

**Oyster River Cooperative School District  
REGULAR MEETING**

**May 04, 2016**

**MAST WAY SCHOOL - Cafeteria**

**6:30 PM**

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
  - Motion to approve: 4/20/16 regular meeting minutes.
- IV. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- V. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
    - Standardized Assessment
  - B. Superintendent's Report**
  - C. Business Administrator**
    - Budget Update
    - Bond Update
    - Mast Way Boiler Room Bid
  - D. Student Senate Report**
  - E. Other:**
- VI. DISCUSSION ITEMS**
  - Establish Workshop in May pertaining to start time
- VII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to approve Mast Way Boiler Room Bid.
    - Motion to approve ORHS Volunteer Coach
    - Motion to approve List of Policies: GBAA – Sexual Harassment Employee/Staff, ADC – Use of Tobacco Products Strictly Prohibited..., BDB &R – Board Officers/Board Organization Meeting/Procedure, BEC – Non-Public Minutes, EEA-R Student Transportation Service Procedure-add to existing policy
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
  - A. Future meeting dates:** 5/18/16 Regular Mtg. @ MOH 6/1/16 Regular Mtg. @ ORMS
- XI. NON-PUBLIC SESSION: RSA 91-A:3 {If needed}**  
**NON-MEETING SESSION: RSA 91-A:2 I {If needed}**
- XII. 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). Each speaker may have up to 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.

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:

• Thomas Newkirk	Term on Board: 2016 - 2019
• Kenneth Rotner	Term on Board: 2016 - 2019
• Sarah Farwell	Term on Board: 2014 - 2017
• Denise Day	Term on Board: 2014 - 2017
• Allan Howland	Term on Board: 2015- 2018
• Maria S. Barth	Term on Board: 2015 -2018
• Daniel Klein	Term on Board: 2015- 2018

**Information Regarding Nonpublic Session**

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

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

## Oyster River Cooperative School District

April 20, 2016

ORHS Library

6:30 p.m.

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Al Howland, Denise Day, Sarah Farwell, Maria Barth, Dan Klein, Kenny Rotner and Student Representative Caroline Wilson filling in for Troy LaPolice

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Catherine Plourde

There were forty-two members of the public present.

**I. CALL TO ORDER** at 6:30 p.m. for Manifest Review  
6:30 – 7:00 Manifest Review/Approval at each School Board Meeting

**Ia. Public Hearing - Policy BEC Non Public Session and Policy BDB Board Officers/Board Organization Meeting:**

**Policy BEC:** Change in State law for vote from nonpublic to public.

Tom Newkirk opened the meeting and there being no discussion on Policy BEC closed the meeting at 7:01 p.m.

Tom Newkirk opened the next public hearing at 7:01 p.m. and asked for discussion on **Policy BDB:** Board Officers which change responsibility for Chair and added procedure.

David Taylor asked for clarification on Secretary which was added to the top but removed from the bottom.

Kenny and Maria commented on this change.

Tom asked if this could be revised before the second reading, and with no further discussion closed the second public hearing at 7:04 p.m.

Tom asked for a show of hands for public comments for football and the Chinese program. Evenly divided amount of speakers, Tom advised that he will allow 2 minutes per comment and will alternate between the football comments and the Chinese comments. He also advised that he will be ending public session after 30 minutes.

**II. PUBLIC COMMENTS:**

Jeff Butts from Lee spoke on behalf of the football parents of Oyster River. They felt that the Board did not have all the information needed. He reviewed the practice schedule including drills of the different grades. He feels that no one has asked any questions on the ORYA football program.

Beverly K. of Lee spoke in favor of the Chinese Program in the District. She has traveled extensively in China and feels this is a tremendous opportunity for the children.

Krista Butts of Lee asked the football families to stand and she gave statistics on traumatic injuries and concussions for football. She is asking the Board to allow the students to play football for Portsmouth or in the District. Krista urged the Board to please don't give up on these kids.

Sara Nadeau is a resident of Lee and her child is in the after school Chinese Program. She encourages the Board to support this program. Sara feels that it will open up job opportunities and culture in their future.

Craig Rucher of Lee spoke in favor of a Football Program. The kids are Oyster River students who play football and encouraged the Board to allow football to be played and urged the Board to have the wording changed in the contract that would meet their expectations.

Rebecca K. of Durham has sent a letter outlining her support for foreign language in the District. There is a lot of support from the community in the District for this program in the District.

Lettie from Lee is parent of the only girl on the team, stated that her daughter loves the game and her team.

Kelly Brant of Durham lived in China for 17 years and spoke in favor of the Chinese Program in the District. There is art plus discipline in the language which has positive effects on the brain. Explained that language acquisition is best when you are young.

Allen a student in the District has played football for three seasons and it is the best sport he has ever played. He really enjoys football. Allen has learned so much from playing football. Went on to say that he hoped the Board understood what a big part of his life football is and maybe someday he would be in the NFL.

