

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

April 8, 2021 3:30 PM

**SAU - Conference Room**

Agenda

I. Call to Order

- ECFA – Environmental Sustainability {Returned to Policy from Sustainability}
- BG – Board Policy Process
- BGA – Policy Development System
- BGB – Policy Adoption
- BGC – Policy Review and Evaluation
- BGF – Suspension of Policies
- BHC – Board – Employee Communications

**Next Regular Meeting: May 13, 2021**

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: ECFA |
| First Read School Board: May 15, 2013<br>Second Read/Adoption School Board: June 5, 2013<br><a href="#">Review Policy Committee: February 11, 2021</a><br><a href="#">School Board First Read: February 17, 2021</a><br><a href="#">School Board Second Read: March 17, 2021</a><br><a href="#">Return to Policy: March 11, 2021 &amp; April 8, 2021</a> | Page 1 of 1       |

## ENVIRONMENTAL SUSTAINABILITY POLICY

The Oyster River Cooperative School District (ORCSD) ~~strives~~ is committed to reducing our environmental footprint through the education and development of environmental stewardship through sustainable practices. These sustainable practices for environmental sustainability encompassing renewability, substitution, adaptability, interdependence and institutional commitment in the areas of food, energy, transportation, school curriculum, facilities, land use, and community outreach. The ORCSD School Board directs the School District to:

1. Use our shared natural resources efficiently and effectively;
2. Reuse, reduce, recycle, ~~or~~ repurpose, or refuse the use of energy and waste;
3. Promote practices that explicitly demonstrate the importance and connections between health and sustainability;
- ~~4. Facilitate and increase the awareness that sustainability is affected by social, economic, and cultural elements/factors (e.g. racial injustice, food insecurity, wealth distribution);~~
- ~~4. Facilitate the understanding that sustainability, equity, and justice issues are inextricably linked and combine environmental, social, economic, and cultural factors in complex and dynamic ways;~~
5. Increase awareness of environmental and social justice issues – for example, access to healthy food and affordable available clean energy, exposure to pollution and waste, housing, transportation, and global systems for resource extraction and industrial production.
- ~~5.6. Incorporate effects of environmental impact, societal costs; and~~
- ~~6.7. Work only (?) with stakeholders vendors, organizations, and individuals who model, promote, and improve the District’s sustainable practices; and~~
- 7.8. Educate the District on information and practices of sustainable living in order to more effectively present current curricula topics, scientific data, practices, technologies, advocacy, and career opportunities.

Cross Reference: ECFA-R – Environmental Sustainability Policy – Procedure  
 BDF – Advisory Committee to the Board

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BG                      |
| Draft to School Board: April 4, 2012<br>Replacing existing BG & BG-R – Board Policies<br>School Board Second Read/Adoption: April 18, 2012<br>Recently adopted – no changes: October 24, 2012<br><a href="#">Policy Committee Review: April 8, 2021</a> | Page 1 of 1<br>Category: Recommended |

## BOARD POLICY PROCESS

The Oyster River School Board will develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful interpretation and evaluation of its policies.

Policies are principles adopted by the Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to School District personnel.

It is the Board's intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

### Cross Reference:

- BGA – Policy Development System
- BGB – Policy Adoption
- BGC – Policy Review and Evaluation

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BGA |
| Draft to School Board: April 4, 2012 First Read<br>School Board Second Read/Adoption: April 18, 2012<br>Recently adopted – no changes: October 24, 2012<br><a href="#">Policy Committee Review: April 8, 2021</a> | Page 1 of 2      |

### **POLICY DEVELOPMENT SYSTEM**

The Oyster River Cooperative School Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

#### Policy Adoption, Dissemination and Review

- A. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of Board members in attendance, provided that notice of the proposed action was given. For purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption, unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open for and available for public inspection, upon request.
- H. Updated policies will be available on the District website and at least one master copy will be kept in each school and one master copy in the SAU central office.
- I. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The Board's policy manual will be updated due to actions taken as a result of this review and evaluation.
- J. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BGA |
| Draft to School Board: April 4, 2012 First Read<br>School Board Second Read/Adoption: April 18, 2012<br>Recently adopted – no changes: October 24, 2012<br><a href="#">Policy Committee Review: April 2, 2021</a> | Page 2 of 2      |

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board’s policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

Cross Reference:

- BG – Board Policy Process
- BGB - Policy Adoption
- BGC – Policy Review and Evaluation

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: BGB |
| Draft to School Board: April 4, 2012<br>School Board Second Read/Adoption: April 18, 2012<br>Recently adopted – no changes: October 24, 2012<br><a href="#">Policy Committee Review: April 8, 2021</a> | Page 1 of 1      |

## **POLICY ADOPTION**

For the Oyster River