

REVISED
Oyster River Cooperative School District
REGULAR MEETING

October 7, 2015

Moharimet School

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: 9/16/15 regular meeting minutes and 9/30/15 Manifest Meeting Minutes.

IV. ANNOUNCEMENTS AND COMMENDATIONS

A. District

B. Board

V. DISTRICT REPORTS

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

B. Superintendent's Report

- October 1 Enrollment
- Orchard Drive Property Variance/Process

C. Business Administrator

- Barrington Tuition Update

D. Student Senate Report

E. Other:

VI. DISCUSSION ITEMS

- FY2016-17 Budget Goal
- Athletic Field Funding
- Recommendation for Assistant Superintendent Position
- **Standards Based Reporting**

VII. ACTIONS

A. Superintendent Actions

B. Board Action Items

- Motion to approve the Fy2016-17 Budget Goal.
- Motion to approve Athletic Field Funding Option.
- Motion to approve the hiring process for the Assistant Superintendent Position.
- Motion to appoint Catherine Plourde as Affirmative Action Officer.
- Motion to approve ORHS Winter Coach Nomination 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: 10/21/15 Middle School – Regular, 11/4/15 Regular Meeting,
11/5/15 Board Budget Workshop-Lee Safety Complex

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 16, 2015

Mast Way 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, Carolyn Eastman, Todd Allen, Carrie Vaich, Catherine Plourde, Dennis Harrington and Mark Milliken

There were 10 members of the public present.

II. PUBLIC COMMENTS:

Dean Rubine of Lee thinks the plan for the field is great but it is insane to do without public vote.

David Taylor of Durham read policies BDF and BBAA and is concerned about Policy BBAA still giving unlimited authority to do anything and it seems that the Communication Committee is the issue.

Liz Shay of Lee addressing the email she sent to the Board pertaining to PE/ELO – sports students involved in. Questioned why OR has 1.5 credits needed and state has 1 credit for PE. Willing to draft petition for change. Please review the policy. Wants the Board to change policy so that ORHS students can have physical activity that is not part of ORHS be credited toward graduation.

Nicki G of Durham speaking on behalf of Liz Shay and is in support of using student's sport activities for PE credit.

III. APPROVAL OF MINUTES: Motion to approve the September 2nd non-public and regular meeting minutes.

Revisions:

Non-Public: None

Regular: Page 5 replace "Rotner" with "Moulton" in motion. Add that a non-meeting happened after the non-public session. Page 3 under FY2016-17 Budget Goal in first sentence of third paragraph add the words "as presented" before "will include".

Kenny Rotner moved to approve the September 2nd regular meeting minutes as amended, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative

Al Howland moved to approve the September 2nd non-public meeting minutes, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative abstaining.

APPROVAL OF MANIFESTS: Payroll Manifest #6: \$793,742.66 and Vendor Manifest #6: \$321,429.35.

IV. ANNOUNCEMENTS AND COMMENDATIONS:

Dr. Morse recognized the Sustainability Committee who received an award for being a “District of Distinction” from the National Organization - District Administration and that the plaque will be placed at the District office for all to see. Christina Dolcino was honored to accept the award on behalf of the sustainability committee.

A. District:

Carrie Vaich hoped that everyone was able to see the amount of work that has been done to the outside of the building. The water retention garden, the new garden placed out by the new parking spaces which still has one more part to be completed. The planting of 600 perennials in which the students will be talking part in this project by each planting one perennial. The remainder of the planting will be done with volunteers on October 3rd in three, two hour time frames of 8:00–10:00, 10:00–12:00, and 12:00–2:00. This has been an exciting project. The Family Picnic and Ice Cream Social was rescheduled to 9/18/15.

B. Board:

Kenny Rotner lives close to the middle school and commended the amount of children that he observed riding their bikes to school. He also spoke of the number of high school students who he had seen running along the road.

In addition, he asked if we could move the fields to the beginning of the discussion items.

