

**Oyster River Cooperative School District
REGULAR MEETING**

November 1, 2017

OR Middle School Library

7:00 PM

- o. CALL TO ORDER (7:00 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve 10/18/17 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**
 - Diversity Forum
 - Report out on Meetings with the Town of Madbury and Lee
 - Policy Committee Addressed Nondiscrimination Policy AC
 - Cooperative Football
 - C. Business Administrator**
 - FY'18 Budget Updates
 - Restructure of Sustainability Committee
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
 - Siemens Priority Items
 - Siemens Lease Procedure
 - Superintendent Evaluation – Begin Process
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Item**
 - Motion to approve restructure of Sustainability Committee
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 11/6/17 - Town of Durham Council Meeting - 7:00 PM
11/8/17 – Board Budget Workshop – Lee Safety Complex 8:00-1:00
11/15/17 - Regular Meeting – ORHS Library
11/29/17 – Board Manifest Meeting – SAU Office 5:30 PM
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If needed}**
NON-MEETING SESSION: RSA 91-A2 I {If needed}

XIII. ADJOURNMENT:

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

**Respectfully submitted,
Superintendent**

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

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

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

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

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

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

Oyster River Cooperative School District Members:

- | | |
|--------------------------|----------------------------|
| • Brian Cisneros | Term on Board: 2015 –2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day, Vice-Chair | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

DRAFT

Oyster River Cooperative School District

October 18, 2017

**School Board Meeting
High School Library**

7:00 p.m.

SCHOOL BOARD MEMBERS: Denise Day, Michael Williams, Tom Newkirk, Kenny Rotner, Dan Klein, and Al Howland Student Representative: H.J. Wilson
Not Present: Brian Cisneros

ADMINISTRATORS: Sue Caswell, Todd Allen, Superintendent Morse

There were 12 members of the public present.

I. CALL TO ORDER:

APPROVAL OF MANIFESTS:

Payroll Manifests #7 \$965,505.47
Vendor Manifest #7 \$838,939.67

II. APPROVAL OF AGENDA:

Recommended amendments;
Move Siemens Report to after Section VI- A
Board Statement

Denise Day moved to approve the Agenda with the above recommendations, 2nd by Dan Klein. Motion approved 6-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS:

Benjamin Caudill of Lee spoke on behalf of his family. His children were involved in a racist incident at the beginning of school year. He wanted the Board to understand how it affected their family. The system has failed their family. They have a 13 point action plan. He doesn't want what has happened to their children to happen to any other children.

Krista Butts of Lee NH told the Board that Portsmouth has been moved up to Division I in sports. They are looking for a cooperative agreement with Oyster River in football. They have rewritten an agreement. The football team will be practicing at 8:00 p.m. This Cooperative Agreement will not have a term length. The cost per player will be divided evenly amongst each player with

no direct to cost to the District. She is requesting that the Board charge the Oyster River Athletic Director to contact the Portsmouth Athletic Director.

Nathan Schmuger of Durham mentioned that they have observed with their daughter that racism is a widespread problem and that the use of language should not be used. He thinks that the District has a serious problem that needs to be addressed.

IV. APPROVAL OF MINUTES:

Motion to approve October 4, 2017 regular meeting minutes

Revisions:

Page 3, 4th paragraph 6 sentence insert “It is a great way to find out what is happening in the school.”

Replace page 3, paragraph 6 2nd sentence with “She encourages a dialogue with students and the Board about homework and not have the Board simply rely on a survey.”

Denise Day moved to approve the October 4th minutes with the above revisions, 2nd by Al Howland. Motion passed 6-0 with the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District: None

B. Board

Denise Day discussed elementary enrollments. As she sees it, there are three main issues driving the elementary school enrollment issue:

A dramatic shift in enrollment from Moharimet to Mast Way.

Full day kindergarten requiring more classrooms for kindergarten.

The overall reduction in enrollment that was projected did not occur.

Denise Day also mentioned that Chengdu University visited and performed in a concert at the high school. The studio orchestra also performed and it was great.

Al Howland announced that there will be Treat or Treat at the Mill Plaza on October 28th and a movie.