Mary Malone of Durham has two students in the afterschool Chinese Program. It is a fabulous program. The teachers are dedicated and a great resource and opportunity in the District.

Ari a student from Lee noted that football has impacted them more than any sport previously played. Everyone helps everyone.

Keith O'Brien of Durham has two students and has written a letter to the Board in favor of expanding the Chinese Program in the District. The earlier you begin studying a language the more proficient you are in the language.

James Bigweather of Lee spoke in support of the Oyster River football community. He coached the 3<sup>rd</sup>/4<sup>th</sup> grade football team this year and it was a great experience. There is a lot of team building with this sport.

Steve of Durham supports the Chinese Program in the District. We need to expose our children to foreign languages earlier.

Scott Damsel of Madbury is in support of a Football Program in the District. He understands the concerns about concussions and he would hope that this community would let the parents decide what is best for their children.

### **III. APPROVAL OF MINUTES:**

**Motion to approve April 6, 2016 Regular Meeting Minutes:**

**Denise Day moved to approve the April 6, 2016 minutes, 2<sup>nd</sup> by Al Howland with the following revisions:**

**Page 6 Lighting of the Athletic Fields in the actual motion insert "made a motion to" after Al Howland.**

**Page 5 paragraph 3 last sentence delete the word "on" between mentioned and how.**

**Page 5 paragraph 5 second sentence insert "if" between that and we approve, in the third sentence replace "and" after agreement with "it"**

**Page 3 paragraph 5 at the end of the last sentence add "Moms demand action on Gun Sense in America which is an organization that I support.**

**Page 4 paragraph 4 first sentence add after Forum "about loss and healing"**

**Motion passed 7-0 with the Student Representative abstaining.**

### **APPROVAL OF MANIFESTS:**

Payroll Manifest #22: \$895,201.37

Vendor Manifest #23: \$153,871.67

Tom asked the Board if there was any opposition under Discussion Items if they could move the Chinese Program Update to the first topic of discussion. There were none.



#### **IV. ANNOUNCEMENTS and COMMENDATIONS:**

##### **A. District:**

Cristina Dolcino spoke for Dennis Harrington of Moharimet School. The annual pancake breakfast was successful. We have moved to a more sustainable model. Congratulations to Moharimet 4<sup>th</sup> Grade Chorus for a great job.

Mike McCann of the High School announced that the Apple Award Winner is Kathy Pearce. The World Language Department Spanish Club is leaving for Costa Rica on Friday. The Environmental Science Class has completed a two-year study on the natural area and did a great job presenting their results and provided a lot of information on how important that area is. Results are available if anyone wishes to view them.

Dr. Morse spoke for Carrie Vaich of Mast Way pertaining to the play "Annie" put on by the 3<sup>rd</sup> and 4<sup>th</sup> graders last week, and it was fantastic. He also gave credit to Pam Felber and Beth Struthers for the wonderful job they did with the production.

**B. Board:** Denise Day reported that the Moharimet Breakfast was a shining day. The Middle School Jazz Band played and did a great job.

Kenny Rotner reported that the Green Beans Group, comprised of middle school students, created and put up great signs urging drivers not to idle while dropping off or picking up students.

Dan Klein reported that the Annie Performance was wonderful. Great job to everyone involved. Pancake breakfast including the sustainability efforts was tremendous.

#### **V. DISTRICT REPORTS:**

**A. Assistant Superintendent's Report:** Todd Allen updated the Board on the Summer Reach Program. Registrations are available on the website. A very comprehensive program. There is a wide range of offerings out there primarily taught by Oyster River staff. The Reach program is offered Monday – Thursday from 8:30 – 11:30 and then a free lunch, thanks to Doris Demers and staff from school nutrition, is offered to any school age child from 11:30 – 12:30, at which point a bus will be provided to students attending the Durham Recreation program in the afternoon.

On May 5 there will be a Mental Health and Wellness fair in the multipurpose room at the high school which will be running alongside the community dinner being offered that same evening that will have a Mexican theme.

**B. Superintendent's Report:** Superintendent Morse commended Doris Demer's work in providing free lunch in the summer for students.

Michael McCann, Maria Barth and Superintendent Morse attended a presentation on opioids. This was very informative and Dr. Morse would like to use this information to have another community presentation and hopefully continue to bring these forums to the community on a quarterly basis.

Superintendent Morse discussed high school enrollment numbers and the work that the long range planning committee is doing. He spoke on the tuition student aspect of the projections, detailed below, and will use this information as a framework for later discussion.

**High School Long Range Planning Committee Projected Enrollments:**

2017	778 Students
2018	779 Students
2019	794 Students
2020	780 Students
2021	778 Students
2022	763 Students
2023	745 Students
2024	731 Students
2025	687 Students

**Property on Orchard Drive:** There has been an interested buyer for the property. They have a footprint of approximately \$300K valuation and Dr. Morse would like authorization to work with Sue Caswell and the District attorney on a closed bid process.

