

**Oyster River Cooperative School District
REGULAR MEETING**

December 18, 2019

ORHS Library

7:00 PM

0. 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 12/4/20 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

- Competency Based Grading Survey

C. Business Administrator

- FY20 Budget Update

- 2020-21 Budget

- Proposed 2020-21 Warrant Article

D. Student Senate Report

E. Other:

VII. DISCUSSION ITEM

- Draft 2020-21 School Calendar – 2nd Review

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve 2020-21 Warrant Article

- Motion to approve 2020-21 Budget

- Motion to approve 2020-21 School Calendar

- Motion to approve ORHS Winter Coaches and Volunteers

- Motion to approve List of Policies for First Read – D3 -Time-Effort Reporting, D-4Conflict of Interest/Mandatory Disclosure, D5-Inventory Management-Equip & Supplies Purchased w. Fed. Funds, DFA – Investment, DFE – Gate Receipts & Admissions, DJC – Petty Cash. DBD – Budget Planning. Second Read/Adoption: JLIE – Student Automobile Use, KF/KF-R/KF-R1 – Use of School Buildings and Facilities, JIHB – Searches of Student Automobiles on School Property, JICJ(A) – Technology Devices – K-8 Cell Phones/Personal Devices, ADB – Drug-Free Workplace/Drug-Free Schools

IX. SCHOOL BOARD COMMITTEE UPDATES

A. Manifest Reviewed and Approved by Manifest Subcommittee.

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 1/2/20 – Manifest Review (3:30 SAU Conference Room)
 1/8/20 – Regular Meeting – ORHS – Library – 7:00 PM
 1/13/20 – Durham Town Council Budget Update – 7:00 PM
 1/15/20 – Bond & Budget Hearing – ORHS – Auditorium – 7:00 PM
 1/20/20 – Madbury Select Board Budget Update – 7:00 PM

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

- Superintendent Self-evaluation

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

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

December 4, 2019

ORHS - Library

DRAFT

SCHOOL BOARD: Brian Cisneros, Dan Klein, Tom Newkirk, Al Howland, Denise Day, Kenny Rotner. Not Present: Michael Williams

Student Representative: Yasmeen Gunandar

ADMINISTRATORS: James Morse, Sue Caswell, Todd Allen, Suzanne Filippone, Catherine Plourde, Misty Lowe, David Goldsmith, Jay Richard, Lisa Huppe, Doris Demers, Joshua Olstad, Jim Rozycki

There were 5 members of the public present.

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

6:30-7:00 Manifest Review

II. APPROVAL OF AGENDA:

Brian Cisneros moved to approve the agenda as written, 2nd by Dan Klein.

Motion passed 6-0.

III. PUBLIC COMMENTS:

Meg Hydock of Lee – She thanked the Board for the opportunity to speak but also felt that she needed to express her frustration over the inadequacies of Gym time and space allotted to MV compared to ORYA. She felt that the usage should be based on the number of participants. She hoped that this could be looked into. She also stated that the MS Ski Club participants will miss a lot of practices due to how the time was assigned for Basketball.

IV. APPROVAL OF MINUTES:

Motion to approve 11/20/19 meeting minutes:

Denise Day moved to approve the 11/20/19 meeting minutes as is, 2nd by Brian Cisneros. Motion passed 5-0 with Tom Newkirk abstaining.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:

A. District:

B. Board:

VI. DISTRICT REPORTS:

A. Assistant Superintendent Reports:

B. Superintendent's Report:

C. Business Administrator:

D. Student Senate Report:

Yasmeen arrived at the meeting, but due to the budget workshop she would report out at the next meeting.

E. Other: Long Range Planning Committee - Lisa Allison

Tom Newkirk began by asking Lisa if he heard correctly that this would be her last report out to the Board. Lisa explained that she would in fact be moving out of the district next summer. Tom stated that he deeply appreciated her efforts and the many years that she dedicated her time to generating this report. Tom thanked Lisa and wished her well.

Lisa Allison began her report using the power point as a reference to explain the following points:

- Provide enrollment projections for the next 10 years.
- Provide the information in the fall for budget purposes.
- Continue to refine and improve the model used for projections.

Lisa explained that enrollment will decline, and tuition students will not rise to offset the decline.

- Peak enrollment in 2000 was 2,393
- 2019-20 enrollment is 2,173 includes 170 tuition students
- Decline over 19 years was 220 students.
- Projected 2029-30 with tuition students is 1,915 {tuition = 157}
- The margin of error increases over time.

Lisa explained the methodology for determining projections. Historical births and enrollment trends are used to project (using linear regression) and Grade Progression Ratios (GPRs) are used to forecast the number of students. Lisa explained the GPR steps taken and also explained that using a 5 year average there are more families with children moving in than moving out. They also use other independent variables like employment, and real estate transactions.

Lisa explained the elementary school split with 54.7% for Mast Way and 45.3% for Moharimet. Different GPR's are used for Moharimet and Mast Way.

Projection Range (Plus and Minus) was detailed:

- Historical projections 1994-2019 show 25 years of forecasts, each predicting 10 future years.
- Take the difference between Predicted and Actual enrollment for each year.
- Take the absolute value of the difference and divide by the actual enrollment figure to get a percentage.
- Find the average percentage difference for each forecast horizon (1 to 10 years out)

The Projections. Lisa presented the enrollment projections Summary slide for the 2019-20 Actual to 2029-30 projected with and without high school tuition students. She also presented slides for the elementary projections, middle school projections, high school tuition student projections, and the high school projections.

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 moved to adjourn the meeting at 7:26 p.m., 2nd by Dan Klein.
Motion passed 6-0.**

Respectfully Submitted,

Wendy L. DiFruscio
Executive Assistant to
Superintendent of Schools

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FISCAL YEAR 2019-20
FINANCIAL STATUS AS OF: 12/10/2019**

