

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

February 9, 2023 3:30 PM

**SAU - Conference Room**

Agenda

- I. Call to Order
- II. Review of suggested policies and procedures.
  - BEDH – Public Comments at Board Meetings
    - BEDH-R – Public Comments at Board Meetings
  - BIB - Board Member Development Opportunities
    - BIB-R Board Member Development Opportunities
  - EG – District Communication Plan
  - JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils

**Next Regular Meeting: March 9, 2023**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDH
School Board/Superintendent Revisions: January 13, 2014 Annual Policy Committee Review: April 19, 2017, 4/11/18, 5/5/21-No Change Policy Committee: September 9, 2021 School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 School Board Annual Review: April 6, 2022 <u>Policy Committee Review: January 12, 2023 &amp; 2/9/23</u>	Page 1 of 1 Category: Recommended

## PUBLIC COMMENT AT BOARD MEETINGS

The primary purpose of the Oyster River Cooperative School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The public is encouraged to attend all public meetings of the Board. However, the public is not allowed to participate in public Board meetings except during public comments. The Board will allow public comments at regular public meetings.

Public comments can be limited by the Chairperson in order to accomplish the agenda in a timely manner. For the School Board to conduct its meetings properly and efficiently, and in order to assure that persons who wish to appear before the Board may be heard, it is expected that the following will guide public comments at Board meetings:

1. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in a non-public session. Complaints regarding district staff will be directed to the Superintendent.
2. Consistent with RSA 189:74, public comment can happen anytime within 30 minutes of the start of public comment, even when after the Board has moved on to other topics. Additionally, the required 30-minute limit only applies to the first public comment period at any meeting if more than one comment period is on the agenda.
23. All speakers are to conduct themselves in a civil manner. Obscene, slanderous, defamatory or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege of address if the speaker does not follow this rule of order. Individuals who may speak during Public Comment includes, residents of the District, parents or guardians of students who attend District schools and students.
34. Non-residents who wish to speak will be required to receive authorization from the Board Chair prior to the meeting.
45. Speakers may not delegate others to speak on their behalf or "give" time to other speakers.
6. Consistent with RSA 189:74: I and in the interest of protecting personally identifiable information ("PII") as well as other confidential information, comments (including complaints) regarding individual students, volunteers, or employees (other than the Superintendent) should be directed to the Superintendent or otherwise as provided under the complaint/grievance resolution processes set forth in Board Policy KEB.

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 Reference:**

RSA 91-A:2, Meetings Open to Public  
RSA 91-A:3, Non-Public Sessions

### **Cross Reference:**

BEDH-R & R1 – Public Comment Procedure & Sign-in Form  
BEA – Regular Board Meetings  
BEC – Non-Public Sessions  
BEDB – Agenda Preparation and Format  
KEB – Complaints about School Personnel

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	BEDH-R
Policy Committee: September 9, 2021 School Board Public Hearing/First Read: October 6, 2021 School Board Second Read Adoption: October 20, 2021 <u>Policy Committee Review: January 12, 2023 &amp; 2/9/23</u>	

## PUBLIC COMMENTS AT BOARD MEETINGS - PROCEDURE

The Oyster River Cooperative School Board values public input to the School Board through public comment time during School Board meetings as well as communications by email, letter, and other means.

In Public Comments, the School Board seeks to:

1. Include comments from as many Oyster River community members as possible in the time allotted for public comments (tuition student families may speak to issues related to the building in which their child attends).
2. Ensure multiple positions are reflected in public comments.
3. Maintain respectful deliberation of school district matters.

To facilitate these goals, the following procedure is established:

Public Comments are included in on the agenda of the Regular and Workshop meetings of the School Board at which a quorum is present meetings. ~~Public Comments will generally not be included in the agenda for Workshop meetings of the School Board, additional meetings of the School Board (meetings outside of the usual twice monthly business meetings), nor for subcommittee meetings of the School Board.~~ This procedure does not apply to emergency meetings. Annual Meetings of the District (which are the responsibility of the Moderator), nor to Public Hearings.

Non-residents who wish to speak will be required to receive authorization from the Board Chair prior to the meeting.

Public Comments are generally expected to be Individual comments. Group presentations will generally not be permitted outside of the time afforded to each individual speaker during Public Comments. Speakers are discouraged from consecutively reading verbatim a lengthy written statement. Individuals who may speak during Public Comment includes, residents of the District, parents or guardians of students who attend District schools and students.

Individuals who wish to speak at the School Board meeting may be required to indicate their interest in speaking by signing-in prior to the start of the meeting. Sign-in may require names, home address, and topic(s) for comments. Alternatively, the School Board Chair may solicit information in other ways based on attendance at the beginning of the meeting.

The School Board Chair is responsible for managing time during Public Comments. Public Comments will typically be limited to 3 minutes per person, though the Chair may reduce that time if the number of speakers is 10 or more. Generally, no more than 18 speakers will be accommodated in any 30-minute public comment period.