**Al Howland moved to authorize the superintendent to proceed with a closed bid process on the Orchard Drive property, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0.**

**C. Business Administrator:** Sue Caswell updated the Board on a two bids that she received for the Mast Way School boiler room roof bid and a generator for the high school.

**Kenny Rotner moved to accept the bid for the Mast Way School boiler room roof, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Kenny Rotner moved to accept the NJPA Contract #080613-CAT for an emergency generator at the high school, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**D. Student Senate Report:** Caroline Wilson reported that class elections were today for the class officers and student senate. The Board thanked her for her work on the Principal search Committee.

**E. Other: Sustainability Report: Cristina Dolcino**

Cristina reported that several years ago the Committee decided to align itself with the United States Department of Education Green Ribbon Schools Program. The aim of this program is to “inspire schools, districts, and highlighting promising products and resources that all can employ.” There is an annual Green Ribbon award that recognizes schools and districts striving for excellence in the following three areas which are referred to as pillars:

Pillar 1: Reduce environmental impact and costs

Collaboration by Middle School Green Team leader and Green Bean Club students with the Durham administrators to create a “no idling” zone at the school. This campaign will soon extend into the community using the signage designed by the students in the Green Bean Club.

Pillar 2: Improve the health and wellness of schools, students, and staff.

Advocate for locally sourced produce and meats for the school nutrition program. In addition to the Child Nutrition staff, ORSC members assisted with the Community Dinners served at the High School.

Pillar 3: Provide environmental education which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills and green career pathways.

**VI. DISCUSSION ITEMS:**

**Chinese Program Update and Proposal for 2017-18 School Board Goal – Foreign Language:**

Yusi Turell spoke to the Board on the second year update and proposed 2016-17 Goal.

2015-2016 Update:

The Oyster River Chinese Program for elementary students continues to thrive. Classes are held at the middle school with transportation provided from Mast



Way and Moharimet Schools. There are two levels of classes and classes run from 4:00 – 4:40 p.m. and after care is available until 5:30 for \$5 per day. Families also participate in monthly community dinners that consist of a “teach back” by the children and a cultural activity such as dumpling making, Kung Fu lessons or adult lecture.

This programming is possible through a partnership with UNH’s Confucius Institute.

Their reflections and lessons learned:

1. Many community partners were vital to the success of the afterschool program and related activities.
2. There is now clear evidence of both “deep” and “wide” Oyster River community interest in Chinese culture and language.
3. Despite successes to date, we believe the current model of elementary afterschool classes will always be limited.
4. UNH’s Confucius Institute continues to be a reliable and flexible partner, with the capacity to do much more for our District.

**Proposal for 2016-17 School Board Goal:**

Their 2016-17 School Board goal: by January 2017 develop a plan to add Mandarin to French and Spanish as Oyster River language offerings in 2017-2018 which has no significant budget implications. Also, plan to begin classes in all three foreign language classes in fifth and six grades starting in 2017-18 as part of a broader effort to update the District’s position on foreign language education along students K-12 trajectory.

The goal has three components:

1. By January 2017 develop a plan to add Mandarin to French and Spanish as Oyster River language offerings in 2017-18 which has no significant budget implications;
2. Plan to begin classes in all three foreign languages in fifth and sixth grades starting in 2017-2018;
3. Update the District’s position on K-12 Language Instruction: They are proposing that the School Board appoint a committee to develop a report to update and clarify the District’s position on foreign language along students K-12 trajectory. Commissioning this report would not commit the District to providing language at the elementary level, though that could be a recommendation. This process would ensure a thoughtful and up to date point

of view on how foreign language plays into Oyster River's K-12 education and that we have the opportunity to align our curriculum accordingly.

The Board had an in-depth conversation on the Chinese Program. Al Howland suggested that the plan be developed by November 2017 in order to address any budget implications. It was discussed that there should be a discussion on what the right languages to teach in the District. It's an important conversation to have either within the Administration or the community and will be put on a future agenda to determine the next steps and to have a clear sense of direction.

**Authorize Two Board Members to meet with Portsmouth on Start Times:**

Denise Day suggested talking with Administrators at Concord who had changed the start times and then reversed them. This would be a great way to find out what the negatives were. They agreed that meeting with the Superintendent and Board members in Portsmouth would be beneficial as well. Kenny Rotner and Tom Newkirk will meet with Portsmouth Administrators. Denise Day and Dan Klein will go and meet with Concord Administrators.