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2019-2020	2019-2020	2019-2020	2019-2020	2019-2020
SALARIES:					
Administrator	1,538,444	647,692	883,253	7,499	100%
Teacher	16,488,618	4,524,205	11,861,382	103,031	99%
Para	2,209,871	729,418	1,366,907	113,546	95%
Tutor	225,859	72,588	149,010	4,261	98%
Custodian	782,723	321,602	453,901	7,220	99%
Secretary	432,569	166,527	265,803	239	100%
District Hourly	785,502	330,529	449,376	5,597	99%
Maintenance	219,172	105,326	106,028	7,818	96%
Drivers	767,987	231,601	410,643	125,743	84%
Misc & Summer	169,724	99,965	43,562	26,197	85%
Subs - Professional	302,340	89,737	110,656	101,947	66%
Subs - Para	59,164	10,520	0	48,644	18%
Subs - Secretary	6,700	2,659	0	4,041	40%
O/T	24,500	7,822	0	16,678	32%
Med & Dent Payback	396,230	111,779	253,267	31,184	92%
TOTAL SALARIES	24,409,403	7,451,970	16,353,788	603,645	97.5%
BENEFITS:					
Health Ins	5,774,676	1,618,980	4,050,255	105,441	98%
Dental Ins	150,516	44,615	110,651	(4,750)	103%
Life Ins	65,326	18,692	47,276	(642)	101%
LTD Ins	55,419	15,447	39,490	482	99%
FICA	1,869,224	548,134	1,258,670	62,420	97%
Retirement - Non Professional	351,290	141,671	219,586	(9,967)	103%
Retirement - Professional	3,048,326	863,886	2,198,663	(14,223)	100%
Annuity	136,665	44,757	105,677	(13,769)	110%
Tuition Reimbursement	5,000	1,750	0	3,250	
Unemployment Comp	15,000	0	0	15,000	0%
Workers Com	165,346	87,316	0	78,030	53%
TOTAL BENEFITS	11,636,788	3,385,248	8,030,268	221,272	98.1%
ALL OTHER OPERATING EXPENSES:					
Mast Way	266,875	139,551	47,552	79,772	70%
Moharimet	171,785	80,242	13,580	77,963	55%
Middle School	380,468	137,475	27,612	215,381	43%
High School	710,136	284,164	63,835	362,137	49%
District	1,913,520	1,696,297	2,280	214,943	89%
Transportation	554,845	345,843	20,000	189,002	66%
Technology	674,129	611,678	35,278	27,173	96%
Facilities	3,642,736	2,613,773	30,458	998,505	73%
SPED	1,621,153	877,843	886,943	(143,633)	109%
TOTAL OPERATING	9,935,647	6,786,866	1,127,538	2,021,243	79.7%
GRAND TOTAL	45,981,838	17,624,084	25,511,594	2,846,160	93.8%

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

INTEROFFICE MEMORANDUM

TO: School Board/District Administrators
FROM: Dr. Jim Morse
DATE: December 10, 2019
RE: Bond Interest Rate & Payment

The workshop on the 2020-21 budget was most helpful. I want to take a moment to capture the discussion and direction we've agreed to should the bond pass on March 10, 2020.

Our common goal for the middle school bond is to avoid a spike in taxes as a result of its passage. We have been committed to this goal for the past two years resulting in the capital and trust accounts at record highs.

You have tools at your disposal to accomplish this goal that will result in intense discussions over the next five budget cycles.

The first is the capital improvement fund. As we discussed, the fund will be impacted as we move through the next three budget cycles, many priorities will be pushed back, perhaps several years. We will need to adjust and readjust this account based upon the needs of the bond in a given year. As Jim Rozycki stated, the capital plan is a living document.

Second, the Trust Accounts you and the voters established over the last 7 years. We built these accounts to offset projected tax increases in any given year, so taxpayers would not see dramatic increases in school taxes. The goal for these trust accounts is almost exactly the same goal we have for the bond, i.e., to avoid a spike in taxes. You always have the option of using these accounts with one caveat, what you use must be replenished. Current balance \$1.2M.

Third, end of the year balances. We have successfully run frugal budgets throughout our time together. We have used end of the year balances to offset taxes, to replenish trust accounts and to get ahead on capital projects. As you know, we declare a specific balance each year and we have met that goal every year we've worked together. This year, as an example, we declared \$300,000. The actual balance was \$736,000. Due to the dramatic increase in taxes on the Town of Lee, the Board decided, based upon Sue and my recommendation, to use the entire balance to offset taxes. In the future you could do what you've done in the past and meet our stated goal but shift the remaining to the Trust Accounts, so that can then be used to help offset the bond.

Fourth, interest bearing accounts. The bond will provide the district nearly \$50 million dollars that will generate interest. Recognizing the interest bearing accounts are at an all-time low, \$50 million dollars still will generate interest income that can be placed in the Trust Accounts for use toward the bond. We estimate this will be in excess of \$500,000.

Fifth, retirement incentives. The Guild surveyed their membership recently and found if there was an incentive today, 7 faculty would take advantage of it and 14 would seriously consider such an incentive. The timing of an incentive is very important as the savings could be substantial and could help toward the bond.

Sixth, savings from the health insurance, if cost comes in under guaranteed maximum rate (GMR). Such savings, if they materialize, can be used for the trust accounts, or capital projects.

Adequacy funding, though outside the Board's direct control, can play a factor, as it will for the 2020-21 school year. The Governor and Legislature increased adequacy funding to historic levels for 2020-21, resulting in lowered anticipated tax impact on Lee and Madbury. Neither the Governor nor Legislature have committed to increased funding beyond the 2020-21 school year, but it does provide a short-term opportunity for the Board to take advantage of the increased adequacy funding, at least for the upcoming school year, to better prepare itself for the 2021-22 school year.

We will have to be strategic and flexible over these next five school years and consider every option to meet the goal of no spike in taxes due to the middle school bond. The good news is the Board has set itself up for success by establishing the Trust Accounts and by increasing the capital fund to current levels.

Passage of the bond will require due diligence on the part of the Board and Administration. It will not be easy work as it has many moving pieces, but it can be done.

BOND Assumes Interest Rate of 2.7% over 25 years.						
Year	Budget Year	Bond 1	Bond 2	Total	New amount needed	
One	2020-21	\$625,000				
Two	2021-22	\$1,250,000	\$625,000	\$1,871,550	\$1,246,550	
Best year to offer a retirement incentive						
Three	2022-23	\$1,250,000	\$1,243,000	\$2,493,000	\$622,450	
Last payment on the high school bond ~ Frees up \$750,000 for 2023-24						
Four	2023-24	\$1,464,200	\$1,243,100	\$2,707,300	\$214,300	
\$750K Available						
Five	2024-25	\$1,462,330	\$1,452,582	\$2,914,912	\$207,612	

The Table above reflects what we estimate to be the bond interest rate and payment. We will not know exactly what the interest rate and payment will be until the bond is issued in July 2020. As you can see, 2021-22 we will face our biggest challenge, requiring the use of all the financial tools noted above while 2022-23 is close to expectations. The high school bond ends in 2022-23 which means in 2023-24 we have the capacity to pay the middle school bond and begin restoring capital projects delayed from 2021-2024.

