

REVISED: April 1, 2021

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

April 2, 2021 4:00 PM

SAU - Conference Room

Agenda

I. Call to Order

- **BBA** – School Board Member Authority
- **BCA** – School Board Member Ethics
- **BDD** – Board Superintendent Relationship
- **BEDB & R & R1**– Agenda Preparation and Format, Agenda Template, Agenda Item Request

- • ~~**BG** – Board Policy Process~~
- ~~**BGA** – Policy Development System~~
- ~~**BGB** – Policy Adoption~~
- ~~**BGC** – Policy Review and Evaluation~~
- ~~**BGF** – Suspension of Policies~~
- ~~**BHC** – Board – Employee Communications~~
-

These policies will move to the April 8th Policy Meeting

Next Regular Meeting: April 8, 2021

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
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 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change Policy Committee Annual Review: April 11, 2018 – No Change Board Annual Review: May 6, 2020 – No Change Policy Committee Review: April 2, 2021	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 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. 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.

[The standing committees of the ORCSD School Board are: Negotiations, Policy and Finance.](#)

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
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 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change Policy Committee Annual Review: April 11, 2018- No Change Board Annual Review: May 6, 2020 – No Change Policy Committee Review: April 2, 2021	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 annually.

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: BCA
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 Correct clerical oversight reviewed by Board: March 6, 2013 Policy Committee Review – No Changes – August 19, 2015 Policy Committee Review: June 13, 2018 School Board First Read: June 20, 2018 School Board Second Read/Adoption: July 18, 2018 Policy Committee Review: April 2, 2021	Page 1 of 1 Category: Recommended

SCHOOL BOARD MEMBER ETHICS

Each board member shall comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.
5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. [Do not take positions on social media before discussion and action by the Board.](#)
10. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
11. Recognize that final Board actions will be supported by all members of the Board; take no action that will compromise the Board or administration; and refrain from actions which undermine or compromise official Board action.
12. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.
13. Engage in respectful, public discourse and ~~refrain from do not disparaging-disparage-~~ individuals on the basis of their gender, sexual orientation, and other personal differences and affiliations.
14. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
15. Work with the other Board members to establish effective Board policies and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
16. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.

Appendix BCA-R

Cross Reference: BCB – Board Member Conflict of Interest

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDD
Adoption by School Board: October 3, 2012 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 School Board Second Read/Adoption: October 2, 2019 Policy Committee Review: April 2, 2021	Page 1 of 1

BOARD SUPERINTENDENT RELATIONSHIP

The Oyster River Cooperative School Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, [and](#) for keeping the Board informed about school operations and issues.

Cross Reference: BDD-R – Superintendent's Job Description

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: BEDB
Date of Adoption: October 17, 2007 REVISED: 09/17/08, 09/22/2010, 6/6/12 SB First Read: August 17, 2011 SB Second Read Adoption: September 7, 2011 Policy Review: May 11, 2016 w/BEDB-R School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 Policy Committee Review: April 2, 2021	Page 1 of 1

AGENDA PREPARATION AND FORMAT

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Board Chair, and/or Vice-Chair shall prepare an agenda for each meeting of the Board. Board members, school staff, students, organizations and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. Their request must be received a minimum of seven days prior to the meeting at which the organization or individual wishes the item to be addressed by the Board in order to be considered for placement on the agenda. ~~In addition~~It is the exception, during the meeting, that Board members may request that an item be placed on a future agenda. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda. The reason for such an exception should be an emergency. Otherwise, a request for an agenda addition should follow normal procedure.

Every Board member has the authority to request an item be added to the agenda. The process for doing so is outlined in BEDB-R1. The Chair, Vice-Chair in in consultation with the Superintendent shall determine when it is best to add the requested item, in order to balance the workload of the Board.

The agenda will be distributed to Board members, the media, and designated school-affiliated organizations no later than 72 hours prior to a regular meeting or workshop/informational meeting of the Board and, as soon as possible in the event of a special or emergency meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, at each school and on the district website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

Additions and Adjustments to the Agenda during the Meeting

In general, it is the Board's intent that meeting agendas be set in advance and that the regular agenda format be followed. However, it is understood that there may be occasions when it is necessary to add items or otherwise adjust the agenda. After the meeting has been called to order, the Superintendent or Board members may recommend adjustments to the agenda of a regular meeting.

Any Board member who wishes to add, remove, or change an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote.

All additions, deletions and changes to the agenda must be approved by a majority vote of the Board members present and voting and if approved will then be added to a future meeting. If possible, please give advanced notice of changes to the Superintendent and Board chair.

