFT

**SCHOOL BOARD:** Brian Cisneros, Dan Klein, Michael Williams, Al Howland, Denise Day, Kenny Rotner, Tom Newkirk

Student Representative: Yasmeeen Gunandar

**ADMINISTRATORS:** Sue Caswell, Todd Allen, Catherine Plourde, David Goldsmith, Misty Lowe

There were 6 members of the public present

### I. CALL TO ORDER

6:30-7:00 Manifest Review

### II. APPROVAL OF AGENDA

**Denise Day moved to approve the agenda, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.**

#### **Architect Middle School Report/Update – Ron Lamarre/Andre Bauen**

Ron Lamarre spoke to the Board and reported that they are still continuing to update the front design of the building. Ron reviewed the proposed budget summary with the Board:

#### **Budget Summary**

\$ 5,546,865 Sitework

\$36,005,096 New School Construction Estimate

\$ 1,750,000 Contingency Budget

\$ 971,383 CM Fees

\$44,275,344 Construction Budget

\$ 4,975,832 Soft Costs Budget

**\$49,249,207 Total Project Budget – Design development**

#### Deduct Alternate:

\$59,000 Remove Fire Pump Possibility

#### Add Possible Alternates:

\$161,460 Exterior solar shading

\$131,445 Upgrade Generator

\$133,730 Increase recital hall seating from 900 to 1,000  
\$ 33,534 Add third set of access control doors in lobby  
\$210,000 Increase the FFE/IT-AV Budget

Superintendent Morse noted that this is a work in progress and the numbers are constantly being refined. They will have the guaranteed maximum price on November 20<sup>th</sup>.

Andre Bauen spoke to the Board and reviewed the process of working with the architects. This budget is currently based on 18 pages of blueprints. Later in the week they will be getting 100 pages of blueprints and will send them out to subcontractors to get firm pricing which will in turn set the guaranteed maximum price. They have gotten great feedback from the Building Committee and the architects have been great to work with.

Michael Williams thinks we should take a closer look at rolling the solar in with the project.

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES**

**Motion to approve 9/4/19 and 9/18/19 regular meeting minutes:**

**Denise Day moved to approve the September 4<sup>th</sup> minutes, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**9/18/19 minutes:**

**Denise Day moved to approve the 9/18/19 minutes with the following revisions, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Page 4 replace “employment” with “unemployment”**

**Page 6 paragraph two insert at the end of Denise Day’s comment “and we don’t know what additional costs we will have in years to come”**

**Page 6 paragraph 9 insert “Michael Williams would like to see a 3% option”.**

**Page 6 revise Michael Williams motion to read: Michael Williams moved to adopt level payments, option 2 bonding..."**

**Page 9 replace "a resident of "Madbury" with "Bevie Ketel"**

**Page 5 make fourth paragraph insert "Kenny Rotner voiced his support for hiring an additional nurse given the current situation, but felt that moving forward, we should assess our current nursing model and act proactively to best staff this need."**

**Page 7 fifth paragraph insert: "Kenny Rotner recommended adding some element of emotion to the proposed warrant going to NHSBA. He felt that this would make our stance more compelling and would increase the possibility of acceptance."**

## **V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District:** David Goldsmith reported that Moharimet School has kicked off the year of the Ocean. They are focusing on student curiosity with their questions. This is supporting curiosity and wonder among students. He also reported that October 17<sup>th</sup> at 5:30 is the annual Pumpkin Stroll.

Misty Lowe of Mast Way talked about the book "The Dot". During the celebration of "Dot Day", all the students came in wearing dots, there were fun activities and they were led in a fantastic song by Pam Felber.

**B. Board:** Brian Cisneros thanked Superintendent Morse for setting up the meeting with the Barrington School Board last evening.

Tom Newkirk reported that they will be signing Orchard Drive over to the town on October 17.

## **VI. DISTRICT REPORTS**

### **A. Assistant Superintendent Curriculum and Instruction Reports:**

Todd Allen reviewed the sabbatical of Leslie Ayers and the project she is doing with World Language.

#### Chris Hall's Sabbatical:

Chris Hall presented his Sabbatical Project from last year:

Action Research is:

teacher driven and student centered research initiated and carried out by teachers in their classrooms.