Dan Klein explained that he is the Board representative to the Sustainability committee and was very impressed at the amazing work that is being done by this committee and the strong culture that it is developing within the District.

Tom Newkirk shared that he was impressed and awed by the number of middle school students who ran by him while practicing for cross country. He believes that the number of students is 115.

V. DISTRICT REPORTS:

A. Assistant Superintendent:

Carolyn Eastman shared all of the work that transpired over the summer that showed creativity and collaboration with the staff which included at the high school level: Constructing Modern Knowledge-STEM, Freshman Skills Collaborative, Maker Space Development, Microcontroller Training for Educators, HS Advisory Program, World Language – realignment, Common Rubrics and Writers Guide.

District Wide: Counselor Referral Data Base.

Middle School: Joint Research Project – UNH and ORMS Reading Intervention Program, Pre-Algebra Curriculum Review.

Elementary: Using Portfolios in Standards Based Evaluation, Executive Functioning Skills, Listen and Learn Journal – Music, Mathematics Collaborative Work – Eureka Mathematics

On October 9th middle and high school staff training for Professional Learning Community (PLC) will take place.

Star Assessment is happening right now which establishes a baseline and occurs two additional times this year in January and May.

Smarter Balanced testing results will be released on November 12th and will be sent out to parents.

B. Superintendent's Report:

Dr. Morse reported out that he met with the Durham Town Administrator, Todd Selig and members of his staff to discuss the option of a solar generation facility proposal within the District. Mr. Selig put his proposal in writing to report back to the School Board that the Moharimet School is the ideal location, that this is of no cost to the District, and that this fits nicely into the District's sustainability efforts. Dr. Morse has given the town a verbal agreement at this time.

C. Business Administrator: None

D. Student Senate Report:

Caroline Wilson reported that they are preparing for spirit week and that changes were made to the satisfaction of both the students and administrators. Monday of spirit week will be separate colors per grade level and Friday will be blue and white day to show school unity.

E. Other: Sustainability Committee – Cristina Dolcino reported that the committee met last week and reviewed the current charge and made changes. She highlighted that they will look at the USDA Green Ribbon Pillars and work to set the District goals around those. She explained that the three green team leaders have been in the schools discussing recycling, that the facilities have moved forward with changing cleaning supplies to all green. She explained that the next Harvest Dinner will be on October 8th with the focus of local farmers and their products. They are planning on an Earth Day celebration in the spring and are in the process of gathering information for teachers to use in their classrooms. She thanked the committee and District.

Kenny Rotner commended the committee and recognized how important the work that is being done is well received and changing the culture of the District.

Sarah Farwell would love to see the Green Team Leaders report back to the School Board on some of the things that they do.

Tom Newkirk congratulated the committee on the really exciting work that is being accomplished.

Kenny Rotner moved to approve the Sustainability Charge as revised 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative

VI. DISCUSSION ITEMS:

Athletic Field Recommendation:

Todd Allen introduced members of the committee and did a brief overview of what we intend to do as a project.

Karen Larsen and Kathy O'Brien talked about the track. How sports are a way of bonding. How a track would benefit not only the students but the communities of Oyster River as a whole. Kathy listed other NH school districts that have tracks.

Corey Parker spoke about the alternatives to crumb rubber, and how he and Ben Genes, Bob Barth and Ben Gardner looked at alternatives, visited sites, and looked at safety issues, costs, environmental impact, and quality of playing fields to unanimously agree upon a product called EPDM (Ethylene Propylene Diene Monomer).

School Board Members asked clarifying questions pertaining to length of time EPDM has been around, what research shows the new age products are safe, how long turf lasts and overall cost.

Corey and the committee members were able to answer all question satisfactorily.

Kenny Rotner thanked all parties involved for the extensive research, time committed and site visits to accurately report this information to the School Board.

