

**Oyster River Cooperative School District
REGULAR MEETING**

March 4, 2020

ORHS Library

7:00 PM

o. CALL TO ORDER (7:00 PM)

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

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 2/19/20 regular meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

B. Board

VI. DISTRICT REPORTS

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

- Waste Management Survey Forms to MS/HS Students – Maggie Morrison

B. Superintendent's Report

- ORYA Update

- Strategic Plan – Operations Update – Facilities – Jim Rozycki

District Facility Use – Jim Rozycki

C. Business Administrator

D. Student Senate Report

E. Other:

VII. DISCUSSION ITEM

- School Board Self - Evaluation

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve List of Policies for Second Read/Adoption 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: 3/10/20 – 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 19, 2020

ORHS - Library

DRAFT

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

Student Representative: Absent

ADMINISTRATORS: James Morse, Todd Allen, Sue Caswell, Suzanne Filippone, Catherine Plourde, Misty Lowe, David Goldsmith, Josh Olstad, Andy Lathrop

STAFF PRESENT:

There were 3 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:

Tom Newkirk asked if he could add an item to the agenda, with the Board's authorization and input, a letter that he wrote to the editor pertaining to the bond's effect on taxes in the future.

Denise Day moved to approve the agenda as amended, 2nd by Brian Cisneros. Motion passed 7-0.

III. PUBLIC COMMENTS:

Darren Keller of Lee stated that he had some comments and questions and was looking for clarification of a few items. He stated that there is State and Federal money available for building aid and asked what it was. He also questioned where the 900 square feet classroom size recommendation came from. He stated that there is a lot of division in the community over the 7 cents that has been projected for taxes and that by the fifth year it will be over \$2.00. Felt that this was very misleading for the voters and would like clarification on this.

Bill Hall of Durham – stated that the first middle school was 1800's factory construction. Dover High School was built in 1967 and was recently knocked down and replaced. It was 67 years old. The current middle school is older than that and we continue to keep it going. He said, you can't take it down fast enough. The proposed middle school is bigger but will cost less. We have a good team working on it. Dr. Morse has three jobs: running the school district, designing a proposed school, and selling it.

Dean Rubine of Lee wanted to let the Board know that the Math Counts students are going to the State finals.

IV. APPROVAL OF MINUTES:

Motion to approve 2/5/20 regular meeting minutes:

Revisions:

Page 2 sixth paragraph after the first sentence, Tom asked that we add “The Rochester Board was chosen as the Board of the Year, and Matt made an impressive presentation on the Board’s work. Tom applauded him for his Board work which parallels the focus on civic involvement in his classes.”

Page 5 first paragraph 2nd line Denise asked to capitalize Power School.

Page 5 second paragraph first line Kenny asked to replace “amenity” with “anonymity”

Page 6 first paragraph second line Michael asked to replace “chair” with “seats”

Denise Day moved to approve the 2/5/20 meeting minutes as amended, 2nd by Brian Cisneros. Motion passed 7-0.

**Motion to approve 2/5/20 Non-public meeting minutes:
Revisions:**

Denise Day moved to approve the 2/5/20 non-public meeting minutes as written, 2nd by Brian Cisneros. Motion passed 7-0.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:

A. District:

David Goldsmith and Misty Lowe update the Board on the Kindergarten Registration numbers for both the Moharimet and Mast Way Schools. As of today, the Registration numbers for Moharimet is at 44. Last year at this time it was 46 and school opened at 57. As of today, the registration numbers for Mast Way is at 54. Last year at this time it was 58 and school opened at 64. The entire process was very successful, and parents went away with questions answered and very positive comments.

Andy Lathrop updated the Board on the current standings of our athletic teams. Boys swim team won the Division 2 Championship and the girls came in third, and the Boys indoor track won the Division 2 Championship and the girls were runner ups. He congratulated all for their hard work.

B. Board:

Kenny Rother asked Jim if he would be answering the questions posed by Mr. Keller during public comments. Jim stated that he would be under his Superintendent Report.

Denise Day stated that the Robotics team is doing very well with a high level of success.

Al Howland thanked the District for their support during the primary. They had 5600 voters with 1400 same day registrations. He stated that this was very well coordinated, and they could not have done it without the District help.

VI. DISTRICT REPORTS:

A. Assistant Superintendent Reports:

Todd informed the Board that he met with the Durham Energy Committee with Ron Lamarre to answer their questions pertaining to the proposed middle school. It was time well spent. He thanked the committee for having them and would be more than happy to meet with other committees in the same fashion.