A natural extension of good teaching  
A process of deep inquiry into one's own practices

The teachers involved in this process cross all schools, grades and disciplines. Chris reviewed some of the research questions the teachers used this past year. They created a website that showcased their work and they held three research shares.

The arc of Action Research:

Identify a problem of practice  
Develop a research question  
Design an action plan  
Gather data related to the question  
Analyze Data – look for patterns  
Share results

Benefits of Action Research:

Structure and focus  
Building a community of colleagues  
Re-energizing  
Model a learning stance  
Growth Mindset

The group is continuing this year with some new members as well. They are meeting monthly and they are going to find some longer times to meet as well. Superintendent Morse asked Chris what the sabbatical provided. Chris replied that it allowed him to create the framework and the design of the action research.

**B. Superintendent's Report:** Superintendent Morse spoke about the Budget Compromise. The House and Senate met this past week and adopted a compromise budget which the governor has signed into law. He noted that disparity aid is only for this current biennium.

Superintendent Morse met with the Madbury and Lee Selectman Boards. They both had great questions and are looking forward to the guaranteed maximum price. He will be meeting with the Durham Council in early December. He also did two presentations at the open houses at the Middle School.

Superintendent Morse reported that Dover was the first board who formally support their efforts for not having guns on school property. He has asked the superintendents across the state to present it to their School Boards.

**C. Business Administrator:**

Plowing Bid: Jim Rozycki is looking to seek the Board's approval to enter into another three year agreement for the 19/20, 20/21, and 21/22 seasons with LandCare Associates and forgo going out to public bid. LandCare has maintained their pricing with no increase for this term.

**Denise Day moved to accept the snow removal contract with LandCare Associates as presented, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**D. Student Senate Report:** Student Representative Yasmeeen Gunandar updated the Board on the ongoing sports activities. There was a financial aid night last night for seniors and the counselors have been very helpful answering their questions.

**E. Other:** None

**VII. DISCUSSION ITEMS**

**October 1 Enrollment:** Superintendent Morse detailed the October 1<sup>st</sup> enrollment data. There are 2173 resident students and tuition students in the District.

**FY21 Budget Goal:**

**In accordance with Robert's Rules, Al Howland moved the take the budget goal off the table and open for discussion, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative. Al Howland moved to withdraw his motion, 2<sup>nd</sup> by Denise Day.**

Al Howland talked about the amounts that apportioned to the towns.

**Al Howland motioned that the goal should be the amount for the fiscal 20/21 budget apportioned to the towns is no more than 3.5% over the amount apportioned in the 19/20 budget, 2<sup>nd</sup> by Denise Day. Michael Williams moved to amend the motion to add "including additional staff recommended by administration" to the previous motion, 2<sup>nd</sup> by Dan Klein. The amendment passed 7-0 with the Student Representative voting in the affirmative.**

**The motion as amended passed 7-0 with the Student Representative voting in the affirmative.**

The Board talked about the possibility of moving the Budget from a 3.5% to 3% increase and see what those numbers would look like. Denise Day feels that we are gradually trying to build up the capital improvement and a 3% increase would impede that. Tom Newkirk feels that 3.5% is going to be a tough target to maintain. Superintendent Morse also noted that they are anticipating a reduction in Medicare funding that they will be receiving.

Michael Williams added that if the administration is recommending staff increases, he would like that in the budget.

**Facility Use Policy:**

Superintendent Morse reviewed the facilities rental use policy and rental fees with the Board. He discussed that Growing Places, Live & Learn have always been charged a nominal fee for their programs. ORYA and Maximum Velocity FC have been charged a flat rate of \$2000 per year. There needs to be a change of language in the policy to allow for best practices and considerations. Dan Klein agreed that we want to be in compliance with the fees. There is no profit motive for the District but rather to cover costs that they incur by making the facilities available to the community. He would like to establish a schedule of fees that reflects the Districts actual costs. They want the policy and practice to reflect it be fair without favoritism.

Al Howland feels ORYA, Maximum Velocity FC and other organizations should be charged a usage/hourly fee. It provides an incentive that they use it carefully.