Kenny Rotner moved that we accept as infill EPDM for athletic project at the recommendation of the athletic committee for the fields, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

Athletic Field Funding:

Superintendent Morse informed the School Board that they have received three memos from him pertaining to funding. The first memo is the direction of no bonding that he thought the Board wanted to go, but in a succeeding meeting the Board wanted to see less bonding options.

Jim - This is a complex issue which I will break down into three separate years, current, FY17 and FY18.

Current: can identify \$995,000 of amount needed for project, we know \$300,000 in track fund, \$400,000 in Healthtrust lawsuit and assuming we move forward with Orchard Drive property \$295,000*
(*yet to be decided by Board and voters)

FY17 Proposed Budget – Anticipate – no guarantee – likely \$400,000
Healthtrust lawsuit, commit \$350,000 to project as part of operating budget,
Bond range of \$550,000 - \$955,000.

FY18 – Sarah Farwell commented that if you go into this year you are obligating future Boards to a project.

After a thorough discussion the Board will consider all aspects of funding and be ready to decide on October 7th.

In summary

1. Given the funding sources above the Board has the choice to bond or not bond.
2. In order to avoid bonding, the model assumes the Healthtrust lawsuit funds materialize and a financial commitment is made in the operating budget.
3. If the Board decides not to bond the project, it will require the project be staged over the summer of 2016 and the summer of 2017, or the Board can decide to delay the entire project until the summer of 2017. A delay

requires warrants to direct funds to the track capital fund in order to preserve them for future use.

Not Bonding:

1. Advantages of not bonding: saves the District thousands in interest and lowers voter threshold for approval to 50%.
2. Disadvantage: it stages the project over two summers or delays the project until the summer of 2017.

Bonding:

1. Advantage of bonding is the project is done in the summer of 2016.
2. Disadvantage: Requires a 60% voter support.

Orchard Drive Variance/Process:

Dr. Morse explained that he had a meeting with Todd Selig, and members of his staff along with Sue Caswell and Kenny Rotner to discuss the Orchard Drive Variance process. He felt that the conversations were positive and that Todd's staff offered different options, like a road could be brought in instead of the Cul de Sac.

Al Howland explained the five questions that need to be answered for a variance to be granted by the town.

Kenny Rotner stated that public safety/fire department would need to be involved.

Additional discussions and further action will need to take place before moving forward with this project.

FY2016-17 Budget Goal:

This topic was tabled and will be moved to the next School Board meeting on October 7th.

Recommendation for Assistant Superintendent Position:

Jim explained that he met with principals and the special education director and asked if position was necessary, reviewed job description and memo from Carolyn Eastman outlining her duties, whether to post internally which would be easier for a transition if someone in District was interested as Carolyn would still be here for transition, or to post externally.

It was discussed that the position is needed, but more for support of principals than the superintendent. Duties outline in Carolyn's memo were assigned to different administrators to take over and to post externally. Over the long weekend a candidate came forward internally prompting my memo to the School Board for recommendation.

Sarah Farwell does not support internal candidate and is shocked that in this District we would not do the same due diligence as we would to hire a teacher. We are a desirable District and recommend that we post internally and externally with a full and formal hiring committee. For the first time in a while see progress made toward the academic goals. In terms of the memo statements 1- 3 are true and have value. On 4 I would argue that none has knowledge of what's going on in Carolyn's position unless they have curriculum background and 5 a smooth transition for who?

Al Howland – Internal candidate you know them, is a plus. An internal candidate knows the work done and can build on it.

Denise Day – If we advertise openly, an internal candidate could turn out to be best.

Dan Klein – Interim position an option?

Kenny Rotner – Interim are place holders. Progress is stopped.

Al Howland – Jim knows the position.

Maria Barth – we are in a hole – position filled – still have opening – which hole is bigger.

Al Howland – I do like the idea of cultivating our own talent.

Sarah Farwell – Look everywhere. I think the community would be upset.