Todd wanted to address Mr. Keller's question about the 900 square feet requirement. He stated that it was recommended by Stephen Blatt in his 2015 report and also this information can be found under the NH Minimum Standards 321.1.

Reach Summer Program Update:

Todd informed the Board that a copy of the electronic flyer is in their folders. The program will be run the same as last year with Oyster River running the morning program and Durham Parks and Rec running the afternoon program. Durham Parks and Rec also offer a full day field trip on Friday's. A meeting was convened to see if the MS is still the best location for the program, and even with construction he is confident that this is possible and still the best site.

The flyer is very user friendly and the course offerings are done by OR staff. We are finalizing the last details and the specifics will be completed in March.

Todd added a quick update on World Language pertaining to transitioning from middle school to high school. He stated that 2 assessments were completed with 8th grades and level 2 kids, one for reading/writing and one for speaking. He also stated that the World Language teachers have been in contact and are working together. It was noted that middle school students are better prepared as entering freshman than ever. Todd will continue to update the Board moving forward.

Todd answered some clarifying questions from the Board.

B. Superintendent's Report:

Jim commended Todd on all of the work that he has done with the Reach Program. This has been an incredible success. He also explained that this program is self-sufficient due to parents paying registration fees. Although the program is a non-profit, the program makes a little money to provide scholarships to needy families. He also thanked Rachel from Durham Parks and Rec for her contributions that makes Reach such a successful program.

Jim expressed that the Month of March has many major goals coming to a close. The UNH Survey will be finalized and sent out to the community. The Mast Way Principal

Search is well underway with 5 finalists chosen and scheduled for interviews on March 2nd & 3rd. We will schedule school visits for March 5th & 6th with a parent night on March 9th. We will be bringing the chosen candidate for nomination to the March 18th Board meeting.

Jim informed the Board that Brian Zottoli will be teaching in Jeju, South Korea for the next two years. He will be returning to Oyster River in August of 2022.

Jim reported out on his proposed new middle school outreach that he has done and informed them of what is still to be completed. He told the Board that the current middle school tours will happen the week of March 2 – 6 and March 9. This information was shared with the towns and will be listed in the school newsletters sent home to parents.

Jim took this time to address the questions from Mr. Keller.

The Superintendent spoke highly of the Lee Select Board, especially Mr. Scott Bugbee, the select board member who has participated in the analysis of the need for the proposed school. Jim stated that Scott is a friend of the district and someone he highly regards. Mr. Keller stated that Mr. Bugbee calculated the tax impact for year 5 was \$2.02/thousand. The Superintendent stated that he was there at that meeting and said he did not know how Mr. Bugbee came up with that number, but it's possible he did not have the district's offsets. As an example, in the 3rd year of the MS bond, the high school bond ends, freeing \$750,000 to go toward the middle school bond. This effectively brings the impact of the middle school to zero impact in year 4 and 5. The Superintendent went on, "we know the impact in the first year and it is negligible for Lee at 7 cents/thousand and modest for Durham and Madbury. This was achieved by the Board by reducing the operating budget by over \$700,000, resulting in a .2% increase for 2020-21.

The second year of the bond has the biggest hurdle with approximately \$1.1 million cost. The Board has a number of options to reduce the tax impact in 2021-22. The plan to reduce the tax impact includes:

- a) The use of emergency and trust funds. These funds were approved by the voters to reduce taxes. Currently the district has \$1.2 million dollars in these funds.
- b) Offer a retirement incentive. The teacher's union surveyed the faculty and 17 teachers would consider retirement if there were an incentive, perhaps resulting in savings of \$200K to \$400K.
- c) Further cuts in the capital operating budget, perhaps as much as \$250 - \$400K
- d) Savings from health insurance. The guaranteed maximum is 8.4%. Historically, the GMP often comes in lower, therefore any savings can be used to offset taxes. Historically, this could result in a savings of \$50K to \$100K.

The Superintendent shared the bond amount for year 3 is not nearly as high and likely can be absorbed in the normal budget process.

Finally, the working payments on the bond uses 3% as the interest rate. The most recent issues by the bond bank was at 2.17% so savings will be had once the bond is actually issued in July 2020.

Board member Michael Williams added that the Board intends to issue the bond in two halves, half in July 2020 and the other half in July 2021, thus paying only the interest on the bond for the first three years which minimizes increase in taxes.