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT THE
STATE OF NEW HAMPSHIRE
2020
SCHOOL WARRANT**

To the Inhabitants of the Oyster River Cooperative School District of Durham, Lee, and Madbury qualified to vote upon District affairs:

You are hereby notified to meet at the Oyster River High School in said district on the 4th day of February 2020, at 7:00 o'clock in the evening for Session I of the Annual School District Meeting for discussion of Articles 3 through 5 and for any amendments thereto. Warrant articles whose wording is prescribed by law shall not be amended and no warrant article shall be amended to eliminate the subject matter of the article at Session I.

Official ballot voting for school district officers (articles 1 and 2) and on articles 3-5 will occur at town polling locations on Tuesday, March 10, 2020:

Town of Durham	Oyster River High School	7:00 am to 7:00 pm
Town of Lee	Lee Safety Complex	7:00 am to 7:00 pm
Town of Madbury	Madbury Town Hall	11:00 am to 7:30 pm

ARTICLE 1: To choose a Moderator for the coming year.

ARTICLE 2: To choose two At-Large School Board members for the ensuing three years.

ARTICLE 3: Shall the District raise and appropriate the sum of \$49,842,732 (gross Budget) to construct and equip a new middle school on the site of the current Oyster River Middle School, including new athletic fields and demolition of the Oyster River Middle School, (the "Project"); and authorize the issuance of up to \$49,842,732 of bonds or notes in accordance with the Municipal Finance Act (RSA 33); and authorize the School Board to issue and negotiate such bonds or notes and to determine the dates, maturities, interest rate, and other details of such bonds or notes; and raise and appropriate an additional sum of \$625,000 from taxation to pay debt service on such bonds or notes due in the 2020-2021 fiscal year; and authorize the School Board to accept on behalf of the District any federal, state, or private funds that may become available to fund the Project and use such funds to reduce the amount of bonds or notes issued for the Project and to take any other action necessary to carry out this vote. *The School Board recommends this appropriation.*

(3/5 Ballot vote required)

ARTICLE 4: Shall the District vote to raise and appropriate an additional sum of \$100,000 from investment earnings; for the purpose of additional Project costs; and authorize the use in that amount of June 30 fund balance for this purpose. This article is contingent upon the passing of Article 3. (This amount will represent the interest earned on bond proceeds that was transferred to the general fund on or before June 30, 2021.)

ARTICLE 5: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$47,803,867. Should this article be defeated, the operating budget shall be \$48,221,487 (Default Budget) which is the same as last year with certain adjustments required by previous action of the District or by law; or the District may hold one special meeting in accordance with RSA 40:13, X, and XVI to take up the issue of the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)*

Note:

Fund 10 = \$ 46,338,817 (regular operating budget); Fund 21 = \$ 824,050 (expenditures from food service revenues); Fund 22 = \$ 600,000 (expenditures from federal/special revenues); Fund 23 = \$ 41,000 (expenditures from pass through funds).

ARTICLE 6: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Teachers Guild and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2020-2021	\$627,364
2021-2022	\$771,534
2022-2023	\$700,958
2023-2024	\$701,554
2024-2025	\$709,317

and further to raise and appropriate the sum of \$ 627,364 for the 2020-2021 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

Given under our hands at said Durham NH this ____ day of January 2020:

Thomas Newkirk, Chairperson

Denise Day, Vice-chair

Kenneth Rotner

Brian Cisneros

Daniel Klein

Allan Howland

Michael Williams

Draft Calendar for Students starting August 27, 2020

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SCHOOL CALENDAR

2020-2021

School Board: 2nd Review – 12/18/19

Deliberative Session: February __, 2021*

Voting Day: March __, 2021*

*Subject to Change

AUGUST/ SEPTEMBER 2020					
M	T	W	Th	F	
	TW	TW	△	28	
S(23) T(25)	31	1	2	3	X
	X	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

OCTOBER 2020					
M	T	W	Th	F	
			1	2	
S(20) T(21)	5	6	7	8	TW
	X	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

NOVEMBER 2020					
M	T	W	Th	F	
	TW	4	5	6	
S(16) T(17)	2	*9	10	12	13
	16	17	18	19	20
	23	24	X	X	X
	30				

DECEMBER 2020					
M	T	W	Th	F	
	1	2	3	4	
S(16) T(16)	7	8	9	10	11
	14	15	16	17	18
	21	22	X	X	X
	X	X			

JANUARY 2021					
M	T	W	Th	F	
		X	X	X	
S(18) T(19)	4	5	6	7	8
	11	12	13	14	15
	X	19	20	21	22
	TW	26	27	*28	29

FEBRUARY 2021					
M	T	W	Th	F	
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	X	X	X	X	X

MARCH 2021					
M	T	W	Th	F	
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	TW
	22	23	24	25	26
	29	30	31		

APRIL 2021					
M	T	W	Th	F	
			1	2	
	5	6	7	8	*9
	12	13	14	15	16
	19	20	21	22	23
	X	X	X	X	X

MAY 2021					
M	T	W	Th	F	
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	TW
	X				

JUNE 2021					
M	T	W	Th	F	
	1	2	3	4	
	7	8	9	10	11
	14	15	16	SD	SD
	SD	SD	SD/△		

8/25, 8/26..... Teacher Workshop Days
 8/27..... 1st Day for All Students
 8/31..... 1st Day Preschool
 9/4..... No School Day
 9/7..... Labor Day Observance

10/9..... Teacher Workshop -
 (Parent/Teacher Conference Gr K-5)
 10/12..... /Indigenous Peoples
 /Columbus Day

11/3 Teacher Workshop (Presidential Election)
 11/11..... Veterans' Day Observed
 11/25 - 11/27... Thanksgiving Recess

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

1/18..... Martin Luther King Day
 1/25..... Teacher Workshop

2/22 - 2/26 Winter Recess

3/19..... Teacher Workshop

4/26 - 4/30..... Spring Recess

5/28..... Teacher Workshop
 5/31..... Memorial Day

TBD..... ORHS Graduation
 6/23..... With 5 Built In - Snow Days

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

TW Teacher District Workshop Days
 (no school for students)

X School Closed – Holiday/Vacation/No
 School Day

* End of Quarter

SD Snow Days (5 Built in)

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

178 Student Days

185 Teacher Days



ORHS ATHLETICS
55 Coe Drive
Durham, NH 03824
603-868-2375 x1105
603-868-1355 Fax

OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

To: Dr. James Morse, Superintendent
From: Andy Lathrop
Date: 12/18/19
Re: 2019-20 HS Winter Coach, Volunteer Nominations and Replacement