Jim Morse suggested that since the Board members were in different places on this topic, he asked if he could return this to the administrator's for further discussion and bring this back to the Board at the next meeting.

VII. ACTIONS:

A. Superintendent: None

B. Board Actions:

Nomination of ORHS Department Heads/Advisor for 2015-16.

Nate Oxnard	.5 FTE Science Department Head	\$1,250.00
Jon Bromley	.5 FTE Science Department Head	\$1,250.00
Jon Bromley	Sustainability Club Advisor	\$3,132.00

Kenny Rotner moved to approve the above ORHS Department Heads/Advisors for 2015-16, 2nd by Denise Day. Motion approved 7-0.

Motion to approve Mast Way Teacher Mentor Activity Stipends for 2015-16:

Pamela Felber	New Teacher Mentor	\$500.00
Melisa Baker	New Teacher Mentor	\$500.00

Kenny Rotner moved to approve the Mast Way Teacher Mentor Activity Stipends for 2015-16, 2nd by Denise Day. Motion approved 7-0.

Policies:

This topic was tabled and will be moved to the next School Board meeting on October 7th.

VIII: SCHOOL BOARD COMMITTEE UPDATES: None

IX. PUBLIC COMMENTS:

Dean Rubine of Lee recommends an external assistant superintendent search. Field funding - no staging do all in one year, no bond – you know it is going to fail. Voters know total cost. All warrant articles should ask to put money into athletic fields.

David Taylor of Durham explained that capital improvement warrant articles are usually supported and are not very different from bonds. Trade off of 150 negative votes versus bonding.

X. CLOSING ACTIONS:

A. Future Meeting Dates: September 30th Manifest Meeting at ORHS C120
October 7th Regular Meeting at Moharimet
October 21st Regular Meeting at ORMS

XI. NON-PUBLIC SESSION: None

NON-MEETING SESSION: None

Kenny Rotner made a suggestion that ELO's are a work in progress pertaining to PE and suggested that this be added as an agenda item at a later date.

XII. Adjournment:

At 9:46 PM, Maria Barth made a motion to adjourn, 2nd by Dan Klein. The motion passed 7-0.

Respectfully submitted,

Dr. James Morse and
Susan Caswell

Oyster River Cooperative School District
Manifest Meeting
September 30, 2015
Oyster River High School C120

Administrators Present:

Susan Caswell, Business Administrator

School Board Member Present:

Tom Newkirk
Denise Day
Kenny Rotner
Al Howland

Meeting was called to order at 5:28 PM.

Manifest signed.

Tom Newkirk made a motion to adjourn at 5:50 PM seconded by Al Howland.
Motion passed 4-0.

Respectfully submitted,

Susan Caswell

October 1 Enrollment Totals for
School Board Meeting 10/7/15
By Schools

SCHOOL	TOTAL
Mast Way	285
Moharimet	382
Middle School	674
High School	714
Sub Total	2055
Pre K Total	24
TOTAL	2079

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

2015

OCTOBER 1, 2015 ENROLLMENT DATA

CLASSROOM ENROLLMENT BY SCHOOL

(RESIDENT STUDENTS + TUITION)

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Mast Way	54	59	61	58	53									285
Moharimet	53	74	70	95	90									382
Middle School						162	163	176	173					674
High School										187	197	181	149	714
Totals	107	133	131	153	143	162	163	176	173	187	197	181	149	2055

HOME EDUCATION ENROLLMENT BY SCHOOL

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Mast Way	0	1	2	3	0									6
Moharimet	0	0	1	2	0									3
Middle School						1	4	2	5					12
High School										5	4	4	5	18
Totals	0	1	3	5	0	1	4	2	5	5	4	4	5	39

TOTAL ENROLLMENT BY SCHOOL

(RESIDENT STUDENTS + TUITION + HOME EDUCATION)