In order to facilitate its business, the Board Chair may adjust the agenda by changing the order of business by consensus of the Board.

Cross Reference:

BEDB-R – Agenda Format

[BEDB-R1 – Board Agenda Item Request](#)

**Oyster River Cooperative School District
REGULAR MEETING**

Date _____ **Oyster River High School, Library** _____ **Time**

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent’s Report**
 - C. Business Administrator**
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:**
- XII. NON-PUBLIC SESSION: RSA 91-A:3{If Required}**
NON-MEETING SESSION: RSA 91-A2 {If Required}
- XIII. ADJOURNMENT**

The School Board reserves the right to take action on any item on the agenda.

Respectfully submitted,

Superintendent

<p>If you require special communication aids, please notify us 48 hours in advance.</p>
--

**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). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may “suspend its rules” to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

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:

- | | |
|--------------------------------|----------------------------|
| • Brian Cisneros | Term on Board: 2018 –2021 |
| • Thomas Newkirk, Chair | Term on Board: 2019 - 2022 |
| • Kenneth Rotner | Term on Board: 2019 - 2022 |
| • Michael Williams, Vice Chair | Term on Board: 2020 - 2023 |
| • Denise Day | Term on Board: 2020 - 2023 |
| • Allan Howland | Term on Board: 2018 - 2021 |
| • Daniel Klein | Term on Board: 2018 - 2021 |

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.

SUGGESTED CHANGES BY CHAIR, MICHAEL WILLIAMS

Oyster River Cooperative School District
REGULAR MEETING

Date Oyster River High School, Library Time

Add note about arriving by 7:00 to agenda also.

- I. CALL TO ORDER
6:30 - 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
- II. APPROVAL OF AGENDA
- III. PUBLIC COMMENTS (Total allotted time for public comment 30 minutes)
- IV. APPROVAL OF MINUTES - Add to Unanimous consent?
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS
 - A. District
 - B. Board
- VI. UNANIMOUS CONSENT AGENDA {Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}
- VII. DISTRICT REPORTS
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)
 - B. Superintendent's Report
 - C. Finance Committee Report
 - D. Business Administrator
 - E. Student Representative Report
 - F. Other:
- VIII. ~~DISCUSSION ITEMS~~ Discussion and Action Items
- IX. ~~ACTIONS~~
 - A. ~~Superintendent Actions~~
 - B. ~~Board Action Items~~
- X. SCHOOL BOARD COMMITTEE UPDATES
- XI. PUBLIC COMMENTS (total allotted time for public comment 30 min)?
- XII. CLOSING ACTIONS
 - A. Future meeting dates:
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Required}
NON-MEETING SESSION: RSA 91-A2 {If Required}
- XIV. ADJOURNMENT

Additional comments:

- No item should appear more than once on the agenda, even if it falls in multiple categories.
- Move routine business such as U.C. to the end?

The School Board reserves the right to take action on any item on the agenda.

Respectfully submitted,

Superintendent

Public wishing to attend our regular meetings need to arrive between 6:30 and 7:00 as everyone will need to participate in a health screening to enter the auditorium. The doors will be locked at 7 p.m.

AGENDA ITEM #: _____

DATE: _____

BOARD AGENDA ITEM REQUEST

REQUESTED BY:

AGENDA ITEM:

PRESENTED BY:

AGENDA DESCRIPTION:

Description of the agenda item; reason for the request, supporting documents

LEGAL OPINION: {If Needed}

FINANCIAL IMPLICATIONS: {If Any}

SUGGESTED ACTION OR RECOMMENDATIONS:

DRAFT MOTION:

The Oyster River Cooperative School Board does hereby (USE SAME WORDING AS IN THE AGENDA DESCRIPTION)

SUGGESTED CHANGES BY CHAIR, MICHAEL WILLIAMS

BEDB-R1

AGENDA ITEM #: _____

DATE: _____

BOARD AGENDA ITEM REQUEST



REQUESTED BY:

AGENDA ITEM:

PRESENTED BY:

TYPE Information Discussion Decision Request for Report

Detailed

AGENDA DESCRIPTION:

Description of the agenda item; reason for the request, (supporting documents
this is so important, I think
it deserves its own section)

Description of Attachments/Supporting Documents:

~~LEGAL OPINION: (If Needed)~~ is this needed?

FINANCIAL IMPLICATIONS: (If Any)

If related to an expense, identify what funds cost
and what funds are budgeted for this purpose.

SUGGESTED ACTION OR RECOMMENDATIONS:

DRAFT MOTION:

The Oyster River Cooperative School Board does hereby (USE SAME WORDING AS IN THE AGENDA
DESCRIPTION)