

**Oyster River Cooperative School District
REGULAR MEETING**

September 16, 2015

Mast Way - 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: 9/2/15 regular and nonpublic meeting minutes.
- IV. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- V. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - C. Business Administrator**
 - D. Student Senate Report**
 - E. Other:** Sustainability Committee Update - Cristina Dolcino {10 Minutes}
- VI. DISCUSSION ITEMS**
 - Orchard Drive Variance/Process
 - FY2016-17 Budget Goal
 - Athletic Field Recommendations
 - Athletic Field Funding
 - Recommendation for Assistant Superintendent Position
- VII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - ORHS Department Head/Advisor Nomination for 2015-16
 - Mast Way Teacher Mentor Activity Stipend for 2015-16
 - Motion to approve list of policies:
BDF – Advisory Committees to the Board, BBAA – School Board Member Authority, JKAA & R – Use of Child Restraint and Seclusion
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
 - A. Future meeting dates:** 9/30/15 Manifest (5:30 PM) ORHS – C120
10/7/15 Moharimet – Regular
10/21/15 Middle School - Regular
- XI. NON-PUBLIC SESSION: RSA 91-A:3 II {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). The comment section of the agenda should not exceed three (3) minutes. 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: 2013 - 2016
• Kenneth Rotner	Term on Board: 2013 - 2016
• 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 Board Meeting
Regular Meeting**

September 2, 2015

High School

6:30 pm

CALL TO ORDER: by Tom Newkirk at 6:30 for Manifest Review.

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

ADMINISTRATORS: Superintendent James Morse, Sue Caswell, Todd Allen, Carrie Vaich, Jay Richard, and Dennis Harrington

There were two members of the public present.

II. PUBLIC COMMENTS:

Dean Rubine of Lee thinks that it will be tough to get the votes needed if we go for a bond again on the athletic fields. He talked about the proposed budget goal.

Rob Sullivan of Durham talked about the track funding and thinks that switching the Orchard Drive Property is a good use of assets to put towards the track project.

III. APPROVAL OF MINUTES: Motion to approve the August 19th regular meeting minutes.

Revision: Replace: the vote 6-1-0 with 6-0-1.

Kenny Rotner moved to approve the August 19th meeting with the above revision, 2nd by Denise Day.

Motion approved 7-0.

APPROVAL OF MANIFESTS: Payroll Manifest #4: \$210,649.14 and Vendor Manifest #5: \$233,831.12

IV. ANNOUNCEMENTS AND COMMENDATIONS:

A. DISTRICT:

Todd Allen reported a smooth opening of the high school. He thanked the custodians and the maintenance staff for all the work that they did to make things happen. The IT staff was working long hours to get everything ready. September 17th is open house at the high school.

Jay Richard commended the support staff for all their behind the scenes work. It was a great start of the school year.

Carrie Vaich of Mast Way reported that they had a fabulous day back to school. The school looks beautiful. The PTO is hosting the back to school picnic Friday September 11th. Saturday October 3rd will be a community planting day at Mast Way. There will be an open house on September 23rd.

Dennis Harrington of Moharimet reported that they had a cookout welcoming new students. Kindergarten Orientation went well.

Carolyn Eastman commended all the administrators in the buildings. The teachers are starting the year off with everything they need. She commended the Summer Reach Team for all their work which concluded about a week ago.

B. Board:

Kenny Rotner noted the staff getting ready for the start of school and commended them for all their work.

Tom Newkirk congratulated Dr. Morse who was chosen as a Delegation to Cuba.

V. DISTRICT REPORTS:

A. Assistant Superintendent: None

B. Superintendent's Report: Superintendent Morse discussed the Algebra Program at the Middle School and today all the kids are reaching the level that they should be reaching.

He noted that all the kindergarten classrooms are all at 18. Any new kindergarten students coming into the District will be registered at Moharimet.

Superintendent Morse commended the Administration Team for all their hard work that went into a smooth opening. This District has a quality Leadership Team.

C. Business Administrator: None

D. Student Senate Report: Caroline Wilson reported that the Student Senate will be working on Spirit Week.

E. Other: None

VI. DISCUSSION ITEMS:

ORCHARD DRIVE APPRAISAL: The Orchard Drive appraisal came in at \$290K. The Board had an in depth discussion on whether they can apply for a variance which could possibly allow for more house lots on the property. They will continue this conversation at the next Board meeting.

FY2016-17 Budget Goal: The Board discussed the draft revised Budget Goal. Revised from School Board discussion on August 19, 2015: Budgeting is directly related to our academic vision. The ORCSD School Board adopted a Strategic Plan to inform the communities of the overall direction of the school district.

The Budget Goal is intended to meet the 2016-17 School Board and Strategic Plan goals.

The proposed budget will include the costs for full day kindergarten and the athletic field's reorganization at the high school. It will also include all completed negotiation agreements and health insurance costs.

The goal will include all identifiable revenue and will not have an overall impact that exceeds 3%.

The Board had an in depth conversation about the above proposed Budget Goal. This does not include any additional proposed warrants.

Athletic Field Funding:

Possible funding scenario with no bonding: The Board had a financial discussion on the possibility of a no bonding Athletic Field financing option. The proposed budget assumes an increased cost to the project of \$300,000 to reflect alternatives to crumb rubber that is consistent with revised estimates.