The Superintendent shared the School Board has worked on the proposed middle school concept for over five years. As a result of there careful thought, the proposed middle school meets the academic, safety/wellness and sustainability goals of the Board and with the issue of spreading the tax impact over 5 years so there are no great spikes in taxes.

Jim stated the alternative would have been to issue the entire bond in July with a crushing tax increase the following year as is the tradition. The School Board rejected that option.

Jim explained that on the web page pertaining to the middle school the Frequently Asked Questions has grown considerably, and he has sat down with Josh, our IT Director to place a hot button on the front of the webpage dealing with the bond and finances, on the proposed middle school.

ORYA Meeting:

Jim updated the Board that he and Todd are scheduled to meet with the ORYA Board of Directors this Friday.

Dan Klein asked Jim if there have been any correspondences sent or clarification given by ORYA correcting the misinformation that was given to parents. He also asked if they would communicate with the parents to support the middle school.

Jim stated that they will be meeting on Friday and we will wait to find out.

Todd stated that he spoke directly with Matt and was given dates for Jim to meet, but they fell on vacation week and a Board meeting night and that is how they picked the Friday date.

Andy Lathrop stated that he, Jim Rozycki and Stacy met with both organizations surrounding the spring sports schedule and was very clear with what is expected. Andy stated that they were very cordial with each other.

Dan asked Jim if it would be possible to have Jim Rozycki report out at a Board meeting the process that is followed for reserving space. Dan also asked if there was a way to generate an electronic record of card usage.

Strategic Plan – Operations Update – IT – Josh Olstad

Josh referred to his memo that he included in the Board's back up. Starting with the 1:1 laptop program for the high school. This has gone very well, there has been minimum excuses and great feedback.

Review of law and update of policies and procedures. The change in law was tiny with a tremendous impact to vendors that we use and getting them to follow NH law. We

are part of a collaboration that involves 68 school districts and 140,000 students, roughly 80%. My staff has recognized 150 apps in use which we are reviewing for personally identifiable information storage. A big thank you to the Instruction Technology Staff: Susan Leifer, Sarah Curtin, Janet Martel, Celeste Best and Kristen Hughes for their contributions to this work of identifying applications.

Josh spoke about the Schoology program that will help teachers be more efficient with digital resources in their classrooms. This program has been successfully synchronized with Power School.

Al Howland stated that there is a great relationship between Power School and Schoology that parents need to be made aware.

Upgrade of network switches and firewalls.

Josh showed a picture of the past and current switches that his team has worked diligently to upgrade and organize. For the firewalls it was reviewed and decided that this can wait for another year.

Assisting with technology needs planning for new middle school.

This is an ongoing goal with attendance at several planning meetings. I am also willing to speak with vendors about classroom technology.

The IT department is working on additional ongoing projects.

I will also like to thank my team, Sue Johnson, Alexander Taylor, Bruce Stocker, Robert McCann, Jon Koelker, and Ryan Moriarty for all of their hard work.

C. Business Administrator: None

D. Student Senate Report: None

E. Other: - None

VII. DISCUSSION ITEM: None

VIII. ACTIONS

A. Superintendent Action Items: None

B. Board Action Items:

Tom Newkirk asked the Board if they had a chance to review his letter to the editor and gave them a moment to look it over before discussing it. The Board suggested certain revisions to the correspondence before approval.

**Motion to authorize the release of Tom Newkirk's letter to the editor:
Revisions/Questions:**

Denise Day made a motion to authorize the release of Tom Newkirk's letter to the editor as amended, 2nd by Dan Klein. Motion Approved. Vote 7-0.

**Motion to approve List of Policies for first read.
Revisions/Questions:**

Kenny asked if Policy EEAEA should contain verbiage about the legalization of cannabis?

Michael Williams stated that it was covered in the Legal References.

Michael Williams suggested that on Policy EEA on the first page under Responsibilities in the first sentence that the following statement be added "after the student" making the new sentence read ... until the student embarks and after the student disembarks from the school vehicle.

In the same policy on page 2 9th paragraph remove the heading "3rd and 4th grade Procedure

Denise Day made a motion to approve the List of Policies as a slate for first read as amended, 2nd by Brian Cisneros 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 #16 \$939,145.12

Vendor Manifest #18: \$244,793.54

Denise Day and Dan Klein will be the next Board members to review manifest.

Dan asked if a change in the way that manifest is reviewed can be changed to a manifest summary reviewed by the whole Board.

