

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

June 10, 2015 3:30 – 5:00

Central Office

Agenda

- I. Call to Order
- II. Policy Changes for Review from Requested Feedback
 - JJA – Student Activities, Clubs and Organizations
 - JJE – Student Fund Raising Activities
 - JFF – Student Activities, Clubs, Fund Management
 - BBAA – School Board Member Authority
 - BDF – Advisory Committees to the Board
 - EI – Liability Insurance
 - EIB – Risk Management
- III. Questions/Discussion

Next Meeting: TBD

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJA
Draft Policy Committee: 8/4/11 Code Change from IGD SB First Read: August 17, 2011 SB Second Read/Adoption: September 7, 2011 Review Policy Committee: June 10, 2015	Page 1 of 2 Category: Optional

STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS

It is the policy of the Oyster River Cooperative School Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be recommended by the Principal and approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district by who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJA
Draft Policy Committee: 8/4/11 SB First Read: August 17, 2011 SB Second Road: September 7, 2011 Policy Committee: June 10, 2015	Code Change from IGD Page 2 of 2 Category: Optional

Cross Reference:

JJF - Student Activities Clubs Fund Management
JJF-R - Administering Student's Activities Club Funds
JJJ - Interscholastic Athletics

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum
NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Co-curricular Program
NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE
Date of Adoption: March 26, 1987-Replaced 2/12/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014 Policy Committee Review: June 10, 2015	Page 1 of 1 Category: Optional

STUDENT FUND RAISING ACTIVITIES

The Oyster River Cooperative School Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be for the support of the school mission, Fundraising will not be school sponsored unless it is approved by the superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the superintendent or his/her designee, and those accounts shall be audited annually.

[Cross Reference:](#)

- [JJA – Student Activities, Clubs and Organizations](#)
- [JJF – Student Activities, Clubs Fund Management](#)
- [JJF-R – Administering Student Activity Funds](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJF
Review Policy Committee: 8/4/11 First Read to SB: August 17, 2011 Second Read/Adoption to SB: September 7, 2011 <u>Policy Committee Review: June 10, 2015</u>	Page 1 of 1 <u>Category: Recommended</u>

STUDENT ACTIVITIES, CLUBS, FUND MANAGEMENT

The Oyster River Cooperative School Board authorizes the establishment of Student Activity Funds. Such funds shall be organized and managed consistent with the provisions of this policy.

Student activity funds may be raised and spent to promote the general welfare, education of the student body and/or the extracurricular activities of student clubs, groups and organizations.

The Principal of the school shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. The Principal is charged with establishing administrative regulations to carry out the provisions of this policy.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designate.

Cross Reference:

JJA – Student -Activities Clubs and Organizations

JJE – Student Fund Raising Activities

JJF-R – Administering Student Activity Funds

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJF-R
Reviewed by Business Office: July 28, 2014 Review by Policy Committee: June 10, 2015	Page 1 of 1

ADMINISTERING STUDENT ACTIVITY FUNDS

The Principal has the responsibility to manage the student activities fund program consistent with these administrative procedures.

School activities shall meet each of the following criteria:

1. Be as broad and varied as necessary to meet the needs of the student body.
2. Be consistent with the goals and objectives of the educational program of the school district.
3. Be self-supporting through gate receipts, activity tickets, and profits from commercial sales, with the exception of those specific items budgeted in the General Fund.

Receipts

1. The principal shall approve all fees charged by building organizations.
2. Receipts from any school activity may be considered as a possible source of revenue for any and all activities.

Expenses

1. Expenditures for approved expenses shall be administered impartially to any groups.
2. Individual participants in a school activity may be requested to help defray that part of the costs of activities, which is not covered in the activity budget.
3. Expenditures through each account shall be limited to the specific purpose for which it has been established.

Accounting

1. Monies handled by school personnel for any and all school activities shall be accountable through the activity fund in accordance with Policy JJF.
- ~~2. Idle funds should normally be deposited in savings accounts.~~
32. Monthly the principal of each school shall sign a financial statement and send to the District Office.