VII. ACTIONS:

A. Superintendent: None

B. Board Actions:

Nomination of ORCSD School Resource Office for Durham (ORHS/ORMS) and Truant Officers for Lee (Mast Way) and Madbury (Moharimet)

School Resource Officer ORHS/ORMS	Officer Holly Malasky - Durham
Truant Officer Mast Way School	Officer Donald Laliberte - Lee
Truant Officer Moharimet School	Chief Joseph McGann - Madbury

Kenny Rotner moved to approve the above School Resource Officer and Truant Officers, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to approve ORHS .5 FTE Business/Computer Teacher: Kenny Rotner moved to approve the ORHS .5 fte Business/Computer Teacher, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to sign the MS25/DOE25: Kenny Rotner moved to sign the MS25/DOE25, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

ORHS Coaching Nominations:

Volunteer Positions:

Felicia Arsenault	HS Field Hockey
Olivia Carney	HS Field Hockey

Paid Positions:

Derek Cangelo	Girls Jr Varsity Soccer	\$2,608
Paul Bamford	Varsity Golf Coach	\$1,957
Travis Mitchell	Jr. Varsity Golf Coach	\$1,272

Kenny Rotner moved to approve the above slate of ORHS Coaching nominations, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to approve the stipend activity at Mast Way:

Heather Moulton New Teacher Mentor \$500

Kenny Rotner moved to approve Heather Rotner as a new teacher mentor at Mast Way, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to Adopt Policies: IKG - Awards and Scholarships and Policy IJO - School, Family and Community Partnership: Kenny Rotner moved to approve the adoption of Policies IKG and IJO, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

VIII: SCHOOL BOARD COMMITTEE UPDATES:

Maria Barth reported that the End 68 Hours of Hunger Committee has not met yet this academic year. She will report to the Board after their next meeting.

Superintendent Morse announced that Carolyn Eastman has accepted employment outside the District. He wanted to thank her for all the effort and commitment she has put into the District over the past three years.

IX. PUBLIC COMMENTS:

Dean Rubine of Lee talked about the proposed budget goal.

X. CLOSING ACTIONS:

A. Future Meeting Dates: September 16th Regular Meeting at Mast Way
October 7th Regular Meeting at Moharimet

XI. NON PUBLIC SESSION: Kenny Rotner moved to enter nonpublic session under RSA 91-A:3 II(c), *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than the member of the body or agency itself, unless such person requests an open meeting*, 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

Upon returning to public session the School Board voted to seal the nonpublic minutes for the reasons that, *Releasing information would adversely affect the reputation of a person other than a Board member.*

XII. Adjournment:

At 9:18 PM, Kenny Rotner made a motion to return to public session, seconded by Al Howland. The motion passed 7-0.

At 9:20 PM, Kenny Rotner made a motion to adjourn, seconded by Al Howland. The motion passed 7-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

September 2, 2015 ORHS C-120

Non Public Meeting Minutes

School Board Attendees

Maria Barth
Tom Newkirk
Kenny Rotner
Al Howland
Denise Day
Sarah Farwell
Dan Klein

The Board had a meeting to discuss a personnel matter. The Board took a vote in public session to seal these minutes.

Respectfully Submitted,

Dr. James C. Morse, Sr.

"Acceptance Statement" for the District of Distinction Award
September 16, 2015 School Board Meeting

It is my sincere honor to accept this award, not for myself, but for the entire Sustainability Committee that represents the three towns of Oyster River. This recognition represents the collaborative efforts of our Community as well as the hard work and dedication of the committee.

The unique membership of the Committee consists of students, teachers, administrators, School Board members, representatives from each town, and UNH students and faculty. This diverse group provides undeniable passion and knowledge to help educate, promote, and accomplish initiatives that meet the needs of students and the Community.

The efforts of the Sustainability Committee yield quantifiable outcomes that reduce our environmental impact and save taxpayer dollars. These outcomes can also be implemented in other districts.

The Sustainability Committee focuses on the education and planting of "seeds" that shift behavioral habits toward more sustainable knowledge, attitudes, and practices. Committee members focus on supporting a wide range of initiatives such as: energy and waste reduction, compost and recycling, school gardens, energy audits, purchasing of local farm food, conversion of school buses to biodiesel, classroom presentations of environmental and sustainability information, and support for student Sustainability Clubs in the Middle and High Schools. Our initiatives tend to nurture rich discussions and involvement that educate and advocate for sustainable living by students and the Oyster River Community. We hope that all of our students leave Oyster River knowing that they are stewards of our environment and can be knowledgeable advocates for sustainable living.

We have made significant progress toward an effort that will take decades to accomplish so we need your help! I invite anyone in the Community, who has an interest in making contributions of time, brainpower and thoughtful actions aimed at diminishing our ecological footprint, to join the School Board and support the Sustainability Committee. Our next meeting is on Tuesday, September 22 at 7pm at the High School.

In closing I would like to thank the School Administration and the School Board for supporting such a significant endeavor. This work is crucial in preparing our students to be caretakers of our planet and citizens of our future.

Oyster River Cooperative School District
Board Appointed Committee: Sustainability

September 2015 Review of Charge with proposed goals and action plans

Sustainability

The Sustainability Committee is the newest ORCSD School Board appointed committee. The purpose of the Sustainability Committee is to facilitate a sustainability forum by working and aligning with the five principles of sustainability in the areas of food, energy, transportation, school curriculum and community outreach. The Committee will demonstrate leadership and resolve to educate community members, and advocate for sustainable living. These recommendations will meet the needs of the students, taxpayers and will be fiscally responsible.