Kenny Rotner reported that the Durham Town Council had a presentation with the budget and they are looking at how expenses continue to rise for Durham while needing to increase the assessed value. Durham has made tremendous strides to increase the assessed values already. Important to go to local town council about ways to increase assessed values. If the towns are all participating we stand a better chance. Additionally, he would like to see the homework subject on a future agenda, and to address Krista Butt's suggestion of cooperative football program with Portsmouth.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum Instruction Report:

Bus Route Update with Lisa Huppe Todd Allen and Lisa Huppe updated the Board on the bus routes. Todd Allen commended Lisa for all her continued hard work on this issue. The ridership patterns are constantly shifting. The bus routes are constantly being reviewed. They anticipate with one additional driver it will reduce the time of Bus 1 and Bus 22 by ten to fifteen minutes each. We currently have 26 bus drivers and we need 30 to fulfill the needs. There are also some special needs routes that need to be addressed immediately.

There are:

K-12 students 2152

Eligible for transportation 2023

Walk zone 1831

Signed up to use transportation 1462 (72%)

Lisa Huppe walked the Board through the details of the bus routes with the computer model. Kenny Rotner suggested having the bus drivers use a clicker to track how many students are using the bus on each route. Tom Newkirk suggested the possibility of paying bus drivers for training. Lisa said that the length of training depends on the person, but the average is approximately two months.

B. Superintendent's Report: Last night Superintendent Morse attended a community forum on race in South Berwick. It was very informative.

Superintended Morse reported that the Diversity Forum is next week. It is open to the entire community. There are some great parents on the forum.

There will be a community supper before the forum. By the end of next week about 60% of the staff will have completed the diversity training. The next step is working with the diversity coordinator at Berwick Academy. Todd Allen will be sending out to the Board the training schedule for Board members to pick which training works best for them.

Update on Middle School: Two subcommittees have been formed. One is to look at criteria for options and the other is to determine what is the matrix or set of criteria to determine if a piece of land is viable for a middle school.

C. Business Administrator:

Barrington Tuition Rate: Sue Caswell reported that the Tuition Agreement we have with the Barrington School District requires that we notify them on or before October 1 of each year the tuition rate for the next succeeding year. The current rate is \$15,562. 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 5.98%. The tuition rate for Barrington students for the 2018-19 school year will be \$16,493 a 5.98% increase.

Al Howland moved to approve the new tuition rate, 2nd by Dan Klein. Motion passed 6-0 with the Student Representative voting in the affirmative.

D. Student Senate Report: Student Representative Hannah Jane Wilson stated that the Student Senate had a meeting on increasing their responsibilities and will keep the Board updated. They discussed the parking issue with the principal. The senior class is meeting regarding graduation and the junior class is planning for prom. The freshmen are working on getting a movie night in the auditorium. One Flew Over the Cuckoo's Nest is the Fall Play. Senior Soccer night was this week. On October 31st at 7:45 the Board will meet with the Student Senate.

E. Other: Siemens Report:

Tom Seekins and Shawn Foy presented their report to the School Board. They have done a performance concentrating analysis and creating an action plan.

Siemens is doing an energy and infrastructure project preliminary analysis where healthy learning environment for the classroom is the focus. Creating a master plan for facilities.

Superintendent Morse asked Tom and Shawn to attend a facilities committee meeting to review the middle school items.

Tom Newkirk ask how the items get prioritized. Superintendent Morse wanted the Board to see the scope of the work this evening. They will be meeting with Siemens to go over the priorities items and bring that list back to the Board for discussion at the next meeting. At the following meeting this will come before the Board for approval of a standalone budget.

Superintendent Morse recommends that since we have an excellent history with Siemens use them as a preferred vendor. Looking at an alternative company doesn't make sense.

Connect with the School District:

Proposed statement from the Board as drafted by Michael Williams:

The ORCSD School Board and administration strive to be accessible transparent and responsive to the concerns of the communities, students and parents/guardians. To contact administrators including Superintendent James Morse and Assistant Superintendent Todd Allen, call the school district administrative offices at 868-5100 or find email addresses on the central office web page.

