

**Oyster River Cooperative School District  
REGULAR MEETING**

**February 19, 2020**

**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 2/5/20 regular & non-public meeting minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District**

- Kindergarten Update {David Goldsmith/Misty Lowe}

**B. Board**

**VI. DISTRICT REPORTS**

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

- Reach Summer Program Update

**B. Superintendent's Report**

- ORYA Meeting
- UNH Survey Update
- Strategic Plan – Operations Update – IT – Joshua Olstad

**C. Business Administrator**

**D. Student Senate Report**

**E. Other:**

**VII. DISCUSSION ITEM**

**VIII. ACTIONS**

**A. Superintendent Actions**

**B. Board Action Item**

- Motion to approve List of Policies for First Read ECAF – Audio & Video Surveillance on School Buses, EEA – Student Transportation Services, EEAEA – Mandatory Drug & Alcohol Testing – School Bus Drivers

**IX. SCHOOL BOARD COMMITTEE UPDATES**

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

**X. PUBLIC COMMENTS**

**XI. CLOSING ACTIONS**

- A. Future meeting dates:** 3/4/20 – Regular Board Meeting-ORHS Library 7:00PM  
3/10/20 – Voting Day  
3/18/20- Regular Board Meeting-ORHS Library 7:00PM  
4/1/20 – Regular Board Meeting – ORHS Library 7:00 PM

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**

**NON-MEETING SESSION: RSA 91-A:2 I {If Needed}**

**XIII. ADJOURNMENT:**

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

**Respectfully submitted,**

**Superintendent**

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

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

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

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

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

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

**Oyster River Cooperative School District Members:**

- |                    |                            |
|--------------------|----------------------------|
| • Brian Cisneros   | Term on Board: 2018 –2021  |
| • Thomas Newkirk   | Term on Board: 2019 - 2022 |
| • Kenneth Rotner   | Term on Board: 2019 - 2022 |
| • Denise Day       | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland    | Term on Board: 2018 - 2021 |
| • Daniel Klein     | Term on Board: 2018 - 2021 |

**Information Regarding Nonpublic Session**

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

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

**Oyster River Cooperative School District**

**Regular Meeting**

**February 5, 2020**

**ORHS - Library**

**DRAFT**

**SCHOOL BOARD:** Brian Cisneros, Dan Klein, Tom Newkirk, Al Howland, Denise Day, Michael Williams, Kenny Rotner arrived at 7:07 PM

**Student Representative:** Yasmeen Gunderson

**ADMINISTRATORS:** James Morse, Sue Caswell, Suzanne Filippone, Catherine Plourde, Misty Lowe, David Goldsmith

**STAFF PRESENT:**

There were 2 members of the public present.

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

6:30-7:00 Manifest Review

Tom opened the meeting expressing appreciation to the Board for a successful Deliberative Session; Denise with the Distinguished Service Award and Brian with his proposed middle school presentation for Warrant Article 3 and Dan for the Guild contract. Everyone did a tremendous job explaining the warrant articles they were representing. He also hoped that Superintendent Morse was feeling okay as well.

**II. APPROVAL OF AGENDA:**

**Denise Day moved to approve the agenda as written, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0. With the student representative voting in the affirmative.**

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES:**

**Motion to approve 1/22/20 regular meeting minutes:  
Revisions:**

**Page 4, after paragraph 5 Dan Klein asked that the following be added. "Todd Allen replied that the teachers meet at least monthly and sometimes more than that."**

**Page 4 after paragraph 4 Denise Day asked that the following be added after the last sentence. "Currently is the proficiency model being used in the classroom?"**

**Denise Day moved to approve the 1/22/20 meeting minutes as amended, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**Motion to approve 1/22/20 Non-public meeting minutes:  
Revisions:**

**Michael Williams clarified that the Board Chair declared that they were no longer in public session and that Al's motion was to adjourn the meeting.**

**Denise Day moved to approve the 1/22/20 non-public meeting minutes as amended, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0.**

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

**A. District:**

David Goldsmith and Misty Lowe explained to the Board that Kindergarten Registration has just begun at both the Moharimet and Mast Way Schools. As of today, the registration numbers for Moharimet are at 25 and the registration numbers for Mast Way are at 35.