The bold print below represents the Charge given by the School Board to the Sustainability Committee for the years 2013-14. Examples of past accomplishments and currently established objectives were developed by the Sustainability Committee for the 2015-2016 school year.
(strikethrough and red text are the requested changes made by the Sustainability Committee)

1. Will ~~a~~Assist the Superintendent in the development, formation and implementation of 'Green Teams.'

- Currently three Green Team leaders coordinate, oversee, and promote a diverse range of sustainability efforts. These leaders interact, motivate, and educate students, school employees, and community members. Examples of their goals include:
 - *Support the student led initiatives of the Sustainability Clubs in the Middle and High Schools.
 - * Promote sustainability practices throughout the District that help to heighten awareness about the importance of environmental, economic, and socially responsible practices. They also identify data representing a shift in behavioral practices toward more sustainable practices.
 - * Provide resources and present information that explains, models, and compliments instructional practices, standards, and curricula for topics related to energy reduction, health, and environmental awareness.
 - * Seek opportunities to continuously self-educate, research, and collaborate with other schools, contractors, and organizations who are involved with the District or have similar goals.

2. Will sServe as a resource to the School Board, the Administration and various Departments to implement sustainable practices to improve environmental efficiencies and reduce ecological impact at each school building, according to school district policy.

- Members of the Sustainability Committee offer support that may include needs identification, research and data collection, and the gathering of perspectives, suggestions, and ideas for implementation. Members of the Sustainability Committee are passionate about the topics of sustainability. Some members are professionals with expertise in sustainability while other members have knowledge and work in different careers or professions. Examples of goals include:
 - * Serve on the District's Athletic Field Committee.
 - * Participate in Green Team Committees that work to coordinate and address challenges and initiatives specific to each school. These committees may include administration, custodian/facility staff, teachers, and parents.
 - * Work with UNH Interns (typically 3) to serve in the district. We have been fortunate to work with 3rd and 4th year students as they create and support sustainable initiatives. These individuals work with the administration, teachers, students, and Green Team leaders. Supervision of their work takes place by Green Team leaders and Sustainability members.

3. May aAssist the Food Service in the implementation of the 'Kids Eat Local' program;

- Support, collaboration, and networking is available to the Food Service Director to help create, promote, and coordinate initiatives specific to the wellness and nutrition of the District. Examples of goals include:
 - * Participate and support the Community dinners prepared by the Food Service throughout the year for District families and community members (approximately 4 times).
 - * Support the gleaning of crops offered by local farmers (e.g., apples, tomatoes).

4. May rResearch, collate, and report on curriculum lessons that compliment and integrate the District's standards and Curriculum. ~~Science Common Core and District Standards.~~

- Teachers and administrators serving on the Sustainability Committee are available to help discuss, analyze, and integrate topics related to sustainability for the District's standards and Curriculum. The Committee hopes to be involved in future curriculum reviews to help weave topics of sustainable practices and environmental awareness across all grades and curricula areas. Examples of goals include:
 - * Collect various instructional materials, contacts, and opportunities when requested by teachers so they can be used for instruction.
 - * Purchase and acquire movies that can be used for classroom instruction, free public showings, or home viewing by families in the District.

5. Will wWork to integrate sustainability initiatives directly into the line items of the school district's budget.

- The Sustainability Committee is grateful for the commitment, participation, and ongoing interest of the District employees and families to intentionally shift toward more sustainable practices. As is stated by the US Department of Education Green Ribbon Program, three pillars highlight practices and resources important for 21st century excellence in education and are used to guide our work and identify initiatives.
 1. Reduced environmental impact and costs.
 2. Improve the health and wellness of schools, students, and staff, and
 3. Provide environmental education, which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills, and green career pathways.
- Data collection, inquiry, and discussion help to identify potential areas where waste of any kind could be reduced (e.g., energy, natural resources, human potential). We provide information that is shared with the Superintendent, School Administrators, Business Administrator, Facilities Director, Food Service Director, Transportation Supervisor, and Information Technology Director to help effectively attain growth in sustainable practices in the areas of food, energy, transportation, school curriculum and community outreach. One example of recent initiatives supported by the Sustainability Committee include the selection of energy efficient copies/printers that promote the reduction of paper waste, as well as an awareness of paper usage. In addition, stipends to compensate the work of the three Green Team Leaders and the High School Sustainability Club advisor are line items in the budget. Finally, \$5,000 is budgeted to support educational outreach work and \$15,000 for the purchase of local foods by Food Services (already this fall five local farmers have provided grass fed beef, eggs, tomatoes, carrots, and greens for school lunches.).

6. Will pProvide periodic summations on projects/initiatives and provide a written report at end of the school year, including any process and/or reporting recommendations for future years.

- Initiatives are annually identified based on the Green Ribbon Schools Pillars. Each member selects his\her area(s) of work. The Steering Committee meets every 4-6 weeks and information is shared from the various initiatives. The full Sustainability Committee meets five times a year (i.e., 9-22-15, 11-23-15, 1-26-16, 3-23-16, 5-4-16) and two public comments opportunities are included in each agenda. It is the goal for the full Committee to consistently have representatives from each of the Towns of Lee, Madbury, and Durham, as well as District administrators and teachers, a Wellness Committee member, School Board representative, OR High School students, a UNH faculty/student, and other individuals (e.g., NH Farm to School Program).
- Information about our work is distributed through press releases, posters, emails, online sites, and the Durham Cable Access Television- DCAT Cable Channel 22.