**Transportation Drop off Protocol:** Lisa Huppe presented the 2016-2017 K-4 School Bus Drop off Protocol:

Kindergarten – 2<sup>nd</sup> Grade: The ORCSD Bus Drivers will no longer drop off any Kindergarten, first or second grade students without the presence of an adult, an older sibling or responsible person waiting 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 third or fourth grader without the presence of an adult may do so, but must complete the authorization form. If this form is not on file before the start of the 2016-17 school year, then the drop off process will pertain to third and fourth graders as well. Parents, or legal guardians who choose this option assume all legal responsibility when doing so.

**Kenny Rotner moved to approve the 2016-17 Transportation Drop off Protocol, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.**

**Revisit Staffing Needs for 2016-17:**

For the upcoming school year, Oyster River High School is expecting an increase of 29 students in the freshman class from last year, and a projected increase total of 63 students overall. As enrollment increases it becomes increasingly important to maintain flexibility in the schedule to ensure course options that are consistent with our career pathways.

World Language:

Request: Provide additional .2 FTE increasing current .8 FTE to 1.0 FTE. This request was included in the budget deliberations and is needed to address the increasing need for entry level World Language courses. Along with students within the District who are starting a language for the first time, any students from outside of the ORCSD enter into the high school with little or no World Language experience, increasing the need for more level 1 and 2 courses.

Business:

Request: Due to increasing demand for business course and increased need for elective offerings to meet graduation requirements the high school is requesting an additional .3 FTE to increase the current position from .5 to .8 FTE.

English:

Due to enrollment numbers and increased student interest in the high school, we would like to request an addition of a .5 FTE English Teacher. This position would be responsible for teaching three classes in the fall and two classes in the spring. The course taught by this position would be two classes of Essentials of English and one class of Poetry and Fiction.

Social Studies:

Due to enrollment numbers and increase student interest in the high school, we would like to request an addition of a .5 FTE Social Studies teacher. This position would be responsible for teaching three classes in the fall and two classes in the spring. The course taught by this position would be two classes of World Cultures and one class of Unity States History I.

Accessibility/Assistive Technology Specialist: \$88,065 for contracted services or \$38,000 for Speech Language Assistant

There was also a discussion of adding back in the \$75,000 for Facility and \$25,000 for technology.

**Al Howland moved to approve the staffing needs with \$38,000 for Speech Language Assistant and restoring \$75,000 for facility and \$25,000 for technology, 2<sup>nd</sup> Maria Barth. Motion passes 7-0.**

**VII. ACTIONS:**

- A. Superintendent Action Items:** None
- B. Board Action Items:**

**Motion to accept ORHS Resignation:** Al Howland moved to accept the ORHS Resignation of the video production teacher, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.

**Policies:**

**Kenny Rotner moved to approve Policy ADC - Use of Tobacco Products Strictly Prohibited, Policy BDB - Board Officers/Board Organization Meeting/Procedure, Policy BEC - Non Public Minutes, and Policy GBAA Sexual Harassment Employee/Staff for a first reading, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.**

**Motion to accept Mast Way Speech Language and Pathologist Retirement:** Al Howland moved to accept the retirement of the Mast Way Speech Language and Pathologist, 2<sup>nd</sup> by Sarah Farwell. Motion passed 7-0.

**VIII: SCHOOL BOARD COMMITTEE UPDATES:** None

**IX. PUBLIC COMMENTS:**

Dean Rubine of Lee spoke on the start time and encouraged the Board to create a plan. He approves of spending the money on the teachers. But the money for the lights seemed poor stewardship of the taxpayer's money.

Kelly Brant of Durham spoke regarding the benefits of Chinese with music.

**X. CLOSING ACTIONS:**

**A. Future Meeting Dates:** May 4<sup>th</sup> Regular Meeting at Mast Way and May 18<sup>th</sup> Regular Meeting at Moharimet

**XI. NON-PUBLIC SESSION: RSA 91 A:3 {If needed}:** None

**NON-MEETING SESSION: RSA 91A:2 {If needed}:** None

**XII. ADJOURNMENT:**

Maria Barth moved to adjourn the meeting at 9:58 p.m., 2<sup>nd</sup> by Al Howland. Motion passed 7-0.