Tom Newkirk thinks our current fees are very high. Denise Day wants to make sure that we are not creating a complex system for those keeping track of the facilities. Dan Klein feels we need to create a list of actual costs and that can be the number that is looked at year to year. The Board had a lengthy discussion on the district's integrity and commitment to equity of the facilities use.

Superintendent Morse is recommending that this go back to the Policy Committee for revision based on their discussion this evening.



Dan Klein also added that we need to make amends if we determine that organizations were billed at different rates. Superintendent Morse said that they can investigate this and report back to the Board.

**VIII. ACTIONS:**

**A. Superintendent Actions:** None

**B. Board Action Item:**

**Motion to approve ORMS Maternity Leave of Absence from 1/2/20 – 5/1/20:**

**Denise Day moved to approve the ORMS Maternity Leave of Absence from 1/2/20 – 5/1/20, 2<sup>nd</sup> by Brian Cisneros.**

**Al Howland moved to approve ORHS Leave of Absence for 2 years (2020/21 and 2021/22), 2<sup>nd</sup> by Kenny Rotner. Motion passed 7-0.**

**Motion to approve nomination of District-wide Flex Nurse:**

**Denise Day moved to approve nomination of District-wide Flex Nurse, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0-1 with KR abstaining.**

Kenny Rotner would have liked the candidate to be interviewed by all the nurses and is concerned about lack of experience in a school setting, or hospital experience. Kenny Rotner talked about the high number of nurse visits at the high school and it could be very helpful to dive into those numbers and it points to something that's going on. Superintendent Morse offered to have the nurses report to the Board.

**Denise Day moved to approve Catherine Plourde as Affirmative Action Officer, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**Approve List of Policies for Adoption:**

**ADB – Drug Free Workplace/Drug Free Schools**

**BDD – Board – Superintendent Relationship**

**Denise Day moved to approve Policy ADB and BDD, 2<sup>nd</sup> Brian Cisneros.**

**Denise Day moved to withdraw the motion, 2<sup>nd</sup> by Brian Cisneros.**

**Denise Day moved to pass BDD Board/Superintendent Relationship, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**Denise Day moved to accept resignation Becky Bailey-Bradley, 2<sup>nd</sup> by Al Howland. Motion passed 7-0.**

**IX. SCHOOL BOARD COMMITTEE UPDATES**

**A. Manifests reviewed and approved by Manifest Committee**

Payroll Manifest #6: \$ 1,081,526.90

Vendor Manifest #7: \$ 1,429,192.20

Al Howland reported that the Wellness Committee met, and they are breaking up into smaller subgroups. One question they are asking is how they can get higher participation in health screenings. They are trying to put together information for wellness events.

**X. PUBLIC COMMENTS**

Dean Rubine from Lee mentioned that they have had a great experience with their daughter working with the nurses.

Bevie Ketel from Madbury noted in discussing the facilities use, please keep the parents in mind that are paying for a room charge.

Catherine Plourde of Durham concerned about an hourly rate for facilities. It would significantly increase the amount they would need to charge the participants.

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:**

10/16	Regular Meeting ORHS Library
10/30	Manifest Meeting SAU Building 3:30
10/31	Budget Workshop – Lee Safety Complex 8:00 – 1:00

**XII. NON-PUBLIC SESSION RSA 91-A:3 II (if needed)**

**NON-MEETING SESSION RSA 91-A:2 I (if needed)**

**XIII. ADJOURNMENT: Al Howland moved to adjourn the meeting at 9:50, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

Respectfully yours,  
Laura Grasso Dobson  
Recording Secretary

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. James Morse  
DATE: October 16, 2019  
RE: Mast Way Principal Search

**Process for Principal Search**

For the Mast Way Principal Search, I am using a far more comprehensive search process, similar to what was used at Moharimet, in order to create a process that is more inclusive.

When I meet with the search committee we will review the following questions:

1. What are the critical characteristics of a new principal?
2. What questions do we need to ask that will help us determine whether the new principal has the key characteristics we seek?
3. What are the Mast Way traditions we want the new principal to be aware of?