- Agenda and minutes can be found on the District's site under School Board: to then Board Appointed Committees and then to the right of the page to Sustainability. <http://www.orcsd.org/sustainability>
- An end of the year annual written report will be given to the School Board that highlight the achievements of our initiatives, degree to which goals were reached, and effectiveness of the processes we used to accomplish our work. The report will also identify any challenges and make recommendation to support the success for the work during 2016-2017.

2015-2016 Ideal Sustainability Committee Membership Composition:

Teachers from Mast Way, Moharimet, Middle School, and High School

District Administration (3-4)

Students from the High School (1-2)

School Board Representative

Wellness Committee Member (Board Appointed Committee)

Representative from the Towns of Lee, Madbury, and Durham (2 from each town)

UNH Faculty Representative

UNH Student Representative

NH Farm to School Representative

UNH Interns (non-voting member)

Green Team Leaders (non-voting member)

Community members who may include local farmers, district parents, retired citizens, faith leaders, Town officers/selectpersons etc...(non-voting member)

Charge is found at: <http://www.orcsd.org/sustainability>

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
36 Coe Drive
Durham, New Hampshire 03824

Telephone: 603-868-5100

Facsimile # 603-868-6668

Fiscal Year 2017 Budget Goal
School Board Adoption: _____

1. To estimate expenditures minus all new revenues resulting in a net increase to the towns of 3% or less.

Revised from School Board Discussion on August 19, 2015
Revised from School Board Discussion September 2, 2015

Budgeting is directly related to our academic vision. ~~The ORCSD School Board adopted a Strategic Plan to inform the communities of the overall direction of the school district.~~ The proposed 2016-17 ORCSD budget reflects the priorities of the recently adopted Strategic Plan which guides the District decisions at a realistic and affordable pace.

~~The budget goal is intended to meet the 2016-17 School Board and Strategic Plan goals.~~

The proposed budget will include the costs for full day kindergarten and the athletic field's reorganization project at the high school. It will include all completed negotiation agreements and health insurance costs.

The budget goal will include all identifiable revenue and will not have an overall impact that exceeds 3%.

This does not include any proposed petitioned warrants.

To: ORCSD School Board
 From: Jim Morse, Superintendent
 Susan Caswell, Business Administrator
 Athletic Field Committee
 Date: September 16, 2015
 Re: Possible Funding Scenario with NO Bonding

The athletic field/track project has been under consideration for nearly 20 years.

In March 2015 the warrant article related to bonding Athletic Field upgrades at ORHS passed by a majority of the voters (56%) but failed to get the 60% support required by law to bond the project.

After several public discussions, the ORCSD School Board asked that a financial plan that will not involve bonding be brought forward. The decision not to bond will save the District tens of thousands of dollars in interest.

To accomplish funding the fields project without bonding the District will:

1. Reprioritize capital projects.
2. Use funds from the Health Trust Lawsuit rather than turning to property taxes.
3. Request revenue from the sale of the property at Orchard Drive be dedicated to the project rather than turning to property taxes.

Crumb rubber fill caused concern last year. The Athletic Field Committee has pursued alternatives to crumb rubber fill. They have investigated options, visited sites, and done a detailed benefit analysis. The Athletic Field Committee has a recommendation for Board consideration for the September 16, 2015 School Board meeting.

In order to move forward in a timely fashion the Board will need to approve the financial plan and the recommendation of the Fields Committee.

Recommendation: Fund the ORHS Athletic Field Renovation w NO Bonding					
Completion Date: Summer 2016		Estimated Cost: \$2,300,000			
Orchard Drive Land Sale				\$295,000 est.	
Capital Account 2015-16				\$700,000	
Capital Account 2016-17				\$205,000	
Fund Balance Spring 2015-16 Insurance Settlement				\$400,000	
Fund Balance Spring 2016-17 Insurance Settlement				\$400,000	
Track Fund				\$300,000	
Total				\$2,300,000	

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: September 16, 2015
Re: Assistant Superintendent Opening

I met with the Leadership Team inclusive of the Business Administrator, Special Services Director, and the four Principals on Friday, September 6 to discuss the Assistant Superintendent opening resulting from Carolyn Eastman's resignation.

The Agenda for this meeting included:

1. Review of the Assistant Superintendent job description;
2. Review of a document Carolyn produced outlining her workload;
3. Discussion of whether the position of Assistant Superintendent was necessary for the ORCSD; and
4. A Discussion to advertise internally or externally.

Once we concluded our discussion related to the job description and workload, we agreed unanimously that the position of Assistant Superintendent was critical to the operation of the ORCSD. We also agreed that the position has changed over the decades and needs to provide support to the principals more than support of the superintendent. The laws, regulations and rules passed by the state and federal governments have required that this position support assessment and curricula coordination, in concert with and support of principals and staff more than any time in the past.

When the discussion turned to whether to advertise internally or externally, the leadership team was split. Initially, no one on the Leadership Team expressed interest in the position so, by default, it looked like we would have to advertise externally. However, over the long holiday weekend there was a change of heart that caused me to recommend to the School Board that we advertise internally.

The advantages of an internal candidate include:

1. Knowledge of staff;
2. Familiar with the ORCSD schools;
3. An established relationship with the community;
4. A knowledge of the work to date; and
5. A smooth transition in the midst of an academic year already underway.