David explained that at this point last year Moharimet was at 33, at 45 for the entire week and at 57 by the start of school. Misty apologized that she did not have the historical data but would be happy to get that for the Board. She did state that she had a young girl come in pumped and ready to begin school right then.

David and Misty will report back to the Board on February 19<sup>th</sup> the number of students who have been registered and will also provide an overview of the entire process.

Suzanne Filippone, ORHS Principal stated that Tim Lawrence will be showing his work at the Kittery Art Show this month and that there are also 2 high school students who will also be presenting their work at this show.

**B. Board:**

Denise Day stated that the new edition of the Mouth of The River is out and anyone can subscribe to get it.

Tom stated that Matt Pappas is on the Rochester School Board and also on the NHSBA Board and they had a great presentation entitled "Walk the Walk." He also stated that for the past three years NHSBA has failed the Gun Resolution, but this year they supported it with a vote of 45 in favor, 4 against and 3 abstained. He also stated that there is another House Bill HB1285 that he will keep track of and report back to the Board.

Kenny Rotner asked the student representative if she knew of any groups in the school that were against guns in school?

The student Representative stated the she was not aware of any groups but did state that there is a constant fear surrounding that subject and would be interested in having a conversation.

Tom asked if it would be possible to contact other student organizations.

The student representative stated that she will bring this subject up to the student senate.

## **VI. DISTRICT REPORTS:**

**A. Assistant Superintendent Reports:** None

### **B. Superintendent's Report:**

Jim thanked everyone that came out for the Deliberative Session. It was the best attended session in years. He wanted to let everyone know that reached out to him, that he was fine. He thanked the Music staff and students who performed. It was amazing. He thanked the NHS for their help with the child care. He thanked the Board Members that presented the warrant articles and the Service award. It was a great job by all. He informed the Board that he received an email from the teachers that they appreciated all of the effort that went into their new contract.

#### **Guild Retirement Incentive:**

Jim explained that there is a clause in the Guild contract the he reaches out to the Board annually about a retirement incentive. He is not recommending a retirement incentive for this year. He would recommend one for the 2021-22 year.

The Board did not take any action on this topic.

#### **Baseball Field Rental Fees:**

Jim referred to the memo that Andy Lathrop, Athletic Director asked to be put on the Board agenda to rent out our Baseball and Softball fields. Andy researched the surrounding towns to see what the rate was that was being charged. He determined that the rate should be \$150 per double headers.

Dan Klein explained that this would allow for more utilization of the fields, easier maintenance in the long run. We would need batting cages at some point, we currently have the netting we could use, we just need to establish some type of boundaries.

Denise Day asked that in light of the issues with other facilities, do we anticipate other conflicts.

Jim stated that it would not be with us, we would get first use.

Kenny Rotner asked if the addition of the \$150 charge would be to the procedure only and that the use priorities order remains the same.

Dan Klein confirmed that the \$150 fee would be listed under the For Profit heading.

**Dan Klein made a motion to allow the charging of \$150 dollars under the For Profit heading of the procedure KF-R for the rental of our baseball and softball fields, 2<sup>nd</sup> by Michael Williams. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

ORYA Communication:

Jim and the Board had a lengthy discussion surrounding the current happenings with the District and ORYA. It was decided that Jim would contact the ORYA Board of Directors and suggest scheduling a meeting.

Candidates Night:

Jim explained to the Board that this event has had very limited attendance over the past couple of years. We are also having a hard time finding a moderator for this year's event. It was suggested that a new way of introducing the running candidates could be to videotape a short segment of each candidate and place it on the district website.

Kenny ask if there was a policy pertaining to Candidates Night.

Jim stated that there is not.

Jim asked both Denise Day and Michael Williams if they would be willing to record a video for placement on the district website. They were in agreement with this plan.

**C. Business Administrator:**

Sue Caswell updated the Board on the status of the current budget. A clarifying question was asked and answered pertaining to the substitute line.

Jim explained to the Board that the special education revenues and expenses are a concern right now and, in the future, we might need to tap into the special education revenues. We are not asking the Board to do anything tonight just wanted to inform you of the possibility.