Tom suggested that we wait for the new term for this discussion.

Kenny Rotner reported out that the Sabbatical Committee reviewed three requests and they are in the process of finalizing a decision.

X. PUBLIC COMMENTS:

Bill Hall of Durham reiterated the cost in savings in energy for the new middle school that would benefit taxpayers as energy prices soared. He stated the sustainability aspects of the school and the savings to taxpayers is understated.

XI. CLOSING ACTIONS:

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

Michael Williams made a motion to adjourn the meeting at 8:35 p.m., 2nd by Brian Cisneros. Motion passed 7-0.

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

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Jim Rozycki, Facilities Director
DATE: February 27, 2020

RE: Strategic Plan Update

Goal 1 – New Middle School support

2019/20 Accomplishments – Facilities (Jim Rozycki) presence represented at every MS planning meeting and provided input as necessary. Provided supporting plans, documents, coordinated site test digs/borings, site walks, civil engineering questions, traffic and parking input, and financial support from the CIP (\$800,000) for architectural design and engineering services.

Upcoming – We plan to support the construction process in any way we can. Our intention is to ensure a safe environment on the site and in the current building. We adjusted the head custodians' working hours recently to have greater overlap of both shifts and be more of a presence during construction. Maintenance will continue as planned.

Goal 2 – Enhance Security measures/systems

2019/20 Accomplishments – Moharimet front entrance/office project complete and on time. Minor spring landscaping and concrete walls to be completed in warmer weather. Another Homeland Security audit was just completed at Mast Way on February 21st. HSEM inspector comments about the recent Mast Way addition and additional cameras were positive.

Upcoming – 2020/21 goal for more security enhancements (\$100,000 budgeted) was not approved for next fiscal year. However, we may have the opportunity to buy and install some cameras ourselves out of the operating budget for the SAU and School Board. Cables have already been run. IT and Facilities have been working together in reviewing and demonstrating other security software programs and hard drive storage.

Goal 3 – Upgrade / Improve heating & cooling

2019/20 Accomplishments - Our goal is to maintain classroom and office winter temperatures at 72 degree's during the regular school day. Larger spaces like cafeterias and gymnasiums are set to 67. Siemens programmed these in the fall. Very little comments were received this season. Legitimate heating issues are responded to within an hour upon being notified and most are fully addressed in 2 hours.

Upcoming – We are currently gathering quotes for the server room AC unit replacements this summer. Coordination and planning of server down time is being discussed with IT.

Goal 4 – Expand parking and improve grounds

2019/20 Update – Aramark grounds survey and inventory manual is being followed. Recommended staffing level is 2.5 FTE's. We continue to struggle with filling the .5 position. Seasonal Full-time position in the past was also very difficult to staff. Currently considering contracting out mowing of elementary schools only and seeking quotes. Plowing bid awarded for 3 years with Landcare for elementary schools only. Irrigation plan/estimate received for front of ORHS but is not in the budget at this time. Fleet replacement plan is not completed at this time. Grounds calendar is still in development. Grounds staff attends workshops and trainings regularly (RAD Syn Turf, NESTMA/NEPA, State of NH)

Upcoming – High School tennis court conversion to parking lot plan is just about complete. We will be going out to bid in March. It is anticipated that the project will run from July 1 thru the end of August. Just the parking lot will be constructed at this time. The actual tennis courts will be budgetarily considered for FY22/23.

Thank you.

MLS Summary Dashboard

Feb 25, 2020 12:00:07 AM [MLS Summary](#)