Therefore, I recommend we advertise internally for the position of Assistant Superintendent immediately with the goal of nominating a candidate on October 7, 2015.

To: Dr. James Morse
 From: Todd Allen, Principal
 Date: September 16, 2015
 RE: Change of department heads and nomination of advisor for 2015-2016

Please accept the change in department head nomination and one additional activity nomination for the following people at ORHS for the 2015-2016 school year.

Changed 2015-2016 Department Head Stipends					
Department Heads					
Name	Department	Stipend	Total		
Nate Oxnard (.5 FTE)	Science	\$1,250.00	\$1,250.0		
Jon Bromley (.5 FTE)	Science	\$1,250.00	\$1,250.0		
Advisor Nomination					
Name	Activity	Longevity	Stipend	Longevity	Total
Jon Bromley	Sustainability Club	1	\$3,132	\$0	\$3,132.

To: Dr. James Morse
From: Carrie Vaich
Date: September 10, 2015
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activity for the 2015-2016 school year:

Stipend Activities

Name	Activity	Stipend	Longevity	Total
Pamela Felber	New Teacher Mentor	\$500		\$500
Melisa Baker	New Teacher Mentor	\$500		\$500

Respectfully Submitted,

Carrie Vaich
Principal
Mast Way School

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
September 16, 2015**

Title	Code
Policies for First Read	
Use of Child Restraint and Seclusion	JKAA & R
Policies for Second Read/Adoption	
Advisory Committees to the Board	BDF
School Board Member Authority	BBAA
Policies for Deletion	

The September 9, 2015 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: JKAA
Second Read/Adoption to School Board: June 15, 2011 Policy Committee Review: September 9, 2015 School Board First Read: September 16, 2015	Page 1 of 2 Category: Required

USE OF CHILD RESTRAINT AND SECLUSION

[The Oyster River Cooperative School District](#) hereby authorizes school officials to use restraint to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to the child or others, and then only when other interventions have failed or have been deemed inappropriate, and in a manner consistent with state law and regulations.

The Superintendent of Schools shall develop procedures for the use of child restraint and seclusion.

For purpose of this policy and any accompanying procedures, the term "restraint" means any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

School staff shall not use physical restraint except to ensure the immediate physical safety of person when there is a substantial and imminent risk of serious bodily harm to the child or others.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA
Second Read/Adoption to School Board: June 15, 2011 Policy Committee Review: September 9, 2015 School Board First Read: September 16, 2015	Page 2 of 2 Category: Required

For purpose of this policy and any accompanying procedures, the term “seclusion” means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion shall not include:

- (1) The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave.
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

School staff shall not use seclusion except when a child’s behavior poses a substantial and imminent risk of physical harm.

School officials shall not use or threaten to use any dangerous restraint techniques or containment, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

Physical restraint or seclusion shall be used only by trained personnel and only after other approaches to the control of behavior have been attempted and been unsuccessful or are reasonably believed to be unlikely to succeed based on the student’s past history.

In the event of a physical restraint, seclusion, or intentional physical contact with students who are actively combative, assaultive, or self-injurious, school officials shall comply with all state-mandated notification and record keeping requirements.

Legal Reference: RSA 126-U:1 to 13 (2014).

Cross Reference: JKAA-R – Procedures on Use of Child Restraint and Seclusion

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
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USE OF CHILD RESTRAINT AND SECLUSION PROCEDURES

The [Oyster River Cooperative School District](#) hereby establishes the following procedures to describe how and in what circumstances restraint or seclusion is used in this District. The procedures are adopted for the purpose of meeting the District's obligations under state law governing the use of restraints and seclusion. The procedures shall be interpreted in a manner consistent with state law and regulations.

I. Definitions.

Restraint. Any bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint shall not include the following:

- (1) A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child's freedom of movement.
- (2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- (3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands, or other physical holding when necessary for routine medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- (4) The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
- (5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

The five interventions listed immediately above are not considered "restraint" under these procedures, are not barred or restricted by these procedures, and are not subject to the training or notification requirements that otherwise apply to permissible restraints addressed herein.

Medication Restraint. When a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

Mechanical Restraint. When a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

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Physical restraint. When a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

Dangerous Restraint Techniques.

- a. Any technique that:
 - (1) Obstructs a child's respiratory airway or impairs the child's breathing or respiratory capacity or restricts the movement required for normal breathing;
 - (2) Places pressure or weight on, or causes the compression of, the chest, lungs, sternum, diaphragm, back or abdomen of a child;
 - (3) Obstructs the circulation of blood;
 - (4) Involves pushing on or into the child's mouth, nose, eyes, or any part of the face or involves covering the face, or body with anything, including soft objects such as pillows, blankets, or wash clothes, or
 - (5) Endangers a child's life or significantly exacerbates a child's medical condition.
- b. Intentional infliction of pain, including the use of pain inducement to obtain compliance.
- c. The intentional release of noxious, toxic, caustic, or otherwise unpleasant substances near the child for the purpose of controlling or modifying the behavior of or punishing the child.
- d. Any technique that subjects the child to ridicule, humiliation, or emotional trauma.

Seclusion. The involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, lock, or other mechanical device or barrier.

Seclusion does not include:

- (1) the voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave;
- (2) Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place.

II. Use of Restraint

- 1. Restraint as defined in these procedures shall be used only to ensure the immediate physical safety of persons when there is a substantial and imminent risk of serious bodily harm to others.