**D. Student Senate Report:**

Yasmeen reported out that the course registration for next year is open from February 7 through the 21. We just had the 8<sup>th</sup> grade parent night. She also reported that award winning journalist, Sonia Nazario visited ORHS. She read a short statement regarding her background. Informed the Board that Tess and Chani Parrot were selected to participate in the woman's choir at the National Music Education Conference in Portland Oregon. Bill Reeves was selected as the Boys and Girls Swimming and Diving coach of the year.

**E. Other:** - None

**VII. DISCUSSION ITEM:**

Charge UNH Survey/Survey Draft for Feedback:

Jim began by explaining the Board charge and the resulting UNH Survey that is being generated. Did we miss anything in terms of how we are asking the questions? The survey will cost the District about \$15,000 to complete.

Al Howland spoke of how parent question one might be better scripted by asking a parent if they understood how to read the information in power school. He felt that parents review information more on a weekly or assignment based. They go to power school, review the information and subsequently this helps facilitate the parent student conversation of the findings in their child's record. It is basically the understanding between child and parent.

Additional comments and thoughts were shared pertaining to teacher amenity, possibly including a legend, can the system allow you to skip questions and also include blank spaces for narratives.

Jim thanked the Board for their input and will bring back the completed survey at a later meeting.

### **VIII. ACTIONS**

**A. Superintendent Action Items:** None

**B. Board Action Items:**

**Motion to approve ORHS Maternity Leave:**

**Denise Day made a motion to approve the ORHS Maternity Leave of Absence from the BOY to November 6, 2020, 2<sup>nd</sup> by Brian Cisneros with the student representative voting in the affirmative. Motion approved. Vote 7-0.**

**Motion to approve List of Policies for second read/adoption.**

**Revisions/Questions:**

**Denise Day made a motion to approve the List of Policies as a slate for second read/adoption, 2<sup>nd</sup> by Dan Klein with the student representative voting in the affirmative. Motion Approved. Vote 7-0.**

### **X. SCHOOL BOARD COMMITTEE UPDATES:**

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

Tom Newkirk and Brian Cisneros reviewed the manifests.

Payroll Manifest #15 \$1,359,646.44

Vendor Manifest #17: \$730,895.29

Al Howland reported out that the Wellness employee subcommittee met, and he explained all of the incentives that an employee can use, biometric screening, smart shopper and that participation has increased. He also reported out that the sustainability committee also met and will be doing a solid waste audit throughout the District. He also stated that they are looking at the current policy and will be updating and revising it for a review by the Policy Committee when completed. He stated that the 50<sup>th</sup> anniversary of Earth Day will be celebrated with a dinner here at the HS. He spoke of a video from North East Research Recovery that he will send to Dr. Morse to share with the Board that was very interesting and informative.

**X. PUBLIC COMMENTS:**

Dean Rubine from Lee welcomed Kenny back and congratulated both Michael and Denise on their run for their Board chair for the next three years. He spoke about the past candidates' nights and stated that there were three contested races since 2013. He complemented the success of deliberative session and also that Dr. Morse was okay. He informed everyone that there will be Math Regionals at UNH on Saturday and invited Board members to attend.

**XI. CLOSING ACTIONS:**

- A. Future Meeting Dates: 2/4/20 – Session I Deliberative – ORHS Auditorium 7:00 PM  
2/5/20 Regular Board Meeting – ORHS Library 7:00 PM  
2/18/20 Candidates Night – ORHS C120 7:00 PM  
2/19/20 Regular Board Meeting – ORHS Library 7:00 PM

**Kenny Rotner made a motion to enter into nonpublic session at 8:10 PM under RSA 91 A:3 II(a), for the Superintendent Evaluation, 2<sup>nd</sup> by Dan Klein. Upon roll call vote the motion passed 7-0.**

**XII. NON-PUBLIC SESSION RSA 91-A:3 II (a) – Superintendent Evaluation  
NON-MEETING SESSION: RSA 91-A:2 I {If Needed}**

**XIII. ADJOURNMENT:**

**Al Howland made a motion to adjourn the meeting at 8:30 p.m., 2<sup>nd</sup> by Dan Klein. Motion passed 7-0.**

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



Oyster River Cooperative School Board

February 5, 2020 ORHS C-120

NON-PUBLIC MEETING  
MINUTES

**Kenny Rotner moved to enter into nonpublic session at 8:09 p.m. in accordance with RSA 91-A:3 II (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, 2<sup>nd</sup> by Dan Klein. Upon roll call vote, the motion passed 7-0.**

School Board Attendees:

Tom Newkirk  
Denise Day  
Michael Williams  
Dan Klein  
Brian Cisneros  
Allan Howland  
Kenny Rotner

Administrators Present:

Dr. James Morse

The School Board met to discuss the Superintendent's Evaluation.