Filters **Submitted Date** 9/1/19 to 2/25/20

Total Requests

4,107

Upcoming Pending Requests

30

Approved Requests

2,980

Average Events Per Day

16.89

Total Hours

10,676.17

Requests Per Month

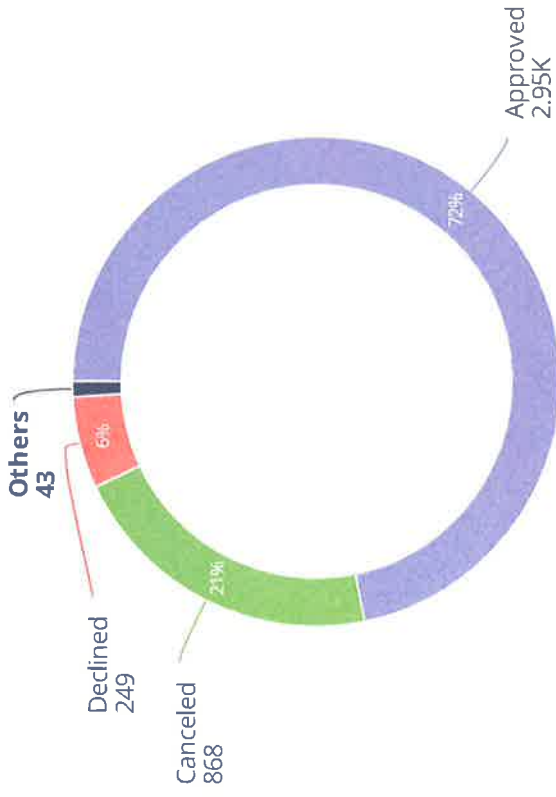


MLS Summary Dashboard

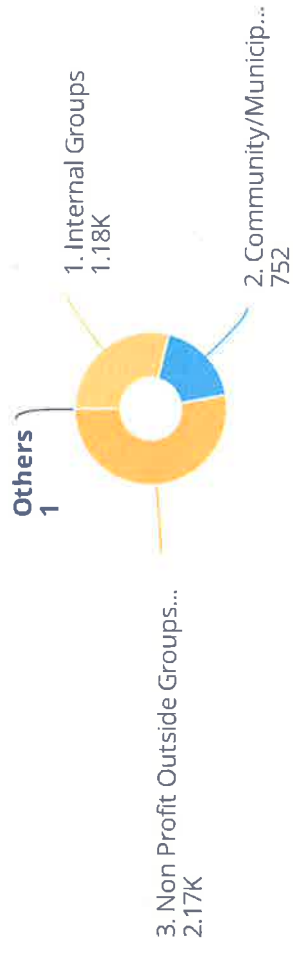
Feb 25, 2020 12:00:07 AM [MLS Summary](#)

Filters **Submitted Date** 9/1/19 to 2/25/20

Requests by Status



Requests by Classification

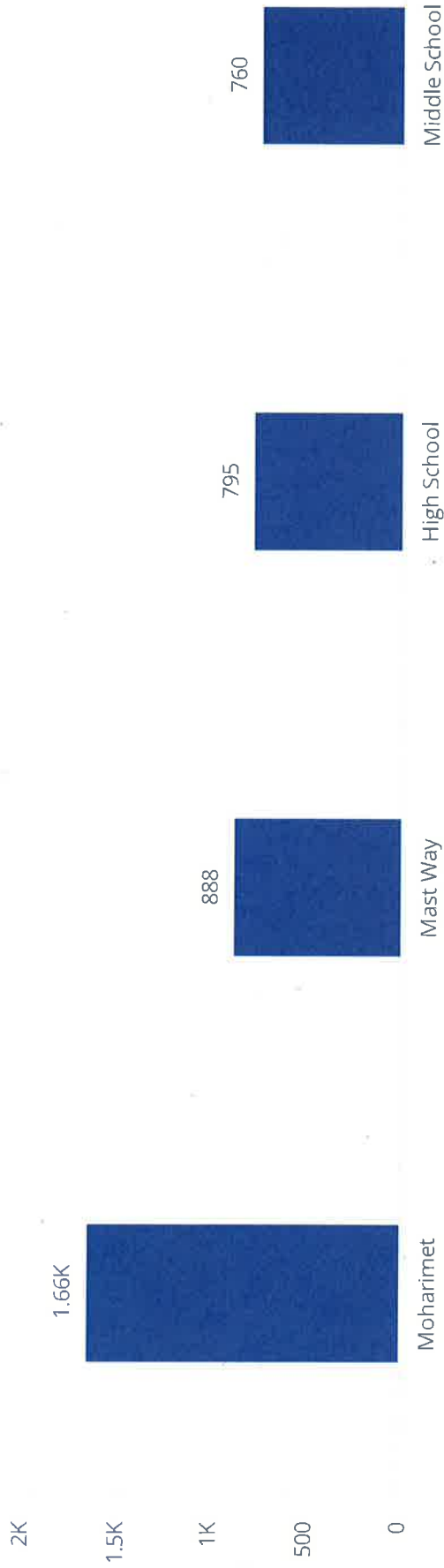


MLS Summary Dashboard

Feb 25, 2020 12:00:07 AM [MLS Summary](#)