We will advertise on January 21, 2020 with a closing date of February 21, 2020.

The interview committee's goal is to advise the superintendent.

The interview committee will consist of:

- 2 Board Members
- 1 Selectperson from Lee
- 3 Parents
- 3 Administrators (2 Principals & Superintendent)
- 4 Teachers
- 2 Support Staff

Since the elementary schools are relatively small compared to the high school, I propose the creation of an observer group made up of any faculty and staff who wish to observe the process. In essence, the interview committee will be surrounded by their colleagues who will provide feedback to the interview committee.

We will interview candidates with a goal of a finalist nominated to the School Board on May 6, 2020.

## **Mast Way School Principal Search Timeline**

<b>January 21, 2020</b>	Position posted
<b>January 24</b>	Interview Committee Formed
<b>February 21</b>	Application Deadline
<b>March 9 - 13 &amp; 16-19</b>	Applications Screened by Administrative Team for completeness
<b>March 19</b>	Interview Committee meets to choose Candidates
<b>March 23</b>	Contact Candidates
<b>March 30 - April 3</b>	Semifinalists Interviews {4 - 7 PM}
<b>April 13 - 17</b>	Candidate's School Visit MW/References Checked Superintendent Chooses Finalist
<b>May 6</b>	Recommendation to School Board

### **Interview Committee:**

Superintendent

Town Select Board Member

School Board Member (2)

2 Principals

MW Staff Member (4)

MW Support Staff (2)

Parent (3): K-2, 3-4, and SPED

# OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

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To: Oyster River School Board  
Dr. James Morse, Superintendent

From: Sue Caswell, Business Administrator

Date: October 16, 2019

Subject: Barrington Tuition Rate for 2020-21

The Tuition Agreement we have with the Barrington School District requires that we notify them in October of the tuition rate for the next year. The current rate is \$16,792. The new rate is determined by the percentage change of the actual difference in appropriation operating cost of the Oyster River High School in the prior fiscal year. We have calculated the percentage change to be 5.5%. Therefore, the tuition rate for Barrington students for the 2020-21 school year will be \$17,641. The details of this calculation are:

Barrington Tuition calculation  
Data from MS 22 forms

	FY 2018	FY 2019	FY 2020
Function	High School	High School	High School
Regular Programs	6,473,488	6,538,332	6,735,114
Special Programs	2,471,686	2,380,665	2,424,934
Vocational Programs	17,300	17,236	30,000
Other Programs	539,740	543,968	618,204
Student Support Services	1,329,215	1,497,548	1,715,277
Instructional Staff Services	295,837	303,698	311,545
School Board	47,364	47,179	44,015
Other Executive Admin	447,500	455,918	481,666
School Admin Services	639,096	656,750	676,251
Business	216,474	223,731	234,709
PPO & M	1,742,946	1,782,264	1,883,795
Support Services	449,490	488,792	535,312
	14,670,136	14,936,081	15,690,822
	5.98%	1.81%	5.05%
Tuition Rate	FY 2019	FY 2020	FY 2021
	16,493	16,792	17,641

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Todd Allen  
DATE: October 11, 2019  
RE: Strategic Plan Progress Report

**SEL/Mental Health**

Mast Way and Moharimet are in the first year of implementation of our new SEL program called "Open Circle". At this point all classroom teachers have been trained and all specialists and paraprofessionals are scheduled to be trained on the November 8<sup>th</sup> PD day. Open Circle is an evidence based social emotional learning program designed to help students develop skills for recognizing and managing emotions, empathy, positive relationships and problem solving. The program provides a common language for all within the school community to use in supporting each other. We are exploring Open Circle for 5<sup>th</sup> grade. Some of our 5<sup>th</sup> grade teachers have been trained in Open Circle and all 5<sup>th</sup> grade staff will be engaged in a discussion of implementing the program at that level in 2020-21.

At the middle and high school levels advisory programs are fully established and curriculum continually evaluated to meet student needs. All students at ORMS and ORHS are connected to a single adult in groups of 10-12 that work to build relationships that will support social emotional growth and development. School wide themes are regularly incorporated into the program to address key topics relevant to adolescent development.