School Board Members email addresses are on the School Board web page. The School Board usually meets two Wednesdays per month, and the full calendar of meetings is here. This link will also point you to the meeting live feed. The agenda and supporting materials for each School Board meeting are usually posted online 3-5 days prior to the meeting. Past meetings are archived on YouTube. Each School Board meeting usually begins and ends with an opportunity for members of the public to speak about any topic of school District concerns.

If your concern or comment specifically concerns one school, we recommend that you first contact the school office or principal of that school. Keep in mind

that under New Hampshire’s Right-to-Know law, most emails to and from administrators and School Board members are public record.

Denise Day moved approve the statement as written, 2nd by Michael Williams. The motion passed 6-0.

VII. DISCUSSION ITEMS: None

VIII. ACTIONS:

A. Superintendent Action Items: None

B. Board Action Items:

Motion to approve policies:

Al Howland moved to approve Policies KCDA, KLG, CHCA, and EBCA for adoption, 2nd by Michael Williams. Motion passed 6-0 to approve policies.

ORMS Activity Stipends:

Al Howland moved to approve the following ORMS Activity Stipends, 2nd by Dan Klein:

Nick Bellows	MS News	\$ 999.00
Jonathan Derick	MS Yearbook	\$1997.00

Motion passed 6-0.

Superintendent Morse moved to approve Valerie Caswell as a one on one nurse at Moharimet. Kenny Rotner moved to approve the Superintendent’s recommendation 2nd by Denise Day. Motion passed 6-0.

IX. SCHOOL BOARD OMMITEE REPORTS:

Denise Day reported that the LRPC met on Monday and they are trying to modify the formula to better predict Kindergarten numbers. They discussed different options to approach this.

Kenny Rotner reported that Policy Committee met and discussed discrimination, bullying and food services policies.

X. PUBLIC COMMENTS: None

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October 18, 2017

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XII. CLOSING ACTIONS:

- A. Future Meeting Dates: 10/23/17 Town of Lee Select Board 6:30 p.m.
11/1/17 Regular School Board Meeting ORHS Library
11/6/17 Town of Durham Council Meeting

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (If needed)
NON-MEETING SESSION: RSA 91-A2 I (If needed)

XIII. ADJOURNMENT

Al Howland moved to adjourn the meeting at 9:20 p.m, 2nd by Michael Williams. Motion passed 6-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

FISCAL YEAR 2017-18

FINANCIAL STATUS AS OF:

10/26/2017

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017
SALARIES:					
Administrator	1,428,184	455,340	988,742	(15,898)	101%
Teacher	15,790,099	2,747,253	12,995,410	47,436	100%
Para	2,375,680	445,476	1,736,912	193,292	92%
Tutor	201,944	33,049	148,793	20,102	90%
Custodian	762,347	236,862	504,429	21,056	97%
Secretary	384,588	99,281	278,721	6,586	98%
District Hourly	733,077	220,027	502,577	10,473	99%
Maintenance	191,103	65,737	116,030	9,336	95%
Drivers	792,119	121,567	473,706	196,846	75%
Misc & Summer	165,202	73,062	36,798	55,342	67%
Subs - Professional	347,559	30,971	85,838	230,750	34%
Subs - Para	37,000	8,560	0	28,440	23%
Subs - Secretary	6,000	1,516	0	4,484	25%
O/T	25,580	0	0	25,580	0%
Med & Dent Payback	494,012	99,957	376,547	17,508	96%
TOTAL SALARIES	23,734,494	4,638,658	18,244,503	851,333	96.4%
	17.51%	18.82%	17.90%		
BENEFITS:					
Health Ins	5,277,711	1,043,834	4,083,447	150,430	97%
Dental Ins	138,584	28,081	111,009	(506)	100%
Life Ins	58,517	12,456	49,840	(3,779)	106%
LTD Ins	63,282	10,529	41,509	11,244	82%
FICA	1,793,048	341,528	1,393,207	58,313	97%
Retirement - Non Professional	332,417	97,182	227,914	7,321	98%
Retirement - Professional	2,765,495	517,120	2,325,942	(77,567)	103%
Annuity	141,876	24,715	106,435	10,726	92%
Tuition Reimb	0	0	0	0	
Unemployment Comp	19,500	959	0	18,541	5%
Workers Com	141,296	141,296	0	0	100%
TOTAL BENEFITS	10,731,726	2,217,700	8,339,303	174,723	98.4%
ALL OTHER OPERATING EXPENSES:					
Mast Way	191,373	88,686	14,473	88,214	54%
Moharimet	188,296	81,712	19,711	86,873	54%
Middle School	361,524	170,337	57,975	133,212	63%
High School	680,311	235,950	89,641	354,720	48%
District	2,028,238	1,593,468	4,219	430,551	79%
Transportation	438,959	132,771	15,350	290,838	34%
Technology	534,416	182,755	188,684	162,977	70%
Facilities	2,371,189	1,247,713	86,334	1,037,142	56%
SPED	1,682,875	651,811	841,505	189,559	89%
TOTAL OPERATING	8,477,181	4,385,203	1,317,892	2,774,086	67.3%
GRAND TOTAL	42,943,401	11,241,561	27,901,698	3,800,142	91.2%