Message:

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

High School Volunteer Positions:

James Flynn	Varsity Basketball
Kim Strout	Wrestling
Dan Ferguson	Ski Coach

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Drew Thibault*	Girls Indoor Track	\$3,666	0	\$0	\$3,666
Alex Satterfield	Unified Basketball	\$2,037	1	\$0	\$2,037
Matthew Fauci	JV Basketball	\$3,441	0	\$0	\$3,441

***Replacing Scott McGrath**

Sincerely,

Andy Lathrop
Director of Athletics
Oyster River Cooperative School District

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: James Flynn	School: ORHS
Position: Varsity Boys Asst. Coach	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of James Flynn as the Varsity Boys Asst. Basketball Coach. James is very enthusiastic about the game of basketball and will bring a lot of energy to the team. He has a keen knowledge of the game that will be helpful in the development of our players.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

11/21/19
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Kim Strout	School: ORHS
Position: Wrestling	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Kim will be coaching the three wrestlers from Oyster River that follow Exeter High School's meet schedule.

Attachments:

Reference Checks:

Application:

Andrew P. Lathrop
Signature of Athletic Director

11/28/2019
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Matthew Fauci	School: ORHS
Position: Boys JV Basketball Coach	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Matthew Fauci as the Boys JV Basketball Coach. Matt brings a lot of experience to the position having served in a similar capacity at Somersworth High School.

Attachments: Reference Checks: Application:

Andrew P. Lathrop
Signature of Athletic Director

11/22/19
Date

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 December 18, 2019**

Title	Code
Policies for First Read	
Time-Effort Reporting/Oversight	D3
Conflict of Interest and Mandatory Disclosures	D4
Inventory Management-Equipment& Supplies Purchased w. Federal Funds	D5
Budget Planning	DBD
Investment	DFA
Gate Receipts and Admission	DFE
Petty Cash Accounts	DJC
Policies for Second Read/Adoption	
Student Automobile Use	JLIE
Use of School Building and Facilities/Procedure/Fee Schedule	KF/KF-R/KF-R1
Searches of Student Automobiles on School Property	JIH B
Technology Devices - K-8 Cell Phoned/Personal Devices	JICJ (A)
Drug-Free Workplace/Drug-Free Schools	ADB
Policies for Deletion/Replacement	

As a reference the December 11, 2019 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D3
Policy Committee Review: December 11, 2019 School Board First Read: December 18, 2019	Page 1 of 1 Category: Priority

TIME-EFFORT REPORTING/OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the Oyster River Cooperative School District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. Compensation:

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports:

Time and effort reports shall:

1. be supported by a system of internal controls which provide reasonable assurance that the charge are accurate, allowable, and properly allocated;
2. be incorporated into the official records of the District;
3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District's established accounting policies and practices;
6. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent or designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

Cross Reference:

- D1 – Allowable Use of Funds and Adherence to Uniform Grant Guidance
- D2 – Procurement
- DA – Fiscal & Federal Monitoring Management

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D-4
Policy Committee Review: December 11, 2019 School Board First Read: December 18, 2019	Page 1 of 1 Category: Priority

CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The Oyster River Cooperative School District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, Board member, or agent of the school district who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent or designee, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent or designee shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

Cross Reference:

- D1 – Allowable Use of Funds and Adherence to Uniform Grant Guidance
- D2 – Procurement
- D3 – Time-Effort Reporting Conflict
- D5 – Inventory Management-Equipment and Supplies Purchased with Federal Funds
- DA – Fiscal & Federal Monitoring Management

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D-5
Policy Committee Review: December 11, 2019 School Board First Read: December 18, 2019	Page 1 of 1 Category: Priority

INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Oyster River Cooperative School District equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

- A. "Equipment" and "Pilferable Items" Defined:** For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.
- B. Records:** The Superintendent or designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- C. Inventory:** No less than once every two years, the Superintendent or designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy, inventories shall be conducted consistent with Board Policy DID – Fixed Assets.
- D. Control, Maintenance and Disposition:** The Superintendent or designee shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
 2. to maintain the property and keep it in good condition; and
 3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

Cross Reference:

- D1 – Allowable Use of Funds and Adherence to Uniform Grant Guidance
- D2 – Procurement
- D3 – Time-Effort Reporting Conflict
- D4 – Conflict of Interest and Mandatory Disclosure
- DA – Fiscal & Federal Monitoring Management

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DBD
Date of Adoption: June 22, 1988 First Read School Board: May 15, 2013 Second Read/Adoption School Board: June 5, 2013 Policy Committee Review: December 11, 2019 School Board First Read: December 18, 2019	Page 1 of 1

BUDGET PLANNING

The Oyster River Cooperative School Board will adopt ~~by September 1 of each year~~ its annual budget goals and objectives ~~will that~~ align with the adopted strategic plan for the following year. ~~The Board shall direct t~~The superintendent ~~to will~~ establish procedures for the involvement of staff in the development of a budget proposal which addresses these goals and objectives. This proposal should include an assessment of existing programs and an examination of alternative program possibilities.

The budget proposal must be within the parameters of board policy and the adopted strategic plan and include provisions for:

1. Programs to meet the needs of the student body.
2. Staffing arrangements adequate for adopted programs.
3. Maintenance of the district's equipment and facilities.
4. Efficiency and economy.

Upon receipt of the superintendent's recommendation the Board will follow all legal statutory requirements as required by law.

Legal Reference:

- RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues
- RSA 32:5, Budget Preparation
- RSA 197:5-a, School Meetings and Officers: Budget

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DFA
DRAFT to Policy Committee: May 9, 2011	Page 1 of 1
Date to School Board for First Read: May 25, 2011	<u>Category: Priority</u>
School Board Second Read/Adoption: June 15, 2011	
Reviewed: May 2013	
<u>Policy Committee Review: December 11, 2019</u>	
<u>School Board First Read: December 18, 2019</u>	

INVESTMENT

The Oyster River Cooperative School Board authorizes the School District Treasurer, working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is less significant than compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent, or his/her designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officers Association Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Aforementioned employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District, particularly with regard to the timing of purchases and sales.
3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically annually by ~~the School Board and~~ an independent auditor.

The investment of funds will be left to the discretion of the School District Treasurer and Superintendent or his/her designees without prior approval of the Board.

The Board will periodically review the investment policy.