Filters **Submitted Date** 9/1/19 to 2/25/20

Requests by Site

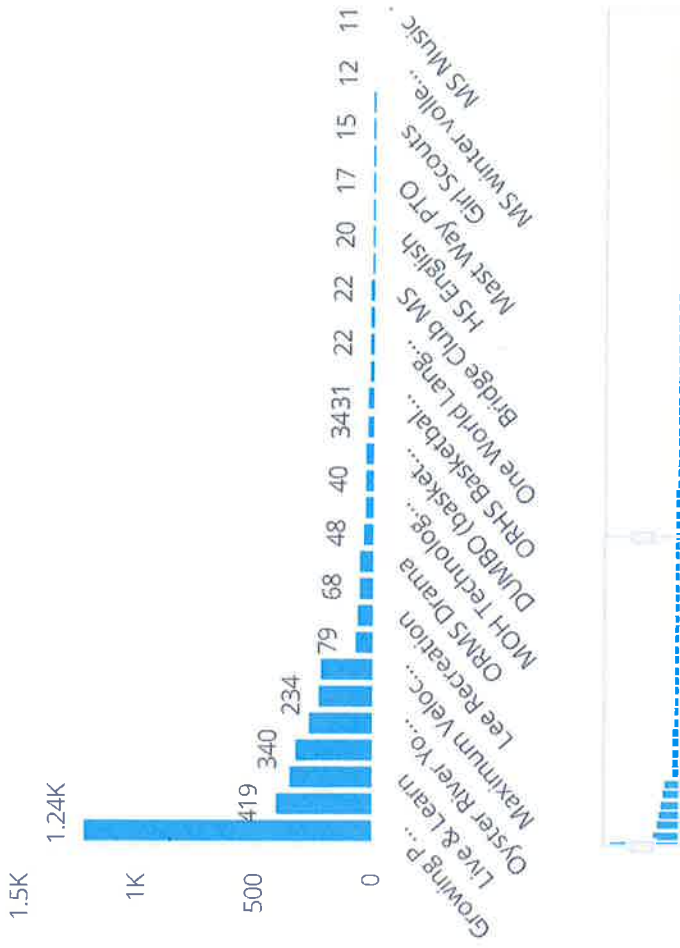


MLS Summary Dashboard

Feb 25, 2020 12:00:07 AM [MLS Summary](#)

Filters **Submitted Date** 9/1/19 to 2/25/20

Total Requests Per Group



Total Hours and Requests Per Space



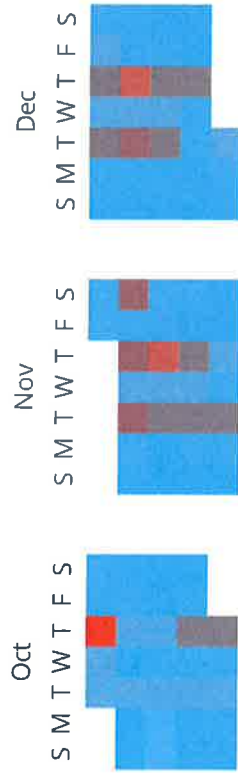
MLS Summary Dashboard

Feb 25, 2020 12:00:07 AM [MLS Summary](#)

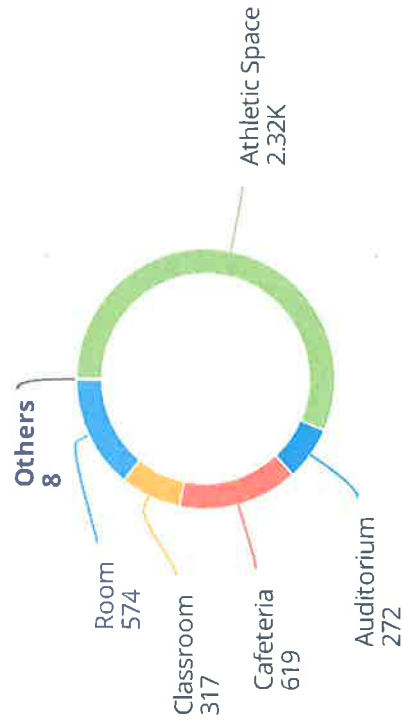
Filters **Submitted Date** 9/1/19 to 2/25/20