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

Sustainability Advisory Committee
Report to School Board, Nov 1, 2017

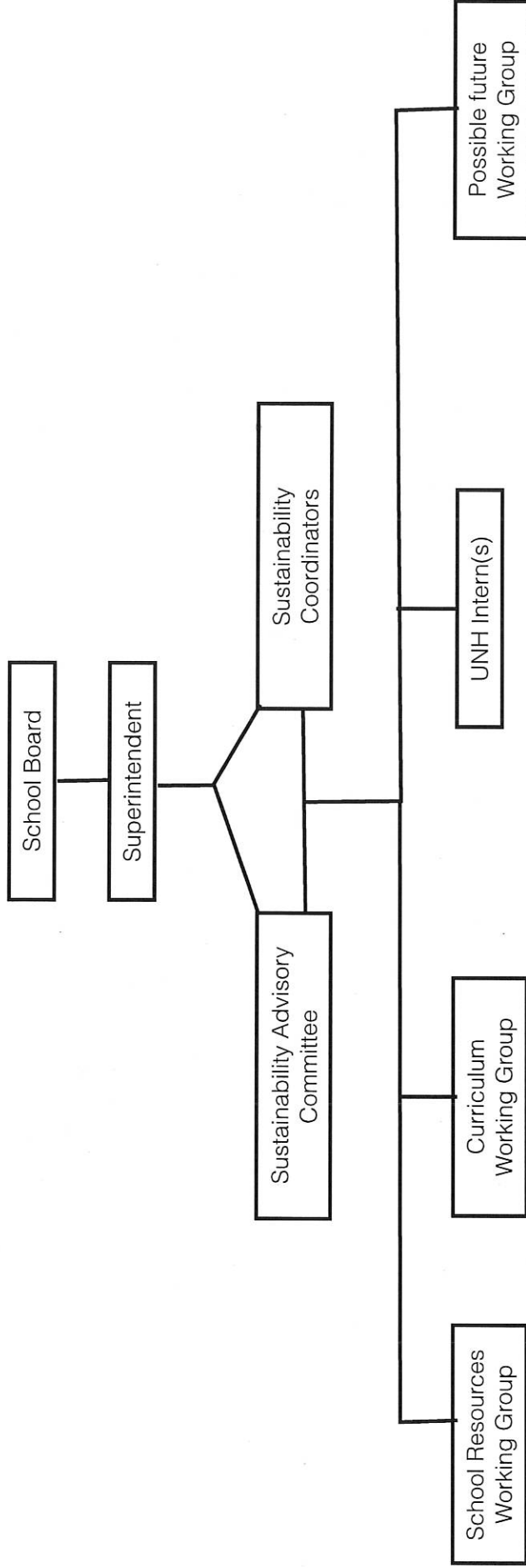
The Sustainability Committee has been active in the ORCSD schools for 5 years, beginning in 2011. Historically, the Committee had 3 Green Team Leaders working within each school. In the Spring of last year, discussions began about shifting the model from the school based "Green Team Leaders" to one of district-wide "Sustainability Coordinators". Examples of how this model is effective include sharing field trip opportunities across elementary schools, creating enrichment programs at both elementary schools, providing guidance to facilities staff on garden renovations at 3 schools this summer, and working on projects such as plastic water bottles that cross through all schools.