**Allan Howland made a motion to adjourn at 8:30 p.m., 2<sup>nd</sup> by Dan Klein. The motion passed 7-0.**

Respectfully Submitted,  
Denise Day  
School Board Vice-Chair

Summer

2020



# R.E.A.C.H.

Recreation Education & Adventure Close to Home



## Summer Day Camp



July 6<sup>th</sup>- August 7<sup>th</sup> 2020



Students 1<sup>st</sup>-8<sup>th</sup> Grade at the Oyster River Middle School

R.E.A.C.H. Summer Day Camp is a collaboration between Oyster River Cooperative School District and Durham Parks & Recreation Department to provide exceptional opportunities for our ORCSD students. R.E.A.C.H. is a community-based summer camp experience for local youth, which meets Monday- Thursday at the Oyster River Middle School.

Campers participate in a morning ORCSD program, and then have the option to transition to afternoon camp with Durham Parks & Recreation.

Register for the Friday Field trip to complete the week!

All school-aged students can eat FREE school lunch Monday-Thursday.

### Weekly Registration Cost

**Monday-Thursday- ½ Day (8:30am-11:30am or 11:30-5:00pm)- \$110.00**

**Monday-Thursday- Full Day (8:30am-5:00pm) - \$210.00**

**Monday-Friday- Full Day, including Friday Field Trip (8:30am-5:00pm)- \$260.00**

**Register by May 31st**

Min. of 6 to run each camp

Register online at:

[www.sendmoneytoschool.com](http://www.sendmoneytoschool.com)

**SAU5**



**Durham**  
Parks & Recreation

**Oyster River Cooperative School District**

Camp Details

# Camp Details



Morning R.E.A.C.H.- We will have the full details of what camps will take place each week of R.E.A.C.H. out very soon! Students can look forward to the following camps: Culinary, Art, STEM, Woodworking, Robotics, Cool Science and more!

Afternoon R.E.A.C.H.- Spend the afternoon with Durham Parks & Recreation! We will hit up the UNH pool, venture to Wagon Hill Farm, play games, explore the trails, fish, create crafts, and the list of fun goes on!

## Friday Field Trips

*Campers must attend at least one day of R.E.A.C.H. to go on a field trip.*

Friday, July 10<sup>h</sup>- **Gunstock Adventure Park**

Friday, July 17<sup>th</sup>- **Mini Golf & Beach**

Friday, July 24<sup>th</sup>- **York's Wild Kingdom**

Friday, July 31<sup>st</sup>- **Off Beat Owl & Great Bay Estuary**

Friday, August 7<sup>th</sup>- **Water Country**



8:30am-4:30pm. Drop-off and pick-up at the Oyster River Middle School.

Min of 5. Max of 12 per trip.

Please pack: AM/PM Snack, lunch, water bottle, sunscreen & swimsuit as needed.

Registration for the Friday Field Trips will be available at: [sendmoneytoschool.com](http://sendmoneytoschool.com)

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

---

INTEROFFICE MEMORANDUM

---

TO: Dr. Morse  
FROM: Josh Olstad  
DATE: February 14, 2020  
RE: Operations Strategic Plan IT Update

**Develop plan to implement 1:1 laptop program for ORHS.**

During the 2019-20 school year we started rolling out 1:1 at ORHS by starting with the 9<sup>th</sup> grade students. The distribution went well, and we have had minimum damage to devices. Mostly broken power cords. The devices are being used in a variety of ways across departments with positive feedback. With the increase in devices the 10-12 grade courses have easier access to carts allowing them to utilize technology more and get ready for all students to have devices. As we prepare to give all ORHS students a device, teachers have been learning how to move to a digital classroom by using Schoology. Schoology is a learning management system that allows teachers to easily distribute and collect assignments digitally. Students also can create portfolios of their work. As we become more familiar with all the features in Schoology we will find additional uses across the district.