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2. Restraint as defined in these procedures shall only be used by trained personnel and with extreme caution. It should be used only after all other interventions have failed or appear unlikely to succeed based on the student's past history.
3. Use of restraint as defined in these procedures shall be limited to physical restraint. School officials shall not use or threaten to use any dangerous restraint techniques, any inappropriate aversive behavioral interventions, any medication restraints, or any mechanical restraints except as permitted for transporting students.

III. Use of Seclusion

1. Seclusion may only be used when a child's behavior poses a substantial and imminent risk of physical harm to the child or to others, and may only continue until that danger has dissipated.
2. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
3. Each use of seclusion shall be directly and continuously visually and auditorially monitored by a person trained in the safe use of seclusion.

IV. Prohibited Use of Restraint or Seclusion

1. School officials shall not use or threaten to use restraint or seclusion as punishment or discipline for the behavior of child.
2. School officials shall not use or threaten to use medication restraint.
3. School officials shall not use or threaten to use mechanical restraint, except its use is permitted in the transportation of children, as outlined under these procedures.
4. School officials shall not use or threaten to use dangerous restraint techniques, as defined in these procedures.
5. Seclusion shall only be used by trained personnel after other approaches to the control of behavior have been attempted and been unsuccessful, or are reasonably concluded to be unlikely to succeed based on the history of actual attempts to control the behavior of a particular child.
6. Seclusion shall not be used in a manner that that unnecessarily subjects the child to the risk of ridicule, humiliation, or emotional or physical harm.

V. Authorization and Monitoring of Extended Restraint & Length of Restraint

When restraint may permissibly be used on a child, school officials must comply with the following procedures:

1. Restraint shall not be imposed for longer than is necessary to protect the child or others from the substantial and imminent risk of serious bodily harm;
2. Children in restraint shall be continuously and directly observed by personnel trained in the safe use of restraint;

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3. No period of restraint shall exceed 15 minutes. If restraint is to exceed this time, approval of the Principal or supervisory employee designated by the Principal to provide such approval is required.
4. No period of restraint shall exceed 30 minutes unless a face-to-face assessment of the mental, emotional and physical well-being of the child is conducted by the Principal or supervisory employee designated by the Principal who is trained to conduct such assessments. The assessment must include a determination of whether the restraint is being conducted safely and for a proper purpose. These assessments must be repeated at least every 30 minutes during the period of restraint and documented in writing pursuant to the notification requirements set forth below.

VI. Restriction of Use of Mechanical Restraints during Transport of Children.

1. Mechanical restraints during the transportation of children are prohibited unless the child's circumstances dictate the use of such methods. In any event when a child is transported using mechanical restraints, the Principal shall document in writing the reasons for the use of mechanical restraint. This documentation shall be treated as notification of restraint as discussed in paragraph VI, below.
2. Whenever a child is transported to a location outside a school, the Principal shall ensure that all reasonable measures consistent with public safety are taken to transport and/or escort the child. Such measures should:
 - a. Prevent physical and psychological trauma,
 - b. Respect the child's privacy, and
 - c. Represent the least restrictive means necessary for the safety of the child.

VII. Room Conditions for a Seclusion Area

When permitted by this chapter, seclusion may only be imposed in rooms which:

- (a) Are of a size which is appropriate for the chronological and developmental age, size, and behavior of the children placed in them.
- (b) Have a ceiling height that is comparable to the ceiling height of the other rooms in the building in which they are located.
- (c) Are equipped with heating, cooling, ventilation, and lighting systems that are comparable to the systems that are in use in the other rooms of the building in which they are located.
- (d) Are free of any object that poses a danger to the children being placed in the rooms.
- (e) Have doors which are either not equipped with locks, or are equipped with devices that automatically disengage the lock in case of an emergency. For the purposes of this subparagraph, an "emergency" includes, but is not limited to:
 - (1) The need to provide direct and immediate medical attention to a child;
 - (2) Fire;

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- (3) The need to remove a child to a safe location during a building lockdown; or
- (4) Other critical situations that may require immediate removal of a child from seclusion to a safe location.

(f) Are equipped with unbreakable observation windows or equivalent devices to allow the safe, direct, and uninterrupted observation of every part of the room.

VIII. Notice and Record Keeping Requirements

1. Unless prohibited by a court order, a school official shall verbally notify the parent or guardian and guardian ad litem of a restraint or seclusion no later than the time of the return of the child to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notice shall be made in a manner calculated to provide actual notice of the incident at the earliest practicable time.
2. A school employee who uses restraint or seclusion shall submit a written report to the building principal or the principal's designee within 5 business days after that intervention. If the school employee is not available to submit such a report, the employee's supervisor shall submit such a report within the same time frame. If the principal uses restraint or seclusion, he/or she shall submit a written report to the Superintendent, or his/her designee, within 5 business days. Any report addressed in this section shall contain the following information:
 - a. The date, time and duration of the restraint or seclusion;
 - b. A description of the actions of the child before, during, and after the occurrence; a description of any other relevant events preceding the use of restraint or seclusion, including the justification for initiating the restraint or seclusion;
 - c. The names of the persons involved in the occurrence;
 - d. A description of the actions of the school employees involved before, during, and after the occurrence;
 - e. A description of any interventions used prior to the restraint or seclusion;
 - f. A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
 - g. A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of restraint or seclusion;
 - h. A description of any property damage associated with the occurrence;
 - i. A description of actions taken to address the emotional needs of the child during and following the incident;
 - j. A description of future actions to be taken to control the child's problem behaviors;
 - k. The name and position of the employee completing the notification; and
 - l. The anticipated date of the final report.