The committee was renamed an "advisory" committee as it better reflects their role of supporting the work of the Sustainability Coordinators.

On September 27th, the renamed Sustainability Advisory Committee met and approved the proposed changes to the committee's structure as well as the 2017-18 goals and objectives document. This document is organized around the District's Environmental Sustainability Policy and Procedures. Also approved was a detailed roles and responsibilities document.

We would like the School Board to review and approve the changes made to the structure of the Sustainability Committee.

Sustainability Advisory Committee Organizational Chart



Sustainability Committee ~ Roles and Responsibilities

Approved September 2017

Sustainability Coordinator(s)

- Set annual objectives with direction from School Board, Superintendent & Sustainability Advisory Committee (SAC)
- Develop and deepen relationships with administration, teachers and staff at each school in district.
- Act as resource for all ORCSD personnel on matters relating to sustainability and environmental responsibility.
- Assist district managers (Food Service, Facilities, IT, Admin) with implementation of Sustainability Policy and Procedures.
- Develop budget for SAC approval.
- Manage all aspects of SAC meetings including create agenda, provide supporting documentation, facilitate meeting and record minutes.
- Track expenditures and provide financial report to SAC.
- Recruit, hire and oversee UNH intern(s).
- Meet regularly with Sue Caswell as the liaison to ORCSD administration.

Advisory Committee Members

- Attend Sustainability Committee Meetings and participate in 1 or more working groups
- In coordination with district staff, principals and teachers, evaluate Sustainability Coordinator performance including a mid year limited review and full review in late spring.
- Share resources and knowledge to assist in deepening connections, partnerships and relationships within the Durham, Lee and Madbury communities and ORCSD
- Assist in hiring Sustainability Coordinator(s)
- Meet 3 times per year in September, January and April.

Working Groups

- Bring together area experts, stakeholders and interested parties to gather information and conduct research on group focus area.
- At each working group meeting record date, location, attendance, discussion points and when the next meeting will take place.
- Explore, discuss and develop options for SAC & Sustainability Coordinators consideration.

Sustainability Advisory Committee Goals

2017 - 2018 School Year Objectives

1. Goal: To support Oyster River School District's environmental sustainability commitment to use school resources efficiently and effectively.

Objective 1: Selling plastic water bottles by the OR Food Service Department has become a significant income stream that allows the FS budget to remain balanced. While recognizing the budget impact this has on the FS budget, plastic water bottles have a significant long term impact on many areas of our environment. Can the District reduce its financial reliance on plastic water bottles? Recommendations by May, 2018.

Responsibility: *School Resource Working Group*

Action Steps: (Can be expanded upon by the Committee, Faculty & Staff)

Investigate the purchase of plastic water bottles by District's food service department.

Develop recommendations to school board to replace/reduce District's water bottle purchases while not straining food service budget

Objective 2: In response to an inquiry, School District administrators are interested in the feasibility of investing in propane buses. Should the District pursue an alternative energy option? Recommendations by January, 2018.

Responsibility: *School Resource Working Group*

Action Step(s):

Respond to school board (?) inquiry about the financial and environmental investment to purchasing propane buses

2. Goal: Minimize the amount of waste sent to landfills (including food waste) as we strive to achieve zero waste.

Objective 1: In the Spring of 2017 each school within the District was assessed by the Northeast Resource Recovery Association on recycling efforts. Through this assessment, Middle School and High School administrators specifically expressed an interest in building more student responsibility to sorting student generated waste in the cafeteria. How can a stronger student culture of responsibility be generated? Ongoing recommendations.

Responsibility: *Sustainability Coordinators*

Action Step(s):

Improve Middle School student participation and compliance with sorting student generated waste in the cafeteria by sponsoring a Trash on the Lawn Day in September

Evaluate the feasibility of sponsoring or hosting a similar event for the High School

Work with the OR Sustainability Club to develop a plan to increase student participation of waste sorting within the school cafeteria

Objective 2: Continue to develop system and tools to encourage groups including but not limited to school PTOs, foreign language programs, and boy/girl scouts utilizing school facilities to sort waste using school designed receptacles. Recommendations by May, 2018.