As an agenda item, Public Comments may be extended ~~or restricted~~ by action of the Board in the modification and approval of the meeting Agenda. ~~Restricting Public Comment time at Regular meetings should only happen in unusual circumstances.~~

Individuals speaking during Public Comments may not delegate or assign their time to another individual.

Individuals preventing others from speaking or being heard or disrupting the School Board meeting outside of their designated public comment time may be directed by the Chair to leave the meeting.

### **Legal Reference:**

RSA 91-A:2, Meetings Open to Public  
 RSA 91-A:3, Non-Public Sessions  
[RSA 189:74: Public Comment](#)

### **Cross Reference:**

BEDH – Public Participation at a Board Meeting  
 BEDH-R1  
 BEA – Regular Board Meetings

BEC – Non-Public Sessions  
BEDB – Agenda Preparation and Format  
KEB – Complaints about School Personnel

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BIB Previously: BHB
Date of Adoption: June 15, 1988 Date of Revisions: 3/19/97, 4/21/99, 11/18/99 Review School Board First Read: November 7, 2012 School Board Second read/Adoption: November 14, 2012 <a href="#">Review by Policy Committee - January 12, 2023 &amp; 2/9/23</a>	Page 1 of 1 Category: Recommended

## BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The Oyster River School Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall attempt to plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of a policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in School Board Association conferences, workshops, and conventions.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

~~In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures;~~

- ~~1. A calendar of school board conferences, conventions, and workshops shall be maintained by the superintendent. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.~~
- ~~2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.~~
- ~~3. Board members shall be reimbursed their expenses in attending approved development opportunities.~~
- ~~4. When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.~~

School board members are encouraged to attend workshops presented by the state and national school boards associations.

Cross Reference:

BIB-R - Board Member Development Opportunities

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BIB-R Previously: BHB
Date of Adoption: June 15, 1988 Date of Revisions: 3/19/97, 4/21/99, 11/18/99 School Board: November 14, 2012 <u>Review by Policy Committee: January 12, 2023 &amp; 2/9/23</u>	Page 1 of 1

## BOARD MEMBER DEVELOPMENT OPPORTUNITIES - PROCEDURE

In order to control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures;

- School board will be made aware of conferences, conventions, and workshops. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the board will designate which of its members would be the most appropriate to participate at a given meeting.
- Board members shall be reimbursed their expenses in attending approved development opportunities.
- When a conference, convention, or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Cross Reference:

BIB – Board Member Development Opportunities  
DKC – Expense Reimbursement

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: EG</b>
<b>Policy Review: February 9, 2023</b>	<b>Page 1 of 2</b> <b>Category: Recommended</b>

## **District Communication Plan**

The Oyster River Cooperative School Board's objective is to improve internal and external communications by providing clarity and consistency in school communications amongst stakeholders. The Board directs the Superintendent/Communication Specialist to prepare a Communications Plan that addresses at least the following:

1. Plan Goals and General Provisions - identifies the general goals of the Plan, identifies the multiple audiences/recipients of District communication, and identifies the available methods and modes of communication with some consideration of the pros and cons of each.
2. Implementation – describes how components of the Plan will be implemented and will specify which staff members are responsible.
3. Communication to Internal Stakeholders – describes how to best communicate general or specific information to staff, students, and volunteers.
4. Communication to External Stakeholders – describes how to best communicate with external stakeholders (i.e., parents, the community, parent groups, other districts, etc.).
5. Crisis Communications Plan – coordinates the Communication Plan to the relevant provisions of the District Crisis Prevention and Response Plan and site-specific Emergency Operations Plans prepared under Board policy EBCA, including staff responsibilities, training requirements, communication tools, media plans, and message-specific templates.
6. School Cancellations - outlines protocols for communicating a school day cancellation, delay, or early release due to inclement weather or other emergency reasons as provided by Board policy EBCD.
7. Off-campus School Activities - outlines how to best communicate incidents or emergencies that occur while students are off campus on field trips or travel sporting events (i.e., anywhere that students are transported by the District).
8. Recommendations - outlines suggestions and recommendations relating to infrastructure or resources for future improvements to communication channels.
9. Other - Such other information, recommendation and provisions the Superintendent, deemed appropriate.

### **Biennial Review and Update**

The Superintendent and/or designee shall ensure that the Communication Plans and all procedures and protocols adopted pursuant to this policy are reviewed no less than every two (2) years and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

### **Cross References:**

- Policy BHC – Board-Employee Communication
- Policy EBCA – Emergency Plans
- Policy EBCD – Emergency Closing
- Policy IJO – School, Family and Community Partnership
- Policy JRB – Confidential Student Information
- Policy KD – School District Social Media Website/Platform
- Policy KEB – Public Complaints about School Personnel, Employees, Students or Administration to the Board

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJJ
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## **ACCESS TO PUBLIC SCHOOL PROGRAMS BY NONPUBLIC, CHARTER SCHOOL AND HOME EDUCATED PUPILS**

All Oyster River Cooperative School District pupils residing in the District, whether they are home educated, or are attending public chartered school or nonpublic schools (collectively, “non-enrolled district students”), shall have access to curricular courses and co/extra-curricular programs offered by the District in accordance with RSA 193:1-c.