Legal References:

- RSA 197:23-a, Treasurer's Duties
- RSA 383:22, Public Deposit Investment Pool

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DFE
Date of Adoption: June 22, 1988 First Read School Board: May 15, 2013 Second Read/Adoption: June 5, 2013 Policy Committee Review: December 11, 2019 School Board First Read: December 18, 2019	Page 1 of 1 Category: Optional

GATE RECEIPTS AND ADMISSIONS

Admissions receipts of Oyster River Cooperative school events shall be adequately controlled. The principal [or designee](#) is responsible for the administration and supervision of all phases of school events for which an admission is charged.

Adequate records shall be maintained by the principal [or designee](#) to provide chronological and accounting data for subsequent review and analysis.

Cross Reference:

DFE-R: Gate Receipts and Admissions Procedure (When written)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DJC Category: Recommended
School Board First Read: June 5, 2013 Previously DJB School Board Second Read/Adoption: June 19, 2013 Review Policy Committee: July 9, 2014 – No Change Policy Committee Review: December 11, 2019 School Board First Read: December 18, 2019	Page 1 of 1 Category: Recommended

PETTY CASH ACCOUNTS

A petty cash fund will be established for all Oyster River Cooperative school buildings within the District. Such funds shall be for the purchase of minor items and/or provide immediate payment for minor services. [The Superintendent principal or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds.](#)

The accounting for petty cash funds shall be on a monthly basis. The accounting report shall be provided to the District Business Administrator. ~~The Superintendent or his/her designee shall establish the necessary controls for accounting and reimbursement of the funds.~~ No single purchase/reimbursement shall exceed \$100.00.

Purchases/reimbursements in excess of \$100.00 shall require a purchase order. In cases of emergencies, the Building Principal, with prior approval of the Business Administrator, may exceed the established single purchase/reimbursement limit.

Additional administrative regulations/procedures governing petty cash funds are established in Appendix DJC-R.

Cross Reference:

DJC-R – Petty Cash Accounts Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLIE
Code Change School Board 1 st Read 7/14/10 Previously - JHFD Code/Revision School Board 2 nd Read/Adoption: 8/11/10 Review Policy Committee: April 10, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	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
Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 & October 16, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 2019 Back to Policy: November 13, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	Page 1 of 23 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.

[Community Recreation Programs and Outside Non-Profit Groups wishing to use the district facilities will meet seasonally with the Athletic Director and his administrative assistant to ensure maximum usage with minimal conflict.](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
Policy Committee Review: May 8, 2019 & June 12, 2014 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 Back to Policy: November 13, 2019 School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	Page 2 of 3

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Building Access

[Keys and cards provided to approved users are for their exclusive use and may not be shared with anyone. Adult supervision by the an approved user is required at all times for events that involve children.](#)

Fees:

The Board will approve a schedule of fees for use of school facilities. [After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside groups and non-profits within district. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested.](#) 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.

[Non-profits serving district students will not be charged other than the exceptions noted above. Other non-profits will be charged according to the fee schedule.](#)

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. [Each applicant claiming a non-profit status will need to provide IRS or State of NH proof documenting their non-profit status.](#)

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.

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USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

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

GUIDELINES ON THE USE OF SCHOOL FACILITIES

Use of facilities, owned and operated by the Oyster River Cooperative School District, is governed by federal and state law and by ORCSD policy KF.

Reservations and Arrangements:

1. All use/rental applications shall be made at least 14 days in advance. Reservations are made on a school year basis unless prior approval received by the Superintendent's office. Applications for facility use/rental are available online at our orcsd.org website under Facilities department.
2. A written permit will be issued to the applicant by the Central office and a copy, along with a copy of the regulations governing use, will be sent to all concerned. No reservation will be made until the application is approved by the Superintendent or his/her designee. If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in the policy, groups paying rental charges takes precedence. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling. If a space is reserved, it is with the understanding that it will be used. Any space reserved for an "on hold" basis, must have prior approval by the facilities office.
3. For all sports/athletic events, the District will establish an open request window by seasonal activities. Any request changes need to be shared with the Athletics Director. The organization that has requested the facility is responsible to inform the District if they do not plan to use the approved space.
4. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Facilities office or designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
5. All applicants for use of district facilities shall hold the Oyster River Cooperative School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Individuals requesting to use a facility for non-school event must execute an Oyster River Release of All claims prior to receiving permission to use the facility. Forms for release will be made available by the Facilities office to requesting parties.
6. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide Commercial General Liability to use school facilities by providing a written certificate of insurance proving liability coverage and property damage insurance totaling \$1,000,000/\$1,000,000 with the Oyster River Cooperative School District listed on the certificate as an additional named insured.
7. Rental payment checks should be made payable to the Oyster River Cooperative School District. Payment must be received at the District Central Office at least ten days prior to the event. If payment is not made by this date the Facilities office or designee has the authority to cancel the applicant's contract.
8. Any additional expenses incurred during the event i.e., custodial, security, media, kitchen help or any other expenses will be billed within two (2) weeks after completion of rental. Payment of services will be expected within thirty days from billing date.
9. Anyone considering renting school facilities and wishing to take measurements or survey the area shall contact the Facilities office to make prior arrangements.
10. Rain date reservation requests will need prior approval of the Facilities Office. ORCSD reserves the right to charge custodial costs and rental fees even if the rain date goes unused.

USER RESPONSIBILITIES AND GUIDELINES ON THE USE OF SCHOOL FACILITIES

Regulations Governing the Use of Facilities:

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. Sponsoring organizations shall provide sufficient competent adult supervision that has the authority to sign the written agreement and is responsible to the organization seeking permission to use the school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person(s) or organizations(s) using the facilities. The staff member in charge should ascertain that users are aware of policy and regulations governing use of school facilities.

1. Bring your signed forms or confirmation sheet with you to all practice, activities and games. Please give a copy of this sheet to the person who will be on site for the planned activity.
2. A member of the school staff (administrator, teacher, custodian, coach, assistant coach, aide, maintenance person) or an authorized program leader (coach, assistant coach, activity director/coordinator) must be present while a school facility is being used. Any organization using school facilities must agree to the assignment of custodial/supervisory personnel for continuous duty during the time stated on the application. Custodian(s) assigned to cover the events(s) will be responsible for locking and unlocking the facility; turning house lights on and off; security; and cleaning any debris left by the renting organization. The rate shall be established by the School Committee.
3. Organizations sponsoring events requiring police and/or traffic control are responsible for making all arrangements for such services directly with the police department. Any time a room, hall or facility is to be used to more than half of its rated capacity, the local police and fire departments must be notified prior to the reservation's being confirmed. Notification is the responsibility of the group or individual renting the school facility. If this is not complied with, the school district reserves the right to cancel the contracted rental agreement. Payments for these services should be made directly to the police/fire department.
4. When schools have been closed because of inclement weather, the facilities will be closed for all use. There is no parking in any of the school parking lots during or after storms for safety, plowing and sand/salting purposes. The schools do not assume the responsibility of contacting groups when such closures occur. School closures will be posted on our website. ORCSD reserves the right to tow any unauthorized vehicle at the vehicle owner's expense.