As a district the District Mental Health Team continues to review results of the SHAPE assessment and other student data to make programmatic adjustments that will support student mental health needs. The district leadership team continues to coordinate efforts to help ensure that students are given the opportunity to develop the SEL skills needed to be successful k-12 while making sure appropriate supports are available to students along the way.

**MTSS**

Having a multi-tiered system of support (MTSS) for all student's academic needs is a key goal of the ORCSD. At Mast Way and Moharimet the focus in developing this system is on math and ELA instruction. Master schedules at all levels have been revised in order to better support students. Elementary master schedules now include weekly grade level team meetings to encourage curricular continuity. At the middle school the focus is on utilizing "Bobcat Time" to better provide multi-tiered support to students. The high school focus is on better utilizing data to make decisions about instruction at the classroom level and in "flex block". At the district level the focus is on better utilization of the technology tools we have available to analyze data and track the effectiveness of a variety of student interventions.

## **Diversity**

Across the district staff have engaged in multiple dialogues around the issues of diversity, equity and inclusion. On the first PD day of the year all teaching staff were engaged in dialogues to focus their efforts at the start of the school year. Efforts across the district are underway to review and develop curriculum to promote a greater understanding and awareness of diverse cultures. The district administrative team has begun a review of disciplinary protocols with the intention of incorporating more restorative practices to the process in hopes of better meeting the needs of our students.

Recruiting and hiring practices are being reviewed with the intent over time of strengthening the diversity of our staff. A variety of job search platforms have been utilized to expand the circle of recruitment in the district. The Institute for the Recruitment of Teachers (IRT) and Schoolspring.com are examples of this expanded effort. We continue to seek out ways to connect district job openings with a wider range of candidates.

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 October 16, 2019**

Title	Code
<b>Policies for First Read</b>	
Student Automobile Use	JLIE
Use of School Building and Facilities	KF
Searches of Student Automobiles on School Property	JHIB
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion/Replacement</b>	

As a reference the October 9, 2019 policy minutes are attached to this packet.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLIE
Code Change School Board 1 <sup>st</sup> Read 7/14/10 Previously - JHFD Code/Revision School Board 2 <sup>nd</sup> Read/Adoption: 8/11/10 <a href="#">Review Policy Committee: April 10, 2019</a> <a href="#">School Board First Read: October 16, 2019</a>	Page 1 of 1 Category: Recommended

## STUDENT AUTOMOBILE USE

The Oyster River Cooperative School Board encourages high school students to use the bus transportation provided to them. However, students may be granted the privilege of driving to school in their own vehicles if the requirements in this policy are met.

1. A student must complete a Student Driver Request/Registration Form that includes documentation concerning the student's vehicle, insurance and parental permission. No application will be approved without appropriate insurance or parental permission.
2. Students who are approved to drive to school must park only in areas designated for student parking.
3. Students may not access their vehicles ~~or leave school grounds~~ during the school day without permission of the building administrator.
4. Students should be aware that any vehicle that they drive to school may be subject to search as provided by Board policy [JIHB](#).
5. Students are required to drive safely and obey all traffic/parking rules while operating a vehicle on school grounds.
6. In order for a student to drive his/her vehicle to any school-sponsored activity off school grounds in which he or she is participating, prior written permission from the student's parent/guardian must be provided on the appropriate form and in accordance with all applicable Board policies and school rules.
7. The building administrator has the discretion to suspend or revoke a student's driving privileges and impose other disciplinary measures for driving infractions or other violations of Board policies or school rules. The building administrator may also report driving infractions to local law enforcement authorities as he/she deems appropriate.
8. Students are not allowed to transport other students to school sponsored activities in which he or she is participating, except in special circumstances, without prior written permission from [both](#) the parent/guardian of the passenger and the driver and the approval of the building administrator.

Cross References: [JLIE-R – Parking Application](#)  
[EEBBAG](#) – Use of Private Vehicles to Transport Students  
[JFICC](#) – Student Conduct on School Buses

~~[Student Driver Permission Form is part of this policy.](#)~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: March 5, 2014/April 2, 2014 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 <a href="#">Back to Policy October 9, 2019</a> School Board First Read: October 16, 2019	Page 1 of 2 Category: Recommended

## USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board allows its facilities to be used by responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not interfere with school activities and is in the best interests of the school system. Authorization to use school facilities does not connote Board endorsement or approval of the activity or of the sponsoring organization/individual.