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Mast Way	54	60	63	61	53									291
Moharimet	53	74	71	97	90									385
Middle School						163	167	178	178					686
High School										192	201	185	154	732
Totals	107	134	134	158	143	163	167	178	178	192	201	185	154	2094

SCHOOL ENROLLMENT BY TOWN (RESIDENT STUDENTS ONLY)

(HOME EDUCATION AND TUITION STUDENTS EXCLUDED)

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Durham	49	62	62	71	72	72	78	82	83	73	78	88	62	932
Lee	39	44	45	45	39	59	57	61	60	52	65	45	44	655
Madbury	19	27	24	37	32	31	28	33	30	30	31	28	17	367
Totals	107	133	131	153	143	162	163	176	173	155	174	161	123	1954

HOME EDUCATION ENROLLMENT BY TOWN

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Durham	0	0	0	1	0	0	1	2	3	3	3	2	0	15
Lee	0	1	1	3	0	1	2	0	2	1	1	2	5	19
Madbury	0	0	2	1	0	0	1	0	0	1	0	0	0	5
Totals	0	1	3	5	0	1	4	2	5	5	4	4	5	39

TOTAL ENROLLMENT BY TOWN

(SCHOOL + HOME EDUCATION STUDENTS) (TUITION STUDENTS EXCLUDED)

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Durham	49	62	62	72	72	72	79	84	86	76	81	90	62	947
Lee	39	45	46	48	39	60	59	61	62	53	66	47	49	674
Madbury	19	27	26	38	32	31	29	33	30	31	31	28	17	372
Total Town	107	134	134	158	143	163	167	178	178	160	178	165	128	1993

TOTAL ENROLLMENT BY TOWN (Durham/Lee/Madbury) + TUITION

GRADE	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Tuition	0	0	0	0	0	0	0	0	0	32	23	20	26	101
Total	107	133	131	153	143	162	163	176	173	187	197	181	149	2055

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

To: Oyster River School Board
 Dr. James Morse, Superintendent
 From: Sue Caswell, Business Administrator
 Date: October 7, 2015
 Subject: Barrington Tuition Rate for 2016-17

The Tuition Agreement we have with the Barrington School District requires that we notify them on or before October 1 of each year the tuition rate for the next succeeding year. The current rate is \$14,000. The new rate is determined by the percentage change of the actual difference in appropriation operating cost of the Oyster River High School in the prior fiscal year. We have calculated the percentage change to be 5.5%. Therefore the tuition rate for Barrington students for the 2016-17 school year will be \$14,776. The details of this calculation are:

Barrington Tuition calculation FY 2017 Data from MS 22 forms			
	Appropriated budget FY 15 FY 2015	Appropriated budget FY 16 FY 2016	
<u>Function</u>	<u>High School</u>	<u>High School</u>	
Regular Programs	5,367,938	5,694,560	
Special Programs	2,150,392	2,303,427	
Vocational Programs	36,000	31,000	
Other Programs	501,247	512,732	
Student Support Services	1,070,658	1,115,906	
Instructional Staff Services	316,688	298,629	
School Board	39,150	40,517	
Other Executive Admin	342,648	406,949	
School Admin Services	581,921	587,785	
Business	183,182	208,220	
PPO & M	1,592,642	1,559,395	
Support Services	281,075	384,518	
	12,463,541	13,143,638	5.5%
Excluded SpEd supplemental costs*	188,103	188,103	
*actual costs for 14-15			
	12,275,438	12,955,535	5.5%
	FY 2016 Tuition rate		14,000
	FY 2017 Tuition rate		14,776

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~~ includes all identifiable revenue and will not have an overall impact that exceeds 3%.

This does not include any ~~proposed~~ petitioned warrants.

To: School Board
From: Jim Morse
Date: October 7, 2015
RE: Athletic Fields Upgrade

As a result of discussions at the Board level, Al has taken the numbers used in various presentations and came up with a no bond option for your consideration.