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**

**FISCAL YEAR 2015-2016**

**FINANCIAL STATUS AS OF:**

**4/28/2016**

	<b>Budgeted</b>	<b>Expended</b>	<b>Encumbrances</b>	<b>Amount Remaining</b>	<b>Percentage Spent</b>
	<b>2015-2016</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2015-2016</b>	<b>2015-2016</b>
<b>SALARIES:</b>					
Administrator	1,346,842	1,106,786	198,087	41,970	97%
Teacher	14,490,966	9,906,056	4,329,201	255,709	98%
Para	2,194,989	1,641,896	491,162	61,931	97%
Tutor	174,173	142,652	46,252	(14,731)	108%
Custodian	692,334	599,041	108,125	(14,832)	102%
Secretary	359,231	296,863	64,805	(2,437)	101%
District Hourly	670,916	571,551	104,483	(5,118)	101%
Maintenance	204,473	160,096	23,843	20,534	90%
Drivers	779,773	592,753	129,731	57,289	93%
Misc & Summer	177,777	110,745	32,791	34,241	81%
Subs - Professional	235,023	239,799	36,737	(41,513)	118%
Subs - Para	31,300	41,191	0	(9,891)	132%
Subs - Secretary	3,000	5,158	0	(2,158)	172%
O/T	23,577	1,962	0	21,615	8%
Med & Dent Payback	487,901	383,919	94,902	9,080	98%
<b>TOTAL SALARIES</b>	<b>21,872,274</b>	<b>15,800,466</b>	<b>5,660,119</b>	<b>411,689</b>	<b>98.1%</b>
<b>BENEFITS:</b>					
Health Ins	4,373,269	3,003,803	1,272,026	97,440	98%
Dental Ins	127,878	89,633	37,414	831	99%
Life Ins	51,134	38,491	16,002	(3,360)	107%
LTD Ins	48,466	36,270	15,445	(3,248)	107%
FICA	1,669,923	1,171,929	432,999	64,996	96%
Retirement - Non Prof.	329,925	267,731	55,539	6,655	98%
Retirement - Professional	2,290,929	1,601,514	688,005	1,410	100%
Annuity	113,310	88,767	35,843	(11,300)	110%
Tuition Reimb	0	4,664	0	(4,664)	
Unemployment Comp	24,065	560	0	23,505	2%
Workers Com	102,177	58,333	0	43,844	57%
<b>TOTAL BENEFITS</b>	<b>9,131,076</b>	<b>6,361,695</b>	<b>2,553,272</b>	<b>216,110</b>	<b>97.6%</b>
<b>ALL OTHER OPERATING EXPENSES:</b>					
Mast Way	175,269	130,096	6,577	38,596	78%
Moharimet	185,375	150,505	15,706	19,164	90%
Middle School	312,242	227,147	20,257	64,838	79%
High School	620,388	442,151	43,872	134,365	78%
District	2,249,154	1,719,305	0	529,849	76%
Transportation	713,594	595,685	3,594	114,315	84%
Technology	551,634	478,891	9,501	63,242	89%
Facilities	2,243,220	1,884,831	100,121	258,268	88%
SPED	1,870,870	1,395,070	194,931	280,870	85%
<b>TOTAL OPERATING</b>	<b>8,921,747</b>	<b>7,023,681</b>	<b>394,559</b>	<b>1,503,508</b>	<b>83.1%</b>
<b>GRAND TOTAL</b>	<b>39,925,098</b>	<b>29,185,842</b>	<b>8,607,949</b>	<b>2,131,307</b>	<b>94.7%</b>
<b>Total Including Revenue</b>					
Comment Section:					



Oyster River Cooperative School District  
RFP-RFQ Summary

Name of RFP/RFQ: RFP for Mast Way Boiler Heating Plant Replacement

Timeline:

- Release of RFP/RFQ to bidders: Wednesday, March 16, 2016
- Classified ad ran in Fosters: Friday, March 18, 2016
- Posted on website: Wednesday, March 16, 2016
- Posted in the SAU Office: Wednesday, March 16, 2016
- RFP/RFQ due dates and opening date: Wednesday, April 20, 2016
- Date contract awarded:
- Projected date of completion August 5<sup>th</sup> 2016

Contract awarded to:

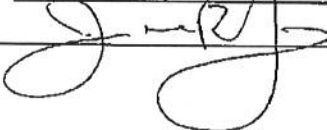
Project was awarded to \_\_\_\_\_ based on \_\_\_\_\_

Summary of bids:

Vendor	Bid Amount	Required	Additional for room 14 hot water heater replacement	Comments
Comfort Systems	\$80,573.98		\$3,500	
Eckhardt & Johnson	\$90,036.00		\$4,000	
MJA Plumbing	\$103,186.85		\$5,000	

Person completing this form:

Print name Jim Rozycki

Signature 

Date 4/28/16



**ORHS  
ATHLETICS**

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

**OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT**

**From:** Corey Parker  
**Date:** 04/27/16  
**Re:** Volunteer Coach Nominations

**Message:**

Please accept the following name for nomination to volunteer coach this selected sport.

**Volunteer Positions:**

NAME	ACTIVITY
Mark West	Frisbee Coach

Thank you.