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3. Unless prohibited by court order, the Principal or other designee shall, within 2 business days of receipt of the written report described above, send or transmit by first class mail or electronic transmission to the child's parent or guardian and guardian ad litem the information contained in that written report. **[Optional but recommended: Within the same time frame, the Principal shall also forward any such report to the Superintendent for retention in that office.]**
 4. Each written report referenced in this section shall be retained by the school and shall be made available for periodic, regular review consistent with any rules that may be adopted by the state board of education for that purpose.
- IX. Serious Injury or Death during Incidents of Restraint or Seclusion.
1. In cases involving serious injury or death to a child subject to restraint or seclusion, the school district shall, in addition to the notification requirements above, notify the commissioner of the department of education, the attorney general, and the state's federally designated protection and advocacy agency for individuals with disabilities. Such notice shall include a copy of the written report referenced in Section VIII above.
 2. "Serious injury" means any harm to the body which requires hospitalization or results in the fracture of any bone, non-superficial lacerations, injury to any internal organ, second or third-degree burns, or any severe, permanent, or protracted loss of or impairment to the health or function of any part of the body.
- X. Team Meeting Requirements
1. After the first incident of restraint or seclusion in a school year for students identified under special education or Section 504, the District shall hold an IEP or 504 meeting to review the student's IEP or 504 plan and make such adjustments as are indicated to eliminate or reduce the future use of restraint or seclusion.
 2. Parents may request a 504 or IEP team meeting after any restraint or seclusion incident and that request must be granted "if there have been multiple instances of restraint or seclusion since the last review."
- XI. Notice and Records of Intentional Physical Contact
1. If a school employee has intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior, a school representative shall make reasonable efforts to promptly notify the child's parent or guardian.
 2. Such notification shall be no later than the time of the child's return to the parent or guardian on that same day, or the end of the business day, whichever is earlier. Notification shall be made in a manner to give the parent or guardian actual notice of the incident at the earliest practicable time.
 3. Within 5 business days of the incident of "intentional physical contact with a child which is in response to a child's aggression, misconduct, or disruptive behavior," the school shall prepare a written description of the incident. This description shall include:

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- a) Date and time of the incident;
 - b) Brief description of the actions of the child before, during and after the occurrence;
 - c) Names of the persons involved in the occurrence;
 - d) Brief description of the actions of the school employees involved before, during and after the occurrence; and
 - e) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during or after the incident.
4. If an incident of intentional physical contact amounts to a physical restraint as set forth earlier in these procedures, the school shall meet the notification and record requirements that apply to physical restraint, rather than the requirements that apply to incidents of "intentional physical contact."
 5. The notification and record-keeping duties for an incident of intentional physical contact do not apply in the following circumstances:
 - a) When a child is escorted from an area by way of holding of the hand, wrist, arm, shoulder, or back to induce the child to walk to a safe location -- unless the child
 - b) is actively combative, assaultive, or self-injurious while being escorted, and then these requirements do apply.
 - c) When actions are taken such as separating children from each other, or inducing a child to stand, or otherwise physically preparing a child to be escorted.
 - d) When the contact with the child is incidental or minor, such as for the purpose of gaining a misbehaving child's attention -- except that blocking of a blow, forcible release from a grasp, or other significant and intentional physical contact with a disruptive or assaultive child shall be subject to the requirement.

XII. Department of Education Review

1. A parent may file a complaint with the New Hampshire Department of Education regarding the improper use of restraint or seclusion. Resolution of any such complaint should occur within 30 days, with extensions only for good cause.
2. Investigation of any such complaint shall include appropriate remedial measures to address physical and other injuries, protect against retaliation, and reduce the incidence of violations of state standards on restraint and seclusion.

XIII. Civil or Criminal Liability

Nothing in the District's Policy or Procedures on the Use of Child Restraint should be understood in any way to undercut the protections from civil and criminal liability provided to school officials for the use of force against a minor, consistent with state law found at RSA 627:1, 4, and 6.

[Cross Reference: JKAA – Use of Child Restraint and Seclusion](#)

Legal Reference: RSA 126-U:1 to 13 (2014); RSA 627:1, 4, 6.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: 5/13/15, 6/10/15, 9/9/15 School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: September 16, 2015	Page 1 of 2 Category: Optional

ADVISORY COMMITTEES TO THE BOARD

The Oyster River Cooperative School Board may rely on advisory committees to counsel it as a means of discerning the needs and desires of the School District and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that enhance the effectiveness of the decision-making process. [It is not the intent of any sub-committee/advisory committee to ever have the authority to work outside or instead of the authority of the full Board.](#)

Any advisory committee shall have only those duties and powers as the Board determines. [Said duties will be reviewed annually by the full Board.](#) The ultimate authority to make decisions will continue to reside with the Board. No advisory committee's recommendations shall have any limiting effect on appropriations, unless all the procedures of RSA 32 have been followed.

~~Specific topics for study or activity shall be assigned in writing to each committee.~~ Upon completing its assignment, each committee shall either be given new problems or be dissolved. Advisory committees shall not be allowed to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is being asked to serve, the service the Board wishes it to render, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes to dissolve the committee. The committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the Board member(s) assigned to provide liaison, to the public, to the Superintendent, the committee assistant, and the remainder of the professional staff.