Weekend/After Hours Events: The District reserves the right to cancel these events in case of an emergency, inclement weather, power outages or any additional unforeseen circumstances. The schools do not assume the responsibility of contacting groups when such closures occur.

5. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director. Use of kitchen facilities requires the presence of designated cafeteria personnel. The kitchen area must remain under the direct control of the cafeteria manager because of the expensive equipment, food supplies and rigid sanitation requirements. The rate shall be established by the School Committee.
6. Only facilities explicitly contracted for in the written agreement may be used for an activity.
7. No school building or facility shall be used for any purpose which could result in rioting, disturbing the peace or damage to property or for any purpose prohibited by law.
8. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access. Users may not construct sets or add decorations unless the materials used can be documented as meeting fire safety code requirements.
9. Users are responsible for emergency evacuation of buildings and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending public prior to the commencement of any activity.

10. Any activity which requires special equipment, a rearrangement of school furnishings, or decorations attached to any building surface, must have the written approval from the school principal prior to scheduling the event. Please show respect for the facility with proper care, usage and respectful language.
11. Consumption of all beverages and food is prohibited in the ORHS gymnasium and auditorium and the ORMS gymnasiums and auditorium. Designated area: Cafeteria
12. Concessions need to be pre-approved.
13. Use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited on school property. The use/possession/selling of drugs or other controlled substances on school district property is against federal and state laws. Any person who violates this section shall be guilty of a violation and notwithstanding RSA 651:2 shall be punished by a fine. The Oyster River School Board strongly supports all efforts by law enforcement officials to eliminate drugs in schools.
14. Individuals and/or groups renting school district property must clean the area rented and clear it of their belongings by the end of the scheduled reservation time at least 1 hour prior to the next scheduled event. Oyster River Cooperative School District reserves the right to remove or discard any items left behind at renter's expense.
15. There shall be no changes in the lighting arrangement unless prior permission has been granted by the technical director. Under no conditions shall there be any tampering with light controls.
16. Pianos shall not be moved without prior permission of the principal. The cost of tuning the piano for an event will be the responsibility of the renter. Pianos must be returned to the condition it was in prior to the event.
17. The possession of firearms or other weapons on school district property is prohibited.
18. Rental contracts are made with the person(s) or organization listed on the application only. The subletting of school facilities is prohibited.
19. Users who have permission to enter the building on weekends or during school breaks are responsible for the activation/deactivation of school alarm systems and accept full responsibility as a result of their negligence.
20. The use of school parking facilities in conjunction with a school facility rental is strictly on a first come - first served basis. Regular school business always takes precedence. At no time, may fire lanes and emergency exits, or handicapped parking spaces and entrances, be blocked by vehicles. Vehicles are not permitted on athletic fields or grass areas at any time. Illegal parking may result in vehicles receiving tickets, warning tags or towing at the vehicles owner's expense. Parking in marked spaces only.
21. Non-profit groups requesting a waiver shall complete a waiver form. All waivers of fees shall require a review and demonstration of financial need.
22. Table placement at district events shall not be set up as to interrupt the normal flow of pedestrian traffic into or out of an event. Must comply with fire aisles - 6' outside theater door.

Fields

1. At times, conditions of the high school fields may warrant closure. When this occurs, all activities for field use will be cancelled. Groups will be notified of closure as soon as possible.

Gym/Auditorium

1. No objects are to be fastened to or dragged across the gymnasium or auditorium floor.
2. No tape shall be applied to the gymnasium floor, walls, or bleachers.
3. Preliminary reservations requests will be accepted until June 15th for the following school year. The schedule will be confirmed during the last week in June, or after the school district calendar has been

approved by the school board. The schedule will be finalized in early July, after which additional reservation requests will be accepted and scheduled if the requested dates are available.

4. Gymnasium systems (bleachers, floor protective tarps, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
5. Auditorium systems (stage rigging, lighting, audio & video) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
6. Typically for non-theatrical events the auditorium may only be reserved for the day of the event. For theatrical productions, the auditorium may be reserved for a period of one week concluding the night of the final performance. Exceptions to this will be considered depending on the nature of the event, and demand on the auditorium.
7. All equipment, props, etc., owned by the renting organization must be removed from the premises the evening of the last performance, unless other arrangements have been made with the facilities office. Storage space in the auditorium is extremely limited and only available while the auditorium is reserved by the renting organization (for a theatrical production the load in would be no earlier than one week before the final performance unless other arrangements have been made in advance through the Facilities office).
8. The availability of auditorium equipment and systems for any particular use is subject to the approval of the School Principal and Technical Director.
9. Food, beverages and other items may be sold in the ticket booth/concession stand but are not permitted in the seating area.
10. Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. The Theater Technician in conjunction with the Facilities Director has authority to ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs as determined by the Technical Director.
11. Only gaffers or spike tapes, supplied by ORCSD, or Glow tape approved by the Theater Technician shall be applied to the stage floor. No other tape (masking or duct) shall be used. Duct tape will not be allowed in the gym/auditorium at any time. Painting of any kind must be approved by the Facility Director and may not occur on the stage.

Time Limits

During a school day, the use of facilities may not be granted before **3:30 P.M.** and may not extend beyond **10:00 P.M.** All facilities must be cleared within thirty minutes of closing time indicated on the application. For weekend and holidays, facility use will be granted between the hours of 7:00 A.M. to 10:00 P.M.

Cancellation:

Request for cancellation must be received at least 24 hours in advance (weekend events 48 hours) of agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial/auditorium tech service fees and any other expenses incurred. Cancellations can be made by contacting the Facilities Office. Verification of cancellation must be acknowledged by a Facilities staff member.

Cancellation of permission to use school facilities may be ordered by the Superintendent or his/her designee whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

Fees for Use of School Facilities

A schedule of fees shall be published before the beginning of each school year.