Responsibility: *Sustainability Coordinators*

Action Step(s):

Continue to pursue waste reduction goals by utilizing prompts within the School Dude facility reservation system.

Work with IT and Facilities Directors to ensure any future changes to District's room reservation program include prompts for waste reduction at events.

3. Goal: Weave the topics of environmental awareness and sustainable practices throughout the instructional practices of the Oyster River School District Preschool – Grade 12.

Objective 1: To increase outdoor learning opportunities at each school campus by utilizing school, habitat, and/or rain gardens, and natural spaces adjacent to each school. Ongoing.

Responsibility: *Sustainability Coordinators*

Action Step(s):

Assist teachers at each school to deepen curriculum integration of outdoor learning opportunities.

Objective 2: To assist faculty and staff with the integration of sustainability/environmental education into the curriculum. Ongoing.

Responsibility: *Curriculum Working Group*

Action Step(s):

Develop timeline and plan to provide opportunities to assist teachers in deepening sustainability/environmental education within the curriculum.

Expand classroom field trip offerings focused on local sustainability practices within the towns served by the District and UNH. Align field trips to NextGen Science standards as appropriate.

Develop opportunities for teacher to attend skill building workshops, conferences, and events off site.

4. Goal: To build community around sustainability issues within the communities served by ORSD.

Objective 1: To offer educational outreach in collaboration with other local/state organizations. Ongoing.

Responsibility: *Sustainability Coordinators*

Action Step(s):

Co-sponsor community movie night. Collaborate as appropriate with school clubs and local community organizations.

To continually investigate potential community partners for collaboration

Objective 2: To strengthen public and District awareness and understanding of the District's commitment to sustainability. Ongoing.

Responsibility: *Sustainability Coordinators*

Action Steps(s)

To develop sustainability presence on the District's website

Utilize social media platforms to communicate events, practices and opportunities

Work within each school's communication system to share information with parents.

5. Goal: To maintain Sustainability Advisory Committee as it works in collaboration with the School Board.

Objective 1: Ensure coordination of the transition short-term and success long-term of the Sustainability Advisory Committee and support staff. Report by May, 2018.

Responsibility: *Sustainability Advisory Committee*

Action Step(s):

Restructure and transition Committee to an advisory board.

Inform School Board of changes

Assess and evaluate restructuring of committee for spring meeting.

In coordination with district staff, principals and teachers, evaluate Sustainability Coordinator performance relative to new structure including a mid-year limited review and a full performance review in late spring.

Sue Caswell to serve as District and Advisory Committee liaison to Sustainability Coordinators.

Approved by Sustainability Advisory Committee 9/27/2017

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI
Reviewed by Policy Committee: 1/29/14 previously CBG School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014	Page 1 of 1

EVALUATION OF THE SUPERINTENDENT

The superintendent is the executive head of the public schools and shall be responsible for planning and administering their affairs to statutory requirements, the regulations of the State Board of Education, and the policies of the Oyster River Cooperative School District.

The superintendent shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The superintendent shall provide, develop, and implement the procedures to achieve educational objectives with the administrative unit.

In performance of these duties, the superintendent shall be directly responsible to the Oyster River Cooperative School Board.

The school board shall evaluate the superintendent on an annual basis by February 15 utilizing the criteria established under CBI-R. The Board shall direct the superintendent to furnish a written self-assessment which addresses the performance areas as outlined in CBI-R in a timely manner.

Through evaluation of the superintendent, the board will strive to accomplish the following:

- Clarify for the superintendent his/her role in the school system as seen by the board.
- Clarify for all board members the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
- Develop harmonious working relationships between the board and superintendent.
- Provide effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent/board relationships and will inform him/her at least annually of its assessment of his/her performance.