Multiple plans of varying complexity have been proposed to fund the athletic fields' upgrade. I believe successful passage of any proposal will be directly related to its simplicity. With that in mind, I would propose the following guidelines:

1. Proposals should use the least number of warrant articles possible.
2. When sending an article to the public, passage should require a simple majority vote.
3. If possible, the project should be completed during the summer of 2016.

A combination of Tom's plan and Denise's funding suggestion would provide a good fit for these guidelines. The idea is to build a fund of \$1.75 million from 2015-16 and 2016-17 funds. This would be used to complete the track and baseball field configuration in the summer of 2016. The remaining \$500K to complete the synthetic turf would come from an appropriation warrant article. The \$1.75 million fund would come from the following sources:

2015-2016

Track Fund	\$300,000
Insurance Settlement	\$400,000
	\$700,000 carried forward

2016-17

Insurance Settlement	\$400,000
Capital Account	\$550,000 (This is a \$200K increase from Jim's proposal)
Shift from the technology account	\$100,000

Fund Total \$1,750,000

A warrant article to raise and appropriate \$500,000 would be placed on the March 2016 ballot and would only require a simple majority to pass. If the warrant failed, the track would still be built, but the synthetic infield would be completed in 2017.

Questions

Can the money be shifted from the capital and technology accounts? How would this impact the 3% goal?

The budget goal of 3% impact would have to exclude the warrant article. Initial budget calculations (that excluded non-union employee's raises and insurance increases) left us with only \$400k to meet our budget goal.

I left the Orchard Drive property out of the discussion. The district should work to get the best possible sale price and this requires the potentially time-consuming work with the planning board and possibly the zoning board. If these obstacles are overcome, the Board could discuss developing warrant articles for approving the sale and developing a capital account.

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

Telephone: 603-868-5100

Facsimile # 603-868-6668

September 30, 2015

Dr. James Morse
Mrs. Susan Caswell

Regarding: FY17 Facilities CIP impact by Athletic Field Upgrades

Dr. Morse and Sue,

Thank you for the opportunity to review the FY17 budget this morning. Listed below are the Capital Improvement Projects that would be delayed 1 year if \$600,000 were to be re-directed from the Facilities budget to offset the Athletic Field Upgrades.

- Full Service Generator – Middle school
- HVAC Roof top unit Replacements – Mast Way
- Classroom heating valves – Mast Way
- Roof replacement – Mast Way
- Restroom renovation (1 set) – Mast Way
- Parking lot improvements – Moharimet
- Lighting upgrades – District Wide

I am confident that in delaying these projects another fiscal year will not pose any critical safety or operational concerns. However, costs of labor and materials may increase over originally estimated.

Regards,

Jim Rozycki
Director of Facilities

SAU #5
DURHAM, LEE, MADBURY

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: October 7, 2015 Board Meeting
Re: Open Search for the Assistant Superintendent Position

In order to expedite a thorough search for the next Assistant Superintendent, we will advertise in print and electronic media that reaches a national, regional, state and local audience. These will include:

Ed Week - National
ServingSchools.com - Maine
Ed Jobs - New Hampshire
NHSAA - New Hampshire School Superintendents
Association Union Leader - New Hampshire Statewide
Fosters - Local

The application posting will include a job description*, required qualifications, and timeline. Advertising will begin October 9th and run for three weeks ending October 31st. The requested materials will consist of a cover letter, two essays, resume, official transcripts or NH certification or eligibility and 3 references. The application packet must be completed and submitted to the SAU office by 4:00 PM on October 30th, 2015 to be considered. Potential candidate screening will occur during the 1st week of November and chosen candidates will be interviewed during the 2nd week of November. The goal will be to present a candidate to the Board at the November 18th, 2015 School Board meeting.

As a side note, if the successful candidate is currently employed they may have to give notice which is typically 60 days and may result in a start date of late January/early February.