### Policies

The Organization shall ensure that staff, students, and all participants in the PROGRAM shall follow all policies and rules of the Oyster River Cooperative School District to ensure the safety of all participants and the care of the facilities.

The Organization shall further ensure that the PROGRAM is operated in a manner that conforms to the School Board's Policy AC (Nondiscrimination/Equal Opportunity) and permits the School District to meet its obligations under federal and state non-discrimination laws.

The School District Rules can be found in the Parent Student Handbook on the District website under the school tab for each school, and the School Board Policies at:  
<http://www.orcsd.org/schoolboard/policies>

### Prohibited:

Any activity or organization which:

1. Promulgates any theory or doctrine subversive to the laws of the United States, the State of New Hampshire or any political subdivision thereof.
2. Advocates governmental change by violence.
3. Violates the canons of good morals, manners or taste, or is injurious to the district buildings, grounds or equipment.
4. Is in conflict with school activities or programs or policies.
5. Raises funds for any purpose except as permitted by board policy or special action of the board.
6. Is discriminatory.

### Granting of Approval:

The Superintendent of schools or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above requirements.

The Board authorizes the Superintendent to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants may be required to submit an explanatory statement declaring that to the best of their knowledge the projected use is within the general policy and is not in violation of prohibited activities noted above.

### Fees:

The Board will approve a schedule of fees for use of school facilities. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. The superintendent may adjust the fee charged. When doing so, will report out at the next Board meeting. The Board intends that recognized parent volunteer groups, such as PTO's, will not be charged fees for use of facilities that have approval of the building Principal and Business Administrator. Fee schedule will be reviewed as part of the annual budget process.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: March 5, 2014/April 2, 2014 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2014 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 <a href="#">Back to Policy October 9, 2019</a> School Board First Read: October 16, 2019	Page 2 of 2

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Insurance:

Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The Organization shall maintain workers compensation insurance as required by state law. The organization shall provide the Board with proof of insurance and shall not cause such policy to be terminated or materially changed without giving the Board at least 10 days' prior written notice.

Damages:

Anyone submitting an application for the rental of school property must assume responsibility for the proper use of the facility and for the conduct of all attending the event. As a condition for permission to use the facility the user must indemnify the school district from any claims which might arise from the use. If any school district property is lost or damaged during usage, the amount of loss or damage will be determined by the superintendent of schools, and a bill for damages (both labor and materials) will be mailed to the applicant of record, who accepts responsibility for payment of damages as a condition for permission to use the facility. In addition, the Superintendent or designee may require the submission of a deposit in advance to cover any potential loss or damage to school district property.

Complaints:

1. If an incident occurs that could be viewed as a violation of district policy or procedure, the district will be informed. ORCSD reserves the right to examine the incident and determine if it impacts further facilities use.
2. Every effort will be made to resolve the issue at the lowest level.
3. Complaints that result in investigations of violation of district policies will be conducted by independent third parties at the expense of the group using ORCSD Facilities.

Indemnification:

The organization agrees to defend, indemnify and hold harmless ORCSD for any claims, liability, or damages, arising out of the Organization's use of space under this Agreement.

Receipts:

Receipts from fees shall be used for facilities maintenance and operation costs.

Regulations:

Regulations governing this policy shall be posted on the school district web site.