Cross Reference:

JJF – Student Clubs Fund Management
JJA – Student Clubs and Organizations
[JJE – Student Fund Raising Activities](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Date of Adoption: September 1970 Date of Revision: March 26, 1997, May 5, 1999 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: May 13, 2015 School Board First Read: May 20, 2015 Policy Committee Review: June 10, 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 may also take action that have been previously authorized by the full Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. 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 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.

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

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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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDF
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 <u>Policy Committee Review: May 13, 2015</u> <u>School Board First Read: May 20, 2015</u> <u>Policy Committee Review: June 10, 2015</u>	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.

Any advisory committee shall have only those duties and powers as the Board determines. 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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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: EI
Date of Adoption: June 29, 1988 <u>Policy Committee Review: June 10, 2015</u>	Page 1 of 1 <u>Category: Recommend</u>

RISK MANAGEMENT

The Oyster River School Board recognizes its responsibility for properly managing the resources of the Oyster River school system. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the system's property from loss. No new policy or procedure will be adopted or approved by the Board without first giving careful consideration to the school system's risk exposure.

The superintendent or, by designation, the business administrator, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the performance of the educational and service missions of the system. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk. Only when a particular risk cannot be eliminated or feasibly retained by the systems shall it be transferred by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When it is in the apparent best interest of the system, the board may budget for and retain limited and predictable risks of financial loss, through the use of contingency funds, deductibles, etc. or participation of pooled risk management programs with other school districts.

When the purchase of commercial insurance is deemed necessary, such purchase will be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any group of agents, brokers or insurer representative other than an obligation based on the above stated considerations.

The Board authorizes the superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain and audit an effective risk management program for the system.

Legal Reference:

RSA 194:3.III, Powers of District

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EIB
Date of Adoption: June 29, 1988 <u>Policy Committee Review: June 10, 2015</u>	Page 1 of 1 <u>Category: Recommend</u>

LIABILITY INSURANCE AND POOLED RISK MANAGEMENT

The Oyster River School Board shall purchase general liability and automobile liability coverage, as part of a comprehensive package or separate policies, as follows:

1. Comprehensive General Liability: protecting the district and its employees including volunteers (if authorized by the voters under RSA 31:105) against claims for bodily injury or property damage arising out of the ownership, maintenance, or use of the insured premises up to statutory limits of liability (RSA 507:B).

In addition, this policy should cover the board and its agents in cases alleging personal injury: libel, slander, invasion of privacy, false arrest, wrongful eviction.

2. Automobile Liability: covering the district against claims for bodily injury, sickness or disease, or death, as well as claims for property damage arising out of the ownership, use, or maintenance of a district-owned vehicle, or authorized non-owned vehicle properly used in behalf of the district, including provision for medical payments and uninsured motorists. Persons using their own vehicles on district business shall provide evidence of insurance of at least \$300,000.
3. Errors and Omissions Liability: providing the board and its agents with financial protection against any claims alleging wrongful acts arising out of their assigned responsibilities on behalf of the district (minimum of \$1,000,000). (RSA ~~3231~~-106)
4. The school district's attorney shall review all contract forms to be entered into by the board or its agents, to identify any contractual liability being assumed by the district, and to attempt to reduce or transfer such liabilities.

The school district's attorney shall further notify the board of changes in state or federal law which may affect their liability.

Any accidents or occurrences, no matter how minor that could result in a suit alleging liability on the part of an employee or official of the district shall be promptly reported to the administration, who shall notify the appropriate carrier. Any changes in use or occupancy of buildings shall also be reported. Strict observance of these requirements is necessary to prevent loss of coverage under policy restricting conditions. A complete file of expired liability policies will be maintained, to establish coverage for claims which may be brought many years later for events which happen during the policy term.

Legal Reference:

RSA 5-B, Pooled Risk Management Programs
RSA 507-B:4, Limit of Liability
Marcotte v. Timberlane/Hampstead School Dist., 143 N.H. 331 (1999)