Principal Filippone and I are meeting with staff to identify the next steps for expanding the program and working through any potential issues. Some of the questions that have come up are:

- What role will the fixed computer labs play in the future?
- Will students be allowed to use their personal device?

**Review law, update district policies and procedures, and provide staff training on changes.**

This is an ongoing goal. Last year a new law was passed around student data privacy. We have updated our policies and the Board adopted a data governance and security plan. The items in the plan will take several years to fully implement so we are working on identifying the priority areas now. Part of the law requires that vendors that we share personally identifiable information with also follow state standards. Since many schools used the same vendors and applications, I was involved with getting 68 school districts representing over 140,000 students across New Hampshire to work together to meet this part of the law. The districts are working together to get vendors to sign data privacy agreements and sharing the cost to have the agreements legally reviewed. Since June 2019 over 200 vendors have signed a New Hampshire data privacy agreement.

In ORCSD we have identified over 150 applications in use. We are determining if personally identifiable information is stored in the applications. If there is, then we request the vendor sign a data privacy agreement.

The work of identifying applications has been done by the Instruction Technology Staff: Susan Leifer, Sarah Curtin, Janet Martel, Celeste Best, and Kristen Hughes. Without them we would not be as far along as we are. They are also starting the process of training our staff on the new law.

Whereas my staff focuses on data management, operations and repair, the IT staff supports teachers use and implementation of Board goals at the classroom level.

1:1 the IT staff identified the most efficient mechanism for distribution. It went flawlessly.

Schoology is a district-wide technology initiative and there are always hiccups. The IT staff were able to identify the issues and assist me in course corrections. Schoology is a learning management system and will be primarily used to help teachers be more efficient with digital resources in their classroom. There is a communication component that we are also testing out between parents, teachers, school, and district. We ran into some issues at the beginning of the school year regarding the synchronization of data from PowerSchool that cause some delays in our roll out. Schoology has since changed how it syncs with PowerSchool and that process has improved.

### **Upgrade network switches and firewalls.**

The network switches at Mast Way, Transportation, Moharimet, Oyster River High School, and the SAU were replaced over the summer. The switches have some additional features that allow us to add new layers of security. We were also able to save money on the support costs because the new models come with a limited lifetime warranty by default.

We decided to hold off on replacing our firewalls as they are still serving us well and have additional capacity for growth. We plan to replace them in 2021-2022

### **Assist with technology needs planning for new MS.**

This is also an ongoing goal. I have attended meetings over the course of the new middle school planning. When I have the opportunity, I talk to vendors about classroom technology like intercom systems, classroom audio amplification, and presentation systems like projectors and displays.

### **Inventory and list functions of current systems.**

This is an ongoing project as we are discovering new applications regularly.

### **Other Projects**

We have also had some additional projects not specifically listed in the strategic plan:

- Copier replacement
- iPad replacement
- Schoology implementation

Over my time in Oyster River we have made big changes in technology. These changes could not have happened without the hard work of the entire technology department: Sue Johnson, Alexander Taylor, Bruce Stocker, Robert McCann, Jon Koelker, and Ryan Moriarty.

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**February 19, 2020**

Title	Code
<b>Policies for First Read</b>	
Audio & Video Surveillance on School Buses	ECAF
Student Transportation Services	EEA
Mandatory Drug & Alcohol Testing – School Bus Drivers CDL/School Bus Certified Driver...	EEAEA
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion/Replacement</b>	

**As a reference the February 13, 2020 policy minutes are attached to this packet.**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ECAF
Date of Adoption: May 1, 1996 Code and Title Change-Adoption School Board: May 2, 2012 Previously: EBF Reviewed 1/10/13 – First Read School Board: February 6, 2013 School Board Send Read/Adoption: March 13, 2013 <a href="#">Policy Committee Review: February 12, 2020</a> <a href="#">School Board First Read: February 19, 2020</a>	Page 1 of 1 Category: Recommended

## AUDIO AND VIDEO SURVEILLANCE ON SCHOOL BUSES

The safety and personal security of students being transported on district school buses is the primary concern of the district transportation program. The school bus driver has direct responsibility for maintenance of a safe and secure environment for students riding the bus. Since the driver must operate the bus as well as monitor the activities of the students on the bus, there may be occasions when it is prudent to augment the driver's observation by installing electronic surveillance devices on the bus. [Audio recordings in conjunction with video recording may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.](#)

The following directives may apply to the use of electronic surveillance on the district's school buses:

- All district buses may be equipped for the use of electronic surveillance devices.
- [The Superintendent or his/her designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring.](#)
- Electronic surveillance may be authorized by the transportation coordinator either a) selectively on buses when there are known safety or security problems, or b) randomly to permit evaluation of daily operational conditions across the bus fleet.
- Electronic records created by surveillance devices will be handled as "personal and confidential" materials and safeguarded to protect the privacy of students and staff.
- Access to electronic records will be on a strict need-to-know basis and will normally be restricted to the transportation coordinator and building principal(s). In cases where the records are used in evidence in a disciplinary or legal process, the parents of the involved student(s) will be permitted to view the records.
- Electronic records not needed for review or evidence will be taped over within [five ten\(5-10\)](#) school days.

### Legal Reference:

[RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed](#)

### Cross Reference:

JLCF – Student Wellness

JICC – Student Conduct on School Buses



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: April 2, 2014 Back to Policy: May 14, 2014 School Board Second Read/Adoption: June 4, 2014 <a href="#">Policy Committee Review: February 12, 2020</a> <a href="#">School Board First Read: February 19, 2020</a>	Page 1 of 23 Category: Recommended

## STUDENT TRANSPORTATION SERVICES

The Oyster River Cooperative School District will provide pupil transportation services consistent with applicable law.

### RESPONSIBILITY:

Parent/Guardian is responsible for student until the student embarks and disembarks from the school vehicle.

The principal of the school has complete authority over students from the time they board a school vehicle until they leave the school vehicle for home. The responsibility of the principal for the safety and discipline of the students is delegated to the transportation director and thence to the school vehicle driver when students are on the school vehicle, loading or unloading.

### TRANSPORTATION SUPERVISOR:

The transportation director will function within established board policies pertaining to all aspects of pupil transportation. The transportation director will work with and be responsible directly to the business administrator. The principal will work closely with appropriate staff to ensure safety and discipline of the student is maintained.

If deemed advisable by the transportation director and approved by the School Board, some students may be required to walk distances beyond those specified, but within the maximum distances allowed by RSA 189:6 and 189:8. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed one and one-half miles to a school vehicle stop. ~~This exception is generally reserved to the "mud season" or other deficiencies in road construction/ownership. The route must be approved by the Commissioner of Education.~~

Alternative transportation may be arranged for children living in remote areas if deemed advisable by the transportation director and approved by the School Board.

The transportation director will establish regulations for school vehicle riders which will be ~~distributed to students and parents at the~~ included in each school's student/parent handbook and handed out at the beginning of each school year.

The transportation director will develop and supervise a student training program. ~~At the beginning of each school year. At least twice during the school year,~~ each pupil who is transported to school in a vehicle shall be instructed in safe riding practices by the bus driver and twice a year shall participate in emergency evacuation drills.

Transportation privileges may be suspended for failure to conform to district transportation regulations school bus rules. A procedure for suspension will be developed by the transportation director and made part of transportation regulations.

The transportation director is authorized to hire, train, and supervise school bus drivers, ~~and dismiss school vehicle drivers.~~

### ELIGIBILITY:

All students in K-4 living more than one mile from school shall be transported to school.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: April 2, 2014 Back to Policy: May 14, 2014 School Board Second Read/Adoption: June 4, 2014 <a href="#">Policy Committee Review: February 12, 2020</a>	Page 2 of <a href="#">23</a> Category: Recommended

### STUDENT TRANSPORTATION SERVICES (continued)

All students in grades 5-12 living more than one and one-half miles from school shall be transported to school.

Students living less than the above distances from a school may be transported to school if, in the judgment of the transportation director, conditions warrant it.

Tuition pupils attending Oyster River schools may be transported to school for a fee, to be approved by the Board, providing that no extra mileage or time is involved.

#### ROUTES AND SCHOOL VEHICLE STOPS:

The transportation director is responsible for establishing school vehicle routes, school vehicle stops, assigning pupils to school vehicles, and for publicizing the routes with approximate time schedule.

Students in grades K-4 may be required to walk up to ~~three-fourths~~ of a mile along public roads to a school vehicle stop.

Students in grades 5-12 may be required to walk up to one and one-half miles along public roads to a school vehicle stop.

#### K-4 SCHOOL BUS DROP OFF PROTOCOL

##### Kindergarten – 2<sup>nd</sup> Grade

Bus Drivers will not drop off any Kindergarten, 1<sup>st</sup> or 2<sup>nd</sup> grade students without the presence of a responsible person as identified by the parent or legal guardian to receive him/her at the bus stop.

##### 3<sup>rd</sup> and 4<sup>th</sup> Grade

Third and fourth grade parents or legal guardians who wish to allow the District to drop off their 3<sup>rd</sup> or 4<sup>th</sup> grader without the presence of an adult may do so but must complete Form EEA-R and it must be on file at the Transportation Department.

##### 3<sup>rd</sup> and 4<sup>th</sup> Grade Procedure

If there is no form and if the responsible party is not there, the bus driver must keep the child on the bus and notify the Transportation office. The driver will bring the student back to the school or transportation office and the Transportation Office will call the school to inform them of a student being returned. A call will be made to the home of the student to leave a message for the parents/guardians.

#### EDUCATIONALLY DISABLED:

Educationally disabled students will be furnished suitable transportation if warranted by the student's individual education plan.

Educationally disabled students placed in out of district programs will be furnished suitable transportation from home to program.

<a href="#">OYSTER RIVER COOPERATIVE SCHOOL BOARD</a>	<a href="#">Policy Code: EEA</a>
<a href="#">Date of Adoption: April 16, 1987</a> <a href="#">School Board Adoption: September 22, 2010</a> <a href="#">School Board First Read: April 2, 2014</a> <a href="#">Back to Policy: May 14, 2014</a> <a href="#">School Board Second Read/Adoption: June 4, 2014</a> <a href="#">Policy Committee Review: February 12, 2020</a>	<a href="#">Page 3 of 3</a> <a href="#">Category: Recommended</a>

**APPEALS:**

Parents may appeal decisions affecting their child's transportation. An appeals procedure will be part of transportation regulations.

**Legal Reference:** RSA 193:12

- [RSA 189:6 & :8 & :13\(a\)](#)
- [RSA 200:37 Medical Examination of School Bus Drivers](#)
- [RSA 263:29 School Bus Driver's Certificate](#)
- [49 C.F.R Part 40.1-40.13 \(2001\) Transportation Workplace Drug Testing Program](#)
- [49 C.F.R. Part 391 Qualifications of CDL Drivers](#)
- [Saf-c 1300 School Transportation Rules part Saf-c 1304.01 & 1305.03\(a\)](#)

**Cross Reference:** JFCC – Student Conduct on School Buses

- [EEA – Student Transportation Services](#)
- [ECAAF – Audio & Video Surveillance on School Buses](#)
- [GBCD – Background Investigations and Criminal Checks](#)
- [JLCF – Student Wellness](#)
- [EEA-R – Transportation Release Form](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEAEA
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 Reviewed. First Read School Board: February 6, 2013 School Board Second Read/Adoption: March 13, 2013 <a href="#">Policy Committee Review: February 12, 2020</a> <a href="#">School Board First Read: February 19, 2020</a>	Page 1 of 2 Category: Priority

**MANDATORY DRUG AND ALCOHOL TESTING – SCHOOL BUS DRIVERS  
CDL/SCHOOL BUS CERTIFIED DRIVER COMPLIANCY**

**1. Statement of Policy**

The Oyster River Cooperative School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board established this policy related to the fitness for duty of transportation personnel.

**2. Medical Examination of School Bus Operators**

In accordance with RSA 200:37, before employing any person as a bus operator, directly or through a vendor, the School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician’s finding as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the Transportation Director for review and then Superintendent’s Office for filing prior to the commencement of such employment and the District shall retain a copy of such certification. Every two years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

**3. School Bus Driver’s Certificate**

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School bus Driver’s Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

**4. Criminal Background Investigation**

Before employing any person as a school bus operator, directly or through a vendor, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District policy. If the school bus operators are employed directly by the District, then the employee will pay for the investigation. If the District contracts with a vendor to provide student transportation services, either the vendor or the bus operator will pay for the investigation at the discretion of the vendor.

**5. Mandatory Drug and Alcohol Testing**

The term “CDL holder” means someone who is required as part of their job duties to hold a commercial Driver’s License. The term “safety-sensitive function” refers to all tasks associated with the operation and maintenance of commercial vehicles. A “commercial vehicle” is any vehicle capable of carrying 16 or more passengers including the driver. In compliance with the United States Department of Transportation’s Title 49 Code of Federal Regulations, Part 391, all CDL holders and personnel performing safety-sensitive functions related to the transportation of the students of this School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the

<p><b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b></p> <p>DRAFT to Policy Committee: May 9, 2011  Date to School Board for First Read: May 25, 2011  School Board Second Read/Adoption: June 15, 2011  Reviewed. First Read School Board: February 6, 2013  School Board Second Read/Adoption: March 13, 2013  <a href="#">Policy Committee Review: February 12, 2020</a>  <a href="#">School Board First Read: February 19, 2020</a></p>	<p>Policy Code: EEAEA</p> <p>Page 1 of 2</p> <p>Category: Priority</p>
--	--

tests shall conform to the requirements of the 49 C.F.R. Part 40.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportation services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion and post-accident testing as defined by Department of Labor Regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore, any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

Legal References:

- RSA 200:37, Medical Examination of School Bus Operators
- RSA 263:29, School Bus Driver's Certificate
- RSA 189;13-a, School Employee & Volunteer Background Investigations
- 49 C.F.R. Part 40.1-40.13(2001), Transportation Workplace Drug Testing Program
- 49 C.F.R. Part 391 (1995), Qualifications of Drivers
- [Saf-c 1300 School Transportation Rules - part Saf-c 1304.01 & 1305.03\(a\)](#)

Cross Reference:

- [EEA - Student Transportation Services](#)
- [ECAAF - Audio & Video Surveillance on School Buses](#)
- GBCD - Background Investigations and Criminal Checks
- JLCF - Student Wellness

Policy Committee Meeting Minutes

Wednesday, February 12, 2020 @ 3:30 PM

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

Absent: Kenny Rotner

Visitors: 0

Denise called the meeting to order at 3:40 PM.

Dr. Morse opened the meeting by explaining that the policies on this agenda relating to the transportation of our students have been reviewed by Lisa Huppe, Transportation Director. She is unable to attend as she had an emergency arise that required her to have to drive this afternoon. Beginning with the first policy on the list.

Policy ECAF – Audio & Video Surveillance on School Buses: Brian asked if the last bullet for tape review should be changed to 10 as per the NHSBA version. It was also suggested that the verbiage from NHSBA about signs posted in all buses be added along with the addition of the Legal reference. All agreed to the suggested changes and this policy is ready for a first read.

Policy EDC – Authorized Use of School-Owned Material was reviewed, and it was suggested that the order of the paragraphs be reversed. No added changes made to the existing policy. This policy will be labelled as reviewed.

Policy EEA – Student Transportation Services: Brian asked if there was a law that outlined the rules for transporting students and if we were required to transport high school students. Jim explained that there is a law for the elementary and middle school level, but we are not required to transport high school students. He clarified that we transport all of our grade levels. Jim explained that Lisa also incorporated the K-4 School Bus Drop Off Protocol within this policy and added additional Legal References and Cross References. There is also a form that will be used for the protocol and will be a procedure to the policy. There was some additional discussion and this policy will go for a first read.

Policy EEAEA – Mandatory Drug & Alcohol Testing – School Drivers has been given a name change and additional Legal and Cross References were added. This will go for a first read.

Policy EDAG – Copyright Compliance will be placed on hold for Librarian review.

No additional questions or comments. Meeting ended at 4:10 PM – Next meeting: March 11, 2020

Respectfully submitted,  
Wendy L. DiFruscio