Requests Heat Map

2019



Requests Per Space Type





A.2.1 High School/Administration Building Site Map

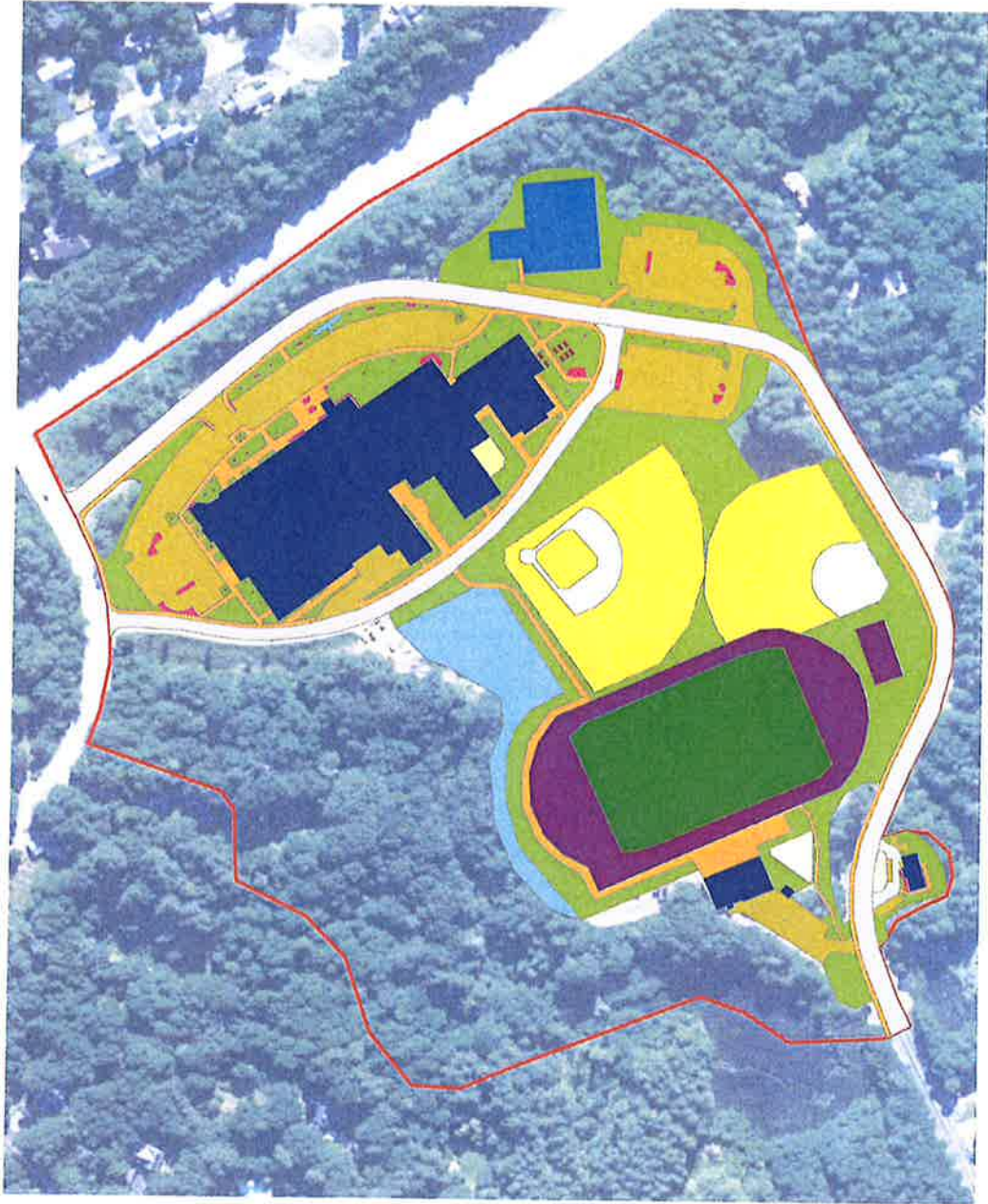
LEGEND

SOFTSCAPE

 Maintainable Mowing QTY: 66 ACRES: 6.10	 Plant Beds QTY: 66 ACRES: .15	 Baseball Field QTY: 1 ACRES: 1.72	 Raised Beds QTY: 8 ACRES: .01	 Sidewalks QTY: 12 ACRES: 1.68
 Synthetic Field QTY: 1 ACRES: 2.11	 Wetland QTY: 2 ACRES: .95	 Sand QTY: 1 ACRES: .09	 Playground QTY: 1 ACRES: .05	 Parking Lots QTY: 9 ACRES: 2.99
 Softball Field QTY: 1 ACRES: 1.19	 Groundcover QTY: 1 ACRES: .03	 Synthetic Field QTY: 1 ACRES: 2.11	 Infields QTY: 2 ACRES: .54	 Track QTY: 2 ACRES: 1.71
 Softball Field QTY: 1 ACRES: 1.19	 Groundcover QTY: 1 ACRES: .03	 Synthetic Field QTY: 1 ACRES: 2.11	 Infields QTY: 2 ACRES: .54	 Athletic Courts QTY: 1 ACRES: .51
 Softball Field QTY: 1 ACRES: 1.19	 Groundcover QTY: 1 ACRES: .03	 Synthetic Field QTY: 1 ACRES: 2.11	 Infields QTY: 2 ACRES: .54	

HARDSCAPE

 Roads QTY: 3 ACRES: 2.55	 Athletic Courts QTY: 1 ACRES: .51
 Track QTY: 2 ACRES: 1.71	



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BA
Date of Adoption: June 15, 1988 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017	Page 1 of 1 Category: Recommended

School Board Self-Evaluation and Goal Setting

At the conclusion of each year, the Oyster River School Board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

Appendix BA-R1 Evaluation Questions

BA- R2 Individual Board Member Self-Evaluation Worksheet

To the Board:

By policy BA we are required to perform an annual self-evaluation. The policy states:

At the conclusion of each year, the board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

There are various evaluation tools available, but I thought we should keep it simple. So, I would like each of you to consider the following questions:

1. How effective was the process of formulating Board goals?
2. How effective has the Board been in accomplishing its goals?
3. Have Board meetings been run in an efficient and civil way, with all viewpoints welcomed?
4. Has the Board been effective in crafting a budget that balances educational needs and fiscal responsibility?
5. Comment on any other aspect of Board work.

We will have an open discussion on these questions.

INDIVIDUAL BOARD MEMBER SELF-EVALUATION WORKSHEET

Please complete the following personal assessment of your boardsmanship This individual evaluation will not be shared, but is for your review only.

The Key: 1 – Never; 2 – Occasionally; 3 – Sometimes; 4 – Frequently; 5 – Always

1. I familiarize myself with school policies and laws which are important for meetings.
2. I attend all School Board Meetings.
3. I read the agenda and supporting material prior to the Board meeting.
4. I reserve all decisions on matters until the Board is in session.
5. I keep personal matters personal and discuss nonrelated concerns at appropriate times and places.
6. I use the chain of command and direct questions to the superintendent when contacted by a district resident.
7. I attend NHSBA workshops and meetings.
8. I read school publications sent to my home.