After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside groups & non-profits within the District. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested. The towns of Durham, Lee and Madbury or any approved subcommittee of said towns will not be charged for rental or custodian.

GROUPS

No fee for the use of school facilities will be charged for activities sponsored by the following:

A. In-House/School District

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.).

No fee other than insurance costs for the use of school facilities will be charged for activities sponsored by the categories listed below. This assumes that school personnel are on hand during the time the building is in use. If school personnel are needed during times outside normal work schedules, the cost of these personnel shall be borne by the user. Such cost shall be published before the beginning of the school year. The cost of any non-school personnel shall also be borne by the user.

B. Community/Municipality/Non-Profits within District

- Oyster River community youth recreation programs
- Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
- Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
- Local government (elections, town meetings, budget hearings, etc.).

The following groups will be charged a custodial, equipment, and/or room rental fee at a rate set by the School District.

A. Outside Groups/Non-profit (proof may be required 501(c)3 Certificate of Tax Exemption)

1. Any group that does not fall in the above listed category and any groups not sponsored by the Oyster River School District.

B. Outside Groups for Profit

C. Afterschool Care

1. Programs approved for school use will be charged \$200 per month for usage of Multipurpose Room

D. All groups including community-based programs, will be charged to use the [lights on the high school Turf and Track area fields](#).

Use Priorities

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Oyster River School District student activities.
2. ORCSD Community Town Governmental business {voting, public hearing, deliberative sessions}
3. Use for Oyster River Town Recreation Programs.
4. [Non-Profit Pp](#) programs serving the youth of the Oyster River communities
5. [Non-Profit Pp](#) programs serving the Oyster River adult community's recreational programs.
- 5.6. [Non-Profit programs serving outside community.](#)
- 6.7. All other acceptable uses.

In the event there are 2 competing organizations requesting the same time and space, the following criteria will be used:

Priority order:

1. Non-ability based serving highest number of ORCSD – open participation
2. Ability based servicing highest number of ORCSD – select participation

The organization must furnish their ORCSD resident registration numbers by sport and town.

It is understood that the District maintains control of its facilities. Requested times are subject to District approval based on the judgement of the Athletic Director.

Community Emergencies

The Board recognizes the role of the school facilities in times of community emergencies and will make suitable facilities available to such recognized agencies as the Red Cross and Civil Defense. Such needs supersede any and all rental arrangements.

I have read and understand the Oyster River School District’s “Use of School Facilities and Guidelines” and agree to the terms and conditions stated in the policy.

Typed/Print Name: _____ Signature & Date _____

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-Use of Buildings and Facilities
- KF-R1 – Building Rental Fees
- JLCF - Wellness

Facility Use Requirements

IRS Tax Exempt Certificate shall be required to substantiate non-profit annually.

Proof of Insurance will be provided by all user annually.

When there are two events held: one in the afternoon and one in the evening - a separate fee is charged for each event, providing there is an admission fee charged for each event.

Elementary Day Care Usage Monthly Charge \$200.00

UNH will be charged in the Outside Non-Profit Category

After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside groups & non-profit w/in District. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested.

The Towns of Durham, Lee and Madbury, or any approved subcommittee of said towns, will not be charged for rental or custodial.

*A minimum of one hour will be charged for all of these locations

ORCSD Community Non Profit Yearly Flat Fee: _____ TO BE ESTABLISHED

BUILDING/GROUNDS RENTAL FEES

STAFF FEES:

Custodial Fee	\$40.00 per hr. minimum charge 3 hrs.
Kitchen Fee	\$40.00 per hr. minimum charge 3 hrs.
Auditorium Tech Fee	\$50.00 per hr. minimum charge 3 hrs.
Application Fee	\$25 per event

AUDIO/VISUAL FEES:

Audio/Visual	\$20.00 per day
Piano	\$50.00 per day
Tables and Chairs	\$10 per table \$1 per chair
Gym Floor Cover Tarp	\$800 per set up and breakdown

SCHOOL RENTAL FEE/DAY

		Outside Groups For Profit	Outside Group Non Profit	Non-Profits w/in District	Parent [^] Tutoring
MOHARIMET SCHOOL					
	SEATING CAPACITY				
Cafeteria/Stage	298 (seating only set ups) 147 chairs allowed	\$200	\$125	\$0	
Gym	518 (seating only set ups) 357 chairs allowed	\$500	\$200	\$0	
Cafe/Gym combined space	816 - 504 chairs			\$0	
Kitchen		\$100	\$75	\$0	
East Commons	50	\$150	\$75	\$0	
West Commons	50	\$150	\$75	\$0	
Library	44	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Sports Field		\$75/hr	\$20/hr*	\$0	
		*(Minimum 1 Hour)	*(Minimum 1 Hour)		
MAST WAY SCHOOL					
Multi-Purpose Room/Stage	250 (lecture style) 134 (with tables/chairs)	\$500	\$200	\$0	
Cafeteria	225 (lecture style) 170 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
North Commons	40	\$150	\$75	\$0	
Library	44	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Sports Field		\$75/hr	\$20/hr*	\$0	
		*(Minimum 1 Hour)	*(Minimum 1 Hour)		
MIDDLE SCHOOL					
Gymnasium	1170 (w/o bleachers) 550 (with tables/chairs)	\$650	\$250	\$0	
Cafeteria/Stage	428 (lecture style) 200 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
Multi-Purpose Room/Stage	336 (lecture style) 174 (with tables/chairs)	\$500	\$225	\$0	
Library	64	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Softball Field		\$400/hr	\$175/hr*	\$0	
		*(Minimum 1 Hour)	*(Minimum 1 Hour)		

HIGH SCHOOL

Auditorium/stage & Music Rm	524 seats with 6 spots for wheelchairs	\$850	\$350	\$0	
Gymnasium	PLEASE SEE BOX BELOW	\$750	\$350	\$0	
Multipurpose Room/Stage	242 (tables & Chairs) 519 (Lecture style)	\$500	\$225	\$0	
Locker Rooms		\$50	\$50	\$0	
Cafeteria	428 (lecture style) 200 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
Library	64	\$200	\$100	\$0	
Music Room	40	\$225	\$125	\$0	
Classroom	30	\$100	\$50	\$0	\$25
HS Athletic Turf Field & Track		\$300/hr	\$150/hr*	\$0	
Lights {Additional Fee}	for all users will be charged	\$75/hr	\$75/hr	\$75/hr	
			*(Minimum 1 hour)		
Baseball Field		\$250/hr	\$125	\$0	
Softball Field		\$250/hr	\$125	\$0	
Tennis Courts		\$150/hr	\$75	\$0	

Audio/Visual systems are included in Auditorium but notice must be given at time of reservation.