### **A. Equal Access to District Courses and Programs.**

Non-enrolled district students will have the same access as do enrolled students to the District’s courses and programs. Non-enrolled district students shall not be subject to any policies, procedures or standards with respect to participation in the District’s courses or programs that are more restrictive than those governing the District’s enrolled students. Non-enrolled district students, however, must meet the same eligibility criteria as the District’s students as described in paragraph B below.

The district allows non-enrolled district students to participate on an equal basis in courses and programs offered by the district provided they meet the eligibility requirements for participation (e.g., deadlines for registration, academic progress/performance, parental permission, third party (e.g., NHIAA) requirements, physical exams/health requirements, etc).

In the event that a course or program has reached capacity, selection between enrolled students and non-enrolled district students must be made using the same criteria, such as registration deadlines, registration dates, audition/tryout, seniority by grade, etc. If, after applying such criteria the course/program remains overenrolled, the determination should be made randomly.

If a student or their parent/guardian believes that they have not been given equal opportunity for participation in district programs, then they may appeal as outlined in Board policy JJA

### **Participation in Curricular Courses.**

In order to participate in the District’s curricular courses, non-enrolled district students must meet the eligibility criteria that applies to students enrolled in the school district. The building Principal will provide this eligibility criteria to parents or guardians of non-enrolled district students upon request.

Parents/guardians shall submit requests for participation in District courses in writing to the building Principal. The building Principal will verify that the eligibility standards are the same as those that apply to students enrolled in the school district.

The Principal will determine if a non-enrolled district student has satisfied eligibility criteria and prerequisites in the same manner as they would for determining whether a course satisfies requirements for awarding credits as outlined in Board policy IK.

In making the determination, the Principal should consider home education evaluation materials (see RSA 193-A:6, III), course descriptions, syllabi, and/or any other relevant information offered by the parent/guardian of the student.

Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, and/or special education services shall be referred to the Student Services Director. If a dispute arises between the parent/guardian and the District as to the pupil’s right to these services, the Student Services Director shall inform the Superintendent, who shall consult the District’s attorney for a legal opinion.

### **B. Use of School Texts and Library Materials.**

Non-enrolled district students will be permitted to use the school library, borrow school texts and borrow library materials under the same conditions and rules as pupils enrolled in the District.



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### **C. Participation in Activities and Co/extra-curricular Programs.**

Requests by non-enrolled district students for participation in District co-curricular/extra-curricular activities or programs (“activities”) shall be made in writing by the parent/guardian to the building Principal. The building Principal shall ensure that there is equal treatment and opportunity of non-enrolled district students relative to their participation in District activities.

In order to participate in District activities, non-enrolled district students must:

1. Meet the eligibility criteria for participation in the activity that apply to students enrolled in the school district, with the exception of school attendance;
2. Meet any tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district as outlined in Board policy JJA; and
3. Comply with all policies, rules and regulations or their equivalent of the governing organization of the activity as outlined in Board policy JJA.

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

### **D. Appeals.**

Any student/parent/guardian who believes that the district’s policies/regulations or the State’s laws/regulations pertaining to a non-enrolled district student’s access to a course or program have not been appropriately or fairly interpreted may appeal as follows:

If the original decision being appealed was made by the Principal, then the “Principal” as used in steps 1-4 shall refer to the “Superintendent”, and the Superintendent’s decision shall be final. Step 5 shall not apply.

1. Submit a letter to the building Principal stating the nature of the concern and requesting a hearing.
2. Within five (5) school days the Principal will convene a meeting with the student and/or parents, the coach/advisor, and a teacher(s).
3. The student/parent will be given an opportunity to explain why they believe the student should be eligible for participation. Additionally, the student/parent may present information, documents or other material in support of their position. The Principal shall prepare minutes of the meeting.
4. The Principal will consider all information available and will make a final decision within three (3) school days following the meeting. The Principal will notify and inform the student/parents of their decision in writing via email. When time is of the essence, the Principal should first convey the basic conclusion as soon as practicable via telephone or email.
5. The student/parent/guardian may within 3 days of the Principal’s email of the decision submit a written request for further review by the Superintendent. The written request should describe why the Principal’s decision should not be upheld. The Superintendent may decide without further information to uphold the Principal’s decision, or may determine a further meeting is necessary. In either event, the Superintendent’s decision will be final. If the parent/guardians do not request a review by the Superintendent, then the Principal’s decision will be final as of the fourth day after the Principal’s written decision was transmitted to the parents/guardians.

### **Cross Reference:**

Policy IHBG – Home Education  
Policy IK – Earning of Credit  
Policy JJA – Student Activities, Clubs and Organizations

### **Legal References:**

RSA 193:1-c, Access to Public School Programs by Nonpublic...Pupils.  
RSA 193-A:6, (Home Education), Records; Evaluation