Cross Reference: CBI-R – Evaluation of the Superintendent - Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 1 of 3

EVALUATION OF THE SUPERINTENDENT

The superintendent, in developing his/her self-assessment report, and each board member, in providing the chair with his/her assessment of the superintendent's performance, will use the following criteria:

PERFORMANCE AREAS

Relationship with the Board

- Keeps the board informed consistently through oral and written communications on important issues and needs of the school district.
- Anticipates sensitive issues and acts proactively to minimize potential difficulties.
- Offers professional advice/recommendations on items requiring school board action or review.
- Feels free to openly express an opinion on a matter under discussion by the school board until a final decision has been reached; then implements the decision in a timely and effective manner regardless of any previously held view.
- Is knowledgeable of, adheres to, and enforces all policies and fulfills all directives of the Oyster River Cooperative School Board.
- Respects the school board's policy making authority and responsibility.
- Alerts board when new policies are needed or old policies need updating.
- Participates actively in the contract negotiations process.
- Deals with each board member equally and refrains from public criticism of board members.

Community Relations

- Keeps the community informed of school district plans, programs, and achievements.
- Demonstrates sensitivity and responsiveness to parental concerns
- Actively solicits participation by community members in the decision-making process whenever appropriate.
- Exhibits awareness of and responds to community concerns as they relate to the school district.
- Works effectively with news media.
- Accepts opportunities to attend or participate in community sponsored activities/organizations whenever possible while balancing other responsibilities or priorities.
- Fosters positive relationships and good communication with community leaders.

Staff/School Relations

- Develops sound personnel practices including, but not limited to, the assessment of staffing needs, nomination of best qualified candidates, assignment of staff, definition of duties, reviewing the evaluations of district staff, and evaluating central office administrative staff and building principals.
- Treats all personnel fairly and impartially while demanding high levels of performance.
- Adheres to all federal and state regulations that govern employment activities.
- Oversees a workable program for staff evaluation.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 2 of 3

EVALUATION OF THE SUPERINTENDENT (continued)

- Organizes and promotes an effective program for professional growth.
- Delegates responsibility/work effectively.
- Establishes clear performance expectations to all with whom he/she works.
- Implements goal setting as a strategy to improving classroom performance.
- Deals with personnel issues impartially and objectively, within a timely manner.
- Keeps informed of current conditions and needs at each of the buildings through good communication with administrators.
- Maintains a high visibility within the schools' facilities.
- Promotes positive morale.
- Readily accepts and abides by the mandates of district employee contracts.

Educational Leadership

- Keeps focus of education on improving student learning.
- Exhibits genuine concern for student welfare and achievement.
- Presents, coordinates and evaluates an effective measurement process for student achievement.
- Possesses awareness of innovative methods for enhancing student achievement.
- Provides leadership in the study and development of curriculum options.
- Promotes and supports efforts to establish and improve K-12 curriculum development.
- Participates with staff, board, and community in the development of educational curriculum, priorities, and opportunities.
- Requires school programs and support services to reflect sound educational practices.
- Resists pressure to take actions contrary to the best interests of students.
- Accepts proposals for educational change from inside and outside the educational community.
- Keeps informed about current developments and research in education and student learning.
- Is knowledgeable of and adheres to all applicable state and federal laws/guidelines.

Fiscal Management

- Uses well designed, user friendly and effective budget reporting procedures.
- Develops and recommends the annual budget to the school board within stated school board objectives.
- Maximizes the use of all available resources.
- Monitors the ongoing physical/financial needs of the school system.
- Provides leadership in identifying, planning, and implementing capital improvements.
- Assures that school facilities are maintained in an optimal cost effective manner.
- Regularly provides financial reports to the school board.
- Oversees the district's equipment inventory and procurement process, ensuring that bid processes are consistent and cost efficient.
- Implements and adheres to the budget as directed by the school board.
- Administers expenditures consistent with appropriations.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 3 of 3

EVALUATION OF THE SUPERINTENDENT (continued)

Personal Qualities

- Is respected in the schools, community, and profession.
- Works well with others.
- Is suitably attired and well groomed.
- Communicates clearly and effectively.
- Is poised and effective in a crisis.
- Maintains good physical and mental health.

Goals and Objectives

- Assists the school board in the development of attainable goals and objectives.
- Develops effective programs/procedures to achieve both short and long term goals within established time frames.
- Monitors progress toward goals and informs school board.
- Establishes personal goals and monitors progress toward achievement.