HS Gymnasium Capacity

Bleachers closed no furnisher	1729
Bleachers closed chairs only	1153
Bleachers closed tables & chairs	808
Bleachers	672
Bleachers open & chairs	907
Bleachers open table & chairs	636

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 Policy Review: 4/10/19, 10/9/19, 11/13/19 School Board First Read: 5/1/19, 10/16/19 School Board Review: November 6, 2019 Policy Committee Review: November 13, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	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 or designee shall collaborate with the SRO or a representative of the Durham Police Department, for advice and counsel, when considering a search of a student vehicle. 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~~ [Principal or designee](#) 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. [A search of a car should be thought of as a last resort; performed when all other options have been considered and felt to not be satisfactory.](#)

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: JICJ (A)
Draft to Policy Committee: April 11, 2018 Draft to School Board for Discussion: 04/18/18 & 05/02/18 Draft Back to Policy for Review: May 9, 2018 School Board for First Read: May 16, 2018 School Board Second Read/Adoption: June 6, 2018 Policy Committee: November 13, 2019 School Board for First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	Page 1 of 1

TECHNOLOGY DEVICES - K-8 CELL PHONES/PERSONAL DEVICES

Cell phones or personally owned technology devices may not be used during the academic day, defined as the 1st bell in the morning to the last bell in the afternoon.

Exceptions if school devices cannot accomplish a student's needs include:

- IEP that requires a personal device
- 504 that requires a personal device
- Medical reason that requires a personal device through the Nursing Care Plan

Cell phones may be used before the school day begins and after the school day ends, [however: these devices may not be used in any manner that violates Board policies or school rules as described in the JICJ –\(A\) and \(R\) procedures-](#) The District assumes no responsibility for damage to such devices.

Cross Reference:

JICJ (A)-R - K-8 Cell Phone Procedure
 JICJ & R – High School Cell Phone/Personal Technology Devices
 JICK – Bullying and Cyberbullying – Pupil Safety and Violence Prevention
 JICL & R – Student Computer & Internet Use and Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: ADB
School Board Adoption: June 15, 2011 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 Back to Policy: November 13, 2019 School Board Second Read/Adoption: December 18, 2019	Page 1 of 2

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All Oyster River Cooperative School District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.
 - d. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: ADB
School Board Adoption: June 15, 2011 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 Back to Policy Committee: November 13, 2019 School Board Second Read/Adoption: December 18, 2019	Page 2 of 2

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent or designee will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent or designee is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent or designee is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent or designee will perform an annual review of the implementation of this policy **and report back to the School Board**. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Cross Reference: EEAEA – Mandatory Drug and Alcohol Testing – School Bus Drivers
GUILD Contract
ORBDA Contract
ORPaSS Contract
ORESPA Contract
ORAA Contract

Legal References:

41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
RSA Chapter 193-B Drug Free School Zones
N.H. Admin. Code, Ed. Part 316

Policy Committee Meeting Minutes

Wednesday, December 11, 2019 @ 3:30 PM

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

Visitors: Sue Caswell

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting by explaining that Sue is in attendance as the financial policies are on the agenda. She has one that is a state mandated policy that is already on the agenda. This week she was informed that there are 2 additional state mandated policies she is requesting to be added to this meeting. They are classified as D3 - Time-Effort Reporting/Oversight, D-4 -Conflict of Interest and Mandatory Disclosure, and D-5 – Inventory Management – Equipment and Supplies Purchased with Federal Funds. Sue explained that these required policies were generated by OBM and not NHSBA. Although the school board association will eventually structure similar policies. There was a brief discussion and questions asked surrounding each of the individual OBM generated policies which Sue answered. It was agreed that all three state mandated policies will go before the Board at their December 18th meeting as a first read.

Policy DB – Annual District Budget is in need of its annual review. The Policy committee reviewed, and there was no additional discussion. Denise will report out to the full Board this policy and any other policies from this agenda that are reviewed with no changes. Each of these said policies will be updated with the Policy meeting date as being reviewed and noted as no changes.

Policy DBD – Budget Planning – Sue reviewed this policy and suggested the removal of the wording “by September 1 of each year” as this does not happen and changed the structure of the sentence for accuracy. The committee also suggested removal of “The Board shall direct” and make the superintendent responsible for establishing a procedure. This is ready for a first read.

Policy DBI – Budget Implementation – This policy was reviewed with no changes.

Policy DBJ – Transfer of Appropriation – Reviewed with no discussion or changes.

Policy DFA – Investment – Review needed by Policy Committee. Sue questioned the time frame suggested under the Standards of Care Heading #3 and suggested that it be changed from periodically to annually and also in the same sentence remove “the School Board and” for a new sentence of “The internal controls shall be reviewed annually by an independent auditor. This is ready for a first read.

Policy DFE – Gate Receipts and Admissions – Annual review needed. It was suggested that “or designee” be added following principal in the 1st paragraph 2nd sentence as well as 2nd paragraph 1st sentence. No other discussion or changes. This is ready for a first read.

Policy DH – Bonded Employees – Reviewed with no discussion or changes.

Policy DJ – Purchasing – This policy was reviewed. Questions pertaining to the amount noted for purchases of \$25,000 was adequate or if it should be increased. Sue explained that it works and should not be increased. Jim asked Kenny what the Town of Durham has for a limit. Kenny explained that the town is in the process of increasing their limit, but it is not approved yet. There were no additional comments or changes.

Policy DJC – Petty Cash Accounts – This policy was last reviewed in July of 2014 and requires another review for accuracy. Questions asked about the current practice for control if cash stays in the buildings. Discussion ensued about possible scenarios for depositing daily or three times per week. It was decided that the 2nd sentence in the second paragraph be moved to the end of the 1st paragraph and replace the superintendent with the principal as the responsible party. This is ready for a first read.

Policy DJGA – Sales Calls and Demonstrations – Questioned if this policy belongs in this section or should be included in Section K as part of the advertising policy. This will be tabled for inclusion and brought back at the next meeting.

Policy DM – Cash in School Building – This policy was last reviewed in August of 2014. A brief discussion as to what we do now. Different scenarios were reviewed. It was suggested that this policy be tabled and sent to each of the principals to find out what the current practice is at each of the individual schools.

No additional questions or comments. Meeting ended at 4:30 PM – Next meeting January 8, 2020

Respectfully submitted, Wendy L. DiFruscio