A District wide screening committee will be formed to make a recommendation to the Superintendent. The committee will be comprised of 15 members composed as follows:

- (4) Teachers
1 high school, 1 middle school and 1 from each elementary
- (3) Building Administrators
1 high school, 1 middle school and 1 elementary
- (4) Parents
One representing each building
- (2) Central Office Administrators
Superintendent and either the Director of Special Services or Business Administrator
- (2) Board Members
To be appointed by Board Chair

References of the finalist will be checked and the candidate will be nominated to the ORCSD School Board at the November 18, 2015 meeting.

*Job Description will only be posted on the ORCSD website



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: 9/23/15
Re: Winter Coach Nominations

Message:

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

Volunteer Positions:

Tim McNamara	Girls Ice Hockey
Pamela Raiford	Ultimate Frisbee Club
Guy Capececlatro III	Ultimate Fribee Club
Paul Franz	Martial Arts Club
Emma Wilson	Ski Team
Jason Nifong	Boys Basketball
Ed Szecepanki	Boys Basketball
Ned Clarke	Ski Team
Nicole Casimiro	Girls Basketball
Hannah Wohltmann	Athletic Trainer
Salme Cook	Girls Soccer
Morgan Gillis	Athletic Trainer
Colin Smith	Boys Soccer
Derrick MacDowell	Baseball
Kristan Olsen	Ethics Bowl Club

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Craig Randall	Boys JV Hockey	\$3,307	3	\$75	\$3,382
Griffin Richard	Boys Varsity Ice Hockey	\$5,088	22	\$375	\$5,463
Jamie Long	Girls Varsity Ice Hockey	\$5,088	3	\$75	\$5,163
Greg Gephart	Girls Indoor Track	\$3,523	17	\$375	\$3,898
Nick Ricciardi	Boys Indoor Track	\$3,523	13	\$375	\$3,898
William Reeves	Swimming	\$3,132	22	\$375	\$3,507
Lynn Santosuosso	Diving	\$2,035	11	\$375	\$2,410
Laura Fant	Girls Asst. Swimming	\$2,035	7	\$225	\$2,260
Lorne Lucas	Boys Varsity Basketball	\$5,088	1	\$0	\$5,088
Paul Kerrigan	Boys JV Basketball	\$3,307	2	\$0	\$3,307
Nick Scuderi	Boys Reserve Basketball	\$2,544	4	\$75	\$2,619
Jeannette Allyson	Girls JV Basketball	\$3,307	2	0	\$3,307
Bill Sullivan	Boys Varsity Lacrosse	\$4,012	0	\$0	\$4,012
Craig Walfield	Varsity Baseball	\$4,012	4	\$75	\$4,087
Glen Miller	Varsity Softball	\$4,012	2	\$0	\$4,012

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Edward Szczepanik	School: Oyster River High School
Position: Volunteer Boys Basketball Coach	Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Ed Szczepanik as a volunteer coach with our boys' basketball program. Ed has extensive experience organizing and coaching at the youth level and comes with high praise for his tireless work ethic in teaching the game of basketball to student-athletes. He will be a great addition to our practices and game environment.

Attachments: Reference Check Application



Signature of Athletic Director

10/27/14

Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Morgan Gillis and Hannah Wohltmann	School: Oyster River High School
Position: Volunteer Athletic Training Intern	Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Morgan Gillis and Hannah Wohltman to intern with our Athletic Trainer Mike Feld. Both Morgan and Hannah come with recommendation from the UNH Athletic Training Department as they are earning credits and valuable experience working with Mike and our student-athletes.

Attachments:

Reference Check

Application



Signature of Athletic Director

5/20/15

Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: SALME COOK	School: Oyster River High School
Position: Volunteer Soccer Coach	Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Salme Cook as a volunteer assistant coach with our girls' soccer program. Salme brings playing and coaching experience at a very high level to the program and the girls will benefit greatly with her tactical skill training. She will also add to our coaching staff to allow a better player/coach ratio in the practice environment.