Cross Reference:

- AC- Nondiscrimination/Equal Opportunity
- ACE & R – Nondiscrimination on Basis of Handicap/Disability & Procedure
- GBA – Equal Opportunity Employment
- GBAA & R & 1 – Sexual Harassment – Employee/Staff & Procedure & Report Form
- JBAA & R- Sexual Harassment and Violence -Students & Procedure
- JBAB & R – Transgender and Gender Nonconforming & Procedure
- KF-R Guidelines on the Use of School Facilities
- KF-R1 Building Rental Fees
- JLCF – Wellness Policy
- JL – Soliciting Funds
- KFB – Advertising in Schools

Legal Reference: Military Recruitment in high schools

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIHB
Policy Committee: January 7, 2015 Policy Committee: March 11, 2015 School Board First Read: March 18, 2015 School Board Second Read/Adoption: April 1, 2014 <a href="#">Policy Review: April 10, 2019</a> <a href="#">School Board First Read: May 1, 2019</a> <a href="#">Policy Committee: October 9, 2019</a> <a href="#">School Board First Read: October 16, 2019</a>	Page 1 of 1 Category: Recommended

## SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

Oyster River Cooperative School District students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

In the event that an employee of the school district has reason to believe that drugs, drug paraphernalia, or weapons are present in a student's automobile, that employee will inform the building principal, who will then conduct a search of the automobile. [The principal/designee shall have the discretion to engage the police in the search.](#) The principal shall fill out a vehicle search form, which will be maintained by the district.

Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

**Legal Reference:**

NH Constitution, Pt.1, Art.19

**Cross Reference:**

JIHB-R – Student Operated Vehicle Search Report

[JLIE – Student Automobile Use](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIHB-R
Policy Committee: January 7, 2015, March 11, 2015 School Board Adoption: April 1, 2015	Page 1 of 1

**SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY**  
**STUDENT OPERATED VEHICLE SEARCH REPORT**

NAME OF SCHOOL: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF SEARCH: \_\_\_\_\_

OWNER OF VEHICLE: \_\_\_\_\_

REASON(S) FOR SEARCH: \_\_\_\_\_

RESULTS/ITEMS RECOVERED: \_\_\_\_\_

VEHICLE DESCRIPTION AND TAG #: \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_

WITNESS: \_\_\_\_\_

ADDITIONAL NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cross Reference:

JIHB – Searches of Student Automobiles on School Property

Policy Committee Meeting Minutes

Wednesday, October 9, 2019 @ 3:30 PM

Attendees: Denise Day, Brian Cisneros, Kenny Rotner, James Morse, Todd Allen, Wendy DiFruscio

Visitors: Jim Rozycki

Denise called the meeting to order at 3:32 PM.

Dr. Morse opened the meeting by explaining that Jim Rozycki was present to walk the committee through the procedure that is followed when a request is made to use one of the district schools or fields.

Jim Rozycki explained that the entire process to reserve space is automated with a link on the website. An organization is classified under four separate headings which populates the appropriate paperwork that is needed before proceeding, i.e. Liability Insurance, etc. If the requested space is already reserved, the program will not go any further, but will offer to find another space. Once completed, the request goes through various approval sources depending on the location of the event. Once this process is completed, the final approval/review is done at the district facilities office where if all the criteria is met, the reserved space is automatically added to the District calendar.

Questions asked pertaining to multi-use requests, how a request for the same time and place is handled, custodial services and fees.

Jim Rozycki answered the various questions as well as provided a few separate scenarios that have happened in the past and the outcomes that the District provided to the various organizations.

A lengthy discussion resulted with the suggestion that similar organization will be treated the same and placed in the appropriate category moving forward. A small wording change to the last paragraph on the first page of the policy will be added and this policy is ready for a first read.

Jim Rozycki left the meeting at 4:30 PM.

Policy JLIE – Student Automobile Use was original sent to the Board at the May 1, 2019 meeting, but there was no action on it, therefore it will be brought back to the Board at their October 16 meeting for a first read.

Policy JH – Attendance, Absenteeism and Truancy – was reviewed with no changes. This will be reflected on the policy.

Policy JIHB – Searches of Student Automobiles on School Property – This policy came back from the Board meeting for additional discussion by the policy committee. Topics discussed around reasonable suspicion, probable cause, are the cars parked on Coe Drive still school property, principal discretion for conducting a search of a vehicle compared to a student's locker. The difference in consequences, the help that is available at the school level. A few scenarios were presented and discussed. It was determined that this policy will go back to the Board as is with the addition of a cross reference to Policy JLIE – Student Automobile Use.

No additional questions or comments.

Meeting ended at 4:55 PM – Next meeting November 13, 2019

Respectfully submitted,  
Wendy L. DiFruscio