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Mark West	School: Oyster River High School
Position: Volunteer Frisbee Coach	UNPAID

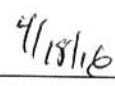
Athletic Director Narrative:  
Please accept this nomination for Mark West to assist our ultimate Frisbee club this spring. Mark has experience coaching and playing club Frisbee and will be able to assist in not only supervision but coaching the game.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

  
\_\_\_\_\_  
Date

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**May 4, 2016**

Title	Code
<b>Policies for First Read</b>	
<b>Policies for Second Read/Adoption</b>	
Use of Tobacco Products Strictly Prohibited in/on All School Facilities and/or Grounds	ADC
Board Officers/Board Organization Meeting & Procedure	BDB & R*
Non-Public Sessions	BEC*
Sexual Harassment - Employee/Staff	GBAA
K-4 School Bus Drop Off Protocol and Form	EEA-R
<b>Policies for Deletion</b>	
<b>Policies for Deletion</b>	

\*Requires Public Hearing for Revisions

**The March 9 and April 13, 2016 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.**



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ADC Category: Required
Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 <a href="#">Policy Committee Review: April 13, 2016</a> <a href="#">School Board First Read: April 20, 2016</a> <a href="#">School Board Second Read/Adoption: May 4, 2016</a>	Page 1 of 2

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED  
IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

No person shall use any tobacco product in any facility maintained by the Oyster River Cooperative School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, [e-cigarettes](#), [liquid nicotine](#) products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

~~No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.~~

~~Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.~~

Employees

~~No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.~~

~~Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.~~



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ADC Category: Required
Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 <u>Policy Committee Review: April 13, 2016</u> <u>School Board First Read: April 20, 2016</u> <u>School Board Second Read/Adoption: May 4, 2016</u>	Page 1 of 2

All other persons

~~No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.~~

~~Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

Cross Reference:

JICH – Student Tobacco, Alcohol and Drug Use

JICH-R – Student Tobacco, Alcohol and Drug Use - Procedure

**Legal References:**

RSA 155:64 – 77, Indoor Smoking Act

RSA 126 – K:6, Possession and Use of Tobacco Products by Minors

RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB
Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 <a href="#">School Board Public Hearing/First Read: April 20, 2016</a> <a href="#">School Board Second Read/Adoption: May 4, 2016</a>	Page 1 of 1 Category: Recommended

## BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson ~~and secretary~~. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson ~~or secretary~~ resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

### Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

### Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

### Secretary:

~~The Secretary shall be responsible for Board correspondence when directed by the Chairperson.~~

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right to Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BBAA – School Board Member Authority  
BDF – Advisory Committees to the Board  
BDB & R – District Clerk/District Treasurer Job Descriptions

Legal Reference: RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: BBAB-BDB-R</u>
<u>Policy Committee Review: April 13, 2016</u>	<u>Page 1 of 1</u>
School Board Review: 04/20/16 & 05/04/16	

## ROLES AND DUTIES OF THE BOARD CHAIRPERSON

### Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

### Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

### Cross Reference:

BDB: Board Officers



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 <a href="#">Policy Committee Review: March 9, 2016 &amp; April 13, 2016</a> <a href="#">School Board Public Hearing/First Read: April 20, 2016</a> <a href="#">School Board Second Read/Adoption: May 4, 2016</a>	Page 1 of 2 Category: Recommended

## NON-PUBLIC SESSIONS

The Board may meet in non-public session for any purposes set out in RSA 91-A:3. Every non-public session must be preceded by a public meeting even if only for the action to enter non-public session. The public meeting must follow all the requirements of the Right-to-Know law and related policies. Upon a motion properly made and seconded, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory exemption(s) for entering non-public session.

Discussion in the non-public session must be limited to the matters and statutory exemptions made in the motion. To discuss any other subject, the Board must go back into public session and make another motion to enter into another non-public session. The minutes of the non-public session must enumerate each and every subject discussed during the non-public session. A vote to approve the minutes of a non-public session affirms that no other subject was discussed for which each Board member is individually accountable.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board may only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

The deliberation to seal minutes ~~may~~ **must** occur in ~~non~~-public session, and the motion to seal occurs in ~~non~~-public. The motion to seal the minutes must be properly made and seconded and state the exemption allowing the minutes to be sealed and the estimate of how long they will be sealed, such estimate not to be considered a definitive timeline but merely an estimate. ~~Once back in public session the Chairperson will inform the public who made the motion and the second, whether the minutes have been sealed and why and the estimate for how long they will be sealed by a vote of at least two-thirds of the members present.~~

Minutes may not be sealed if the session contained discussion of any subject not covered by the exemption. The minutes if sealed should be organized to address one subject covered by an exemption at a time so that the relevant portions of the minutes may be unsealed independently. If it is expected that the minutes for a non-public session may be sealed, then a separate non-public session should be held for each subject, with a separate public motion to enter.

Sealed non-public minutes may only be reviewed by the Board at a proper non-public meeting. Individual members may not review sealed minutes outside of a Board review. Minutes of all sealed non-public sessions must be reviewed by the Board at least annually to determine whether they should be unsealed.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEC
School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 <a href="#">Policy Committee Review: March 9, 2016 &amp; April 13, 2016</a> <a href="#">School Board Public Hearing/First Read: April 20, 2016</a> <a href="#">School Board Second Read/Adoption: May 4, 2016</a>	Page 2 of 2 Category: Recommended

Board members are prohibited from publicly discussing matters that were properly discussed in non-public session beyond what is reported in the non-public minutes. This prohibition does not apply to subjects not included in the motion entering the non-public session.

The Superintendent or his/her designated administrator, as well as necessary personnel, may attend all non-public sessions of the Board, except those non-public sessions that pertain to the Superintendent's employment.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

**Legal References:**

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBAA
Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 <u>School Board First Read: April 20, 2016</u> <u>School Board Second Read/Adoption: May 4, 2016</u>	Page 1 of 4 Category: Required

## **SEXUAL HARASSMENT – EMPLOYEE/STAFF**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning environment that is free from sexual harassment, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any employee or third party to harass another employee through conduct or communication of a sexual nature as defined by this policy.

~~For the purposes of this policy, the term “employee~~Employee” shall include, but not be limited to all school district staff, teachers, non-certified personnel, administrators, volunteers, coaches and/or other such personnel whose employment or position is directed by the school district.

“Third parties” include, but are not limited to parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control.

The Oyster River Cooperative School District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another employee or student.

### **II. SEXUAL HARASSMENT DEFINED**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and /or conduct of a sexual nature when:

- (1) Submitting to the unwelcome conduct is made a term or condition of an individual's employment, either explicitly or implicitly.
- (2) Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person's employment; or
- (3) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.
- (4) Sexual violence.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBAA
Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 <a href="#">School Board First Read: April 20, 2016</a> <a href="#">School Board Second Read/Adoption: May 4, 2016</a>	Page 2 of 4 Category: Required

### **III. REPORTING PROCEDURES**

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation to the Superintendent. The Board encourages the reporting employee to use the Report Form available from the Principal or Superintendent.
3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
4. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.
5. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.
6. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

### **IV. INVESTIGATION AND RECOMMENDATION**

The Human Rights Officer will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBAA
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In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

#### **V. SCHOOL DISTRICT ACTION**

If investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee. Such discipline may include, but is not limited to, a warning, training, temporary suspension or dismissal. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending employee to engage in some remedial action.

#### **VI. APPEAL OF INVESTIGATOR'S RECOMMENDATION**

Either the complainant or the accused may appeal the investigator's recommendation and subsequent District action, if any, to the School Board.

After a hearing, the School Board will vote to either accept or deny the investigator's recommendation and resulting discipline.

Either party may then appeal the Board's decision in accordance with applicable law.

#### **VII. REPRISAL**

The School District will discipline any employee who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBAA
Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 <a href="#">School Board First Read: April 20, 2016</a> <a href="#">School Board Second Read/Adoption: May 4, 2016</a>	Page 4 of 4 Category: Required

### **IX. SEXUAL HARASSMENT AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all applicable laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

### **X. BY-PASS OF POLICY**

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

### **Cross Reference:**

GBAA-R –Sexual Harassment – Employees/Staff Complaint Procedure

GBAA-R.1 – Sexual Harassment – Report Form

[JBAB & R – Transgender and Gender Non-Conforming and Procedure](#)

### **Legal Reference:**

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

[NH Code of Administrative Rules, Section 306.04\(a\)\(8\), Student Harassment](#)

NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment

RSA 354-A:7, Unlawful Discriminatory Practices

## 2016-2017 K – 4 SCHOOL BUS DROP OFF PROTOCOL

*When dropping off children in grades Kindergarten through 4th grade, bus drivers are to see a responsible party at the residence to receive the child. 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.*

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

The ORCSD Bus Drivers will **no longer** drop off any Kindergarten, 1<sup>st</sup> or 2<sup>nd</sup> grade students without the presence of an adult, an older sibling or responsible person waiting 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 the attached authorization form. If this form is not on file before the start of the 2016 -17 school year, then the drop off process listed below will pertain to 3<sup>rd</sup> and 4<sup>th</sup> graders as well. Parents, or legal guardians who choose this option assume all legal responsibility when doing so.

### **Drop off Process:**

In the event that a responsible party is not present at the bus stop, the District's bus drivers will return the student(s) back to the school or transportation office.





**2016-17**  
**SCHOOL BUS DROP OFF**  
**3<sup>RD</sup> & 4<sup>TH</sup> GRADE AUTHORIZATION FORM**

I give the Oyster River Cooperative School District Transportation Office permission to drop off my 3<sup>rd</sup>/4<sup>th</sup> grade child, \_\_\_\_\_, without the presence of an adult to receive him/her at the bus stop. The period of time that this Authorization is in effect is from:

**Beginning Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

I acknowledge that the Oyster River Cooperative School District cannot insure the safety of my student once he/she exits the school bus and release the Oyster River Cooperative School District of any responsibility for my student's welfare once he/she exits the school bus.

School my child attends:    \_\_\_ **Mast Way**    \_\_\_ **Moharimet**                    **Grade:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ONLY COMPLETE THIS FORM IF YOU WANT TRANSPORTATION TO RELEASE YOUR CHILD  
WITHOUT THE PRESENCE OF A RESPONSIBLE PERSON.**

## Policy Committee Meeting Minutes

Wednesday, March 9, 2016 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, (Todd Allen 3:40 – 4:00)

Visitors: 0 –

Called to order at 3:30 by Maria Barth.

It was explained that the first policy IHBH – Extending Learning Opportunities on the agenda was sent to Todd Allen and Heather Machanoff for review and a complete overhaul so that it aligned with the high school competencies and standards. Jim explained that Todd reached out to other school districts for their version of this policy. The version that you are reviewing is that rewrite that is more permissive than the previous version. At this point Todd was asked to join the meeting and explain all of the variations between the existing and the rewritten policy.

Kenny asked if the two-week time frame under the application process was enough time. Kenny also questioned in the existing version there is a number limit of credits and is there a reason why the newest version does not limit the number of credits you can earn.

Jim asked if there was an application that needed to be completed for this process? Todd explained that there are three different applications and that they will be brought to the policy committee for review as well as being included with the policy as the “R” documents. The policy committee directed Todd to personally share this revised policy and applications with the teaching staff for their review and input. Todd agreed, but relayed that he would need about a month to complete this before bring back to the committee. This policy was placed on hold pending this review.

Policy BEC – Non Public Session – A change in state requirements has occurred pertaining to sealing of nonpublic minutes. The committee reviewed where this policy would need to be revised and since a public hearing is required for this change, this policy along with 8 others will be reviewed as required in the policy and revised in April.

Policy GBAA – Sexual Harassment – Employee/Staff – the existing and NHSBA version were reviewed for a slight revision to the language and a new definition was included pertaining to “third-party” along with the removal of one of the legal references. The committee decided to add the third-party language and send for a first read at their April meeting.

Maria questioned if language pertaining to transgender be added. It was decided that the Transgender Policy will be added to the Cross Reference section.

Policy JICK – Bullying and Cyberbullying – both the existing and the NHSBA policy were included in this packet. Since the existing policies last review in 2010, NHSBA has update this policy and numerous changes were noted. The committee asked Jim if this could be placed on hold so that it may be sent to the attorney for legal clarification of the definitions included, as well as placed on the Leadership Team Agenda for their review and revision.

Meeting ended at 4:30 PM – Next meeting April 13, 2016 and May 11, 2016.

Respectfully submitted,

Wendy L. DiFruscio

## Policy Committee Meeting Minutes

Wednesday, April 13, 2016 @ 4:00 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, (Sue Caswell 4:00 – 4:10)

Visitors: 0 –

Called to order at 4:00 by Jim Morse who then called for nominations for a chair for this committee. Denise Day nominated Maria Barth, seconded by Kenny Rotner. Vote unanimous 3-0.

Jim acknowledge Sue Caswell and asked Maria if he could bring forward a transportation procedure and form that he wished to discuss with the policy committee pertaining to the K-4 Bus Drop Off Protocol for the District. Jim explained the current practice, with clarification from Sue, and outlined the changes requested by the District Bus Drivers. Discussion and questions asked and it was requested that this be formatted into a policy to go before the School Board for a first read. On April 14, 2016 it was discussed that an existing policy pertaining to student transportation - Policy EEA will be used with this protocol and form to create an "r" procedure.

Policy ADC – Use of Tobacco Products Strictly Prohibited in/on All School Facilities and/or Grounds – When comparing with other District policies of the same subject matter, it was noticed by a District employee that e-cigarettes and liquid nicotine were not included. A re-review resulted in a revision to the existing policy and removal of the last three headings and descriptions. Ready for first read.

Policy BDB – Board Officers/Board Organization Meeting – The existing policy and NHSBA version were compared. Discussion surrounding Chairperson responsibilities were different in the existing policy compared to the NHSBA version which has been updated. Committee decided that they would adopt the NHSBA updated version, but will keep the last paragraph of the existing policy and add to the NHSBA version. It was also decided to take the NHSBA version of Policy BBAA which is the Roles and Duties of the Board Chairperson and create a procedure to the revised Policy BDB. This policy is required to have a public hearing for any revisions and this will take place at the beginning of the April 20, 2016 School Board Meeting. This policy is ready for a first read.

Policy BEC – Non-Public Sessions – The committee reviewed this policy at their March 9<sup>th</sup> meeting as the law changed requiring a vote to seal minutes to take place in public session. It was decided to hold this policy until the April 20<sup>th</sup> meeting for inclusion with the School Board policies that require annual review. This policy is required to have a public hearing for any revisions and this will take place at the beginning of the April 20, 2016 School Board Meeting. This policy is ready for a first read.

Meeting ended at 4:30 PM – Next meeting May 11, 2016.

Respectfully submitted,

Wendy L. DiFruscio