Attachments:

Reference Check

Application



Signature of Athletic Director

9/30/15

Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Colin Smith	School: Oyster River High School
Position: Volunteer Boys Soccer Coach	Paid or <input checked="" type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Colin Smith to volunteer with our boys' soccer program. Colin brings a collegiate playing experience to assist with our goalie training. By including him into our practice structure the 5 goalies in the program will benefit greatly from hands on training specialized to their position. Colins comes with high praise from his previous coaches and his current employer. He also spends a great deal of time working with the soccer youth in the seacoast volunteer many hours each year.

Attachments: Reference Check Application



Signature of Athletic Director

9/30/15

Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Derrick MacDowell	School: Oyster River High School
Position: Volunteer Baseball Coach	Paid or <input type="checkbox"/> Unpaid


Athletic Director Narrative:

Please accept this nomination for Derrick MacDowell to assist with the high school baseball program. Derrick, a senior at UNH is aspiring to coach baseball at the high school level after college and working with our very experienced staff will help his growth and development. Derrick will also help our coaching staff and players a great deal. Having another coach to work with pitchers and player devolvment through the winter will help us be ready for the start of spring.

Attachments: Reference Check Application



Signature of Athletic Director



Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Kristan Olsen	School: Oyster River High School
Position: Volunteer Ethics Club	Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Kristan Olsen to assist with the newly formed Ethics Bowl Club. Kristan a graduate assistant at UNH will assist Pam Raiford in implementing and teaching all aspects of the ethics club. Students will benefit from his passion, knowledge and desire to work with students here at ORHS. He comes with high praise from current colleagues at UNH and his previous school, the University of Massachusetts.

Attachments: _____

Reference Check

Application



Signature of Athletic Director

8/30/15
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Bill Sullivan	School: Oyster River High School
Position: Varsity Boys Lacrosse Head Coach	<input type="checkbox"/> Paid

Athletic Director Narrative:

Please accept this nomination for Bill Sullivan as the next Varsity Boys Lacrosse Coach at Oyster River High School. Coach Sullivan brings a wealth of knowledge of lacrosse to our program, a program through his guidance a few years back became of the more successful programs throughout the state. His desire of individual skill development, team unity and appreciation of what it means to be representing our community is a perfect match to guide our 50+ high school student-athletes.

Attachments:

Reference Check

Application



Signature of Athletic Director

9/30/15

Date

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
October 7, 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: October 7, 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: October 7, 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
Second Read/Adoption School Board: September 9, 2015 <u>Policy Committee Review: September 9, 2015</u> <u>School Board First Read: October 7, 2015</u>	Page <u>1</u> of <u>7</u>

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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
Second Read/Adoption School Board: September 9, 2015 <u>Policy Committee Review: September 9, 2015</u> <u>School Board First Read: October 7, 2015</u>	Page <u>2</u> of <u>7</u>

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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
Second Read/Adoption School Board: September 9, 2015 <u>Policy Committee Review: September 9, 2015</u> <u>School Board First Read: October 7, 2015</u>	Page 3 of 7

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;

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
Second Read/Adoption School Board: September 9, 2015 <u>Policy Committee Review: September 9, 2015</u> <u>School Board First Read: October 7, 2015</u>	Page 4 of 7

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;

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
Second Read/Adoption School Board: September 9, 2015 Policy Committee Review: September 9, 2015 School Board First Read: October 7, 2015	Page 5 of 7

- (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.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
Second Read/Adoption School Board: September 9, 2015 Policy Committee Review: September 9, 2015 School Board First Read: October 7, 2015	Page 6 of 7

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:

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JKAA-R
Second Read/Adoption School Board: September 9, 2015 Policy Committee Review: September 9, 2015 School Board First Read: October 7, 2015	Page 7 of 7

- 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: October 7, 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.

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: October 7, 2015	Page 2 of 2 Category: Optional

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: October 7, 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.

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: October 7, 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