The Board shall have sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

The Board may seek the advice of the Superintendent before establishing or dissolving any advisory committee.

The Board shall make all appointments of citizens to advisory committees [unless delegated to the superintendent.](#) The Superintendent shall make all appointments of staff members, ~~to citizens advisory committees after approval of the Board.~~

The School Board shall see that the public is made aware of the services rendered by such committees ~~of citizens as it may appoint~~ and shall see that the public is informed of the major conclusions and recommendations made by such committees. All public announcements concerning the organization, membership, operation, recommendations and dissolution of such committees shall be made at such time and in such manner as the Board may choose.

~~Regardless of how it is formed, any~~ Any advisory committee that reports to the Board or informs a decision ultimately to be made by the Board is a public body fully subject to the Right-to-Know law and related policies equally as the Board itself. This does not include advisory committees that only report to or inform a decision ~~ultimately~~ made by the Superintendent or his or her designee. For example, an advisory committee to recommend candidates to be nominated by the Superintendent is not a public body even though the Board votes to elect the single nominated candidate.

As each new advisory committee that is a public body is being organized, its members will review the Right-to-Know law and related policies to ensure full awareness and compliance.

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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
- BDB – Board Officers/Board Organization Meeting
- EFA: Availability and Distribution of Healthy Foods

Legal References:

- RSA 32:24, Other Committees
- RSA 91-A: Access to Public Records and Meetings

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: 5/13/15, 6/10/15, 9/9/15 School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: September 16, 2015	Page 1 of 2 Category: Recommended

SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Oyster River Cooperative School Board members is limited to participating in actions taken by the School Board as a whole when legally in session. School Board members shall not assume responsibilities of administrators or other staff members. The School Board or staff shall not be bound in any way by any action taken or statement made by any individual School Board member or group of School Board members except when such statement or action is pursuant to specific instructions and official action taken by the School Board consistent with policies BDB and BDF.

Delegation

A Board member may be delegated authority by the Board to take action outside a proper Board meeting only as one of the following: 1) an officer of the Board, 2) a member of a Board subcommittee, 3) a member of an advisory committee. 4) a Board Liaison to another committee or organization, or 5) for a specific task. Except for officers, all other delegations shall be appointed by the Chairperson of the Board and approved by proper vote of the Board.

Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and only will have study and review functions as assigned to them by proper motion of the Board. [Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. Subcommittees may also take action that have been previously authorized by the full Board or are inherent in their Board approved charge. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole.](#) ~~It is not the intent of any sub-committee to ever have the authority to work outside or instead of the authority of the full Board.~~ The Board retains the right to dissolve a subcommittee at any time.

All Board subcommittees are themselves public bodies under the Right-to-Know law and must comply fully with that law and all related policies equally as the Board itself.

Liaison

Board members may occasionally serve as Board liaison to other committees or organizations, both school and community based, for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization.

Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

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Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board/Superintendent Revisions: January 13, 2014 Policy Committee Review: 5/13/15, 6/10/15, 9/9/15 School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: September 16, 2015	Page 2 of 2 Category: Recommended

Specific Task

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

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:2, Meetings Open to Public
RSA 91-A:2-a, Communication Outside Meetings
N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

Policy Committee Meeting Minutes

Wednesday, September 9, 2015 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse

Visitors: 0

Called to order at 3:30 by Maria Barth. Jim explained that we were going to start with the two policies that have been returned to the committee by the School Board and also discuss the suggestions made by legal counsel.

Policy BDF – Advisory Committees to the Board which Jim explained why the additional language to the end of the first paragraph was added to this policy. Kenny suggested that this same language be added to policy BBAA with a deletion of the word “advisory committee”. It was also suggested that an additional statement be added about the committee charge to the second paragraph. This policy will be returned to the School Board at their next meeting for a second read/adoption.

Policy BBAA – School Board Member Authority – The second policy returned to the committee by the School Board for re-review and legal suggestions. Wording will be added from Policy BDF and inserted under the heading subcommittees. Additional discussion ensued. This policy will also return to the School Board at their next meeting for a second read/adoption.

Policy IHB – Establishing Criteria for Special Education Evaluations– Reviewed by Catherine Plourde, Director of Special Services for accuracy and compliance with state laws. No changes made. This policy will be notated that it was reviewed by the committee and remains the same.

Policy IHBA – Evaluation Requirements for Children with Specific Learning Disabilities – Again this policy was reviewed by Catherine Plourde, Director of Special Services for accuracy and compliance with state laws. No changes were made. This policy will be notated that it was reviewed by the committee and remains the same.

Policy JKAA & R – Use of Child Restraint and Seclusion – Review of the existing and the attorney revised version of both the policy and procedure. Lengthy discussion and question and answers session. Due to legislative changes the existing policy and procedure will be replaced by the newest updated version. Catherine Plourde, Director of Special Services extensively met with attorneys during this revision process and present the updated policy and procedure to the policy committee for adoption. This policy and procedure will go to the School Board at their next meeting for a first read.

Policy EEAA – Video and Audio Surveillance on School Property - This is a recommended policy from NHSBA for review. Jim suggested that this policy be sent to the principals and facility director for review and revision. Policy committee agreed. This policy is placed on hold pending this review.

Meeting ended at 4:20 PM – Next meeting to be October 14, 2015.

Respectfully submitted,

Wendy L. DiFruscio