9. I contact the superintendent and make proper arrangements when I visit schools within the district.
10. I am informed about community feelings toward the schools.
11. I respect the superintendent's office and refrain from unwarranted interferences in the administrator's affairs.
12. I believe in long-range planning and recognize that changing trends change school needs.
13. I believe the district should place great emphasis on professional growth.
14. I know that I have no authority as a Board member except when the Board is legally in session. Board officers have specific duties that are occasionally performed outside of Board sessions.
15. I rely on the superintendent to provide the Board with accurate information on the school system.
16. I take part in Board in-service and orientation programs.
17. At no time do I speak for the full Board as an individual Board Member.
18. I work toward mutual trust between Board members and administration and keep criticism of either to private sessions.
19. I recognize that governance and policy duties belong to the Board and administrative duties belong to the district's administrators.
20. I support budgetary provisions and encourage the professional growth of the superintendent.
21. I support strong professional growth programs for all school personnel.
22. I attend PTA, concerts, plays, athletic contests, and other school events.
23. I am familiar with the budgeting process of the district.
24. I am familiar with the curriculum and graduation requirements of the district.

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 March 4, 2020**

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

As a reference the February 12, 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 Policy Committee Review: February 12, 2020 School Board First Read: February 19, 2020 School Board Second Read/Adoption: March 4, 2020	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 Policy Committee Review: February 12, 2020 School Board First Read: February 19, 2020 School Board Second Read/Adoption: March 4, 2020	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.

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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 - 2nd Grade

Bus Drivers will not drop off any Kindergarten, 1st or 2nd 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.

3rd and 4th Grade

Third and fourth grade parents or legal guardians who wish to allow the District to drop off their 3rd or 4th 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.

3rd and 4th 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.

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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 Policy Committee Review: February 12, 2020 School Board First Read: February 19, 2020 School Board Second Read/Adoption: March 4, 2020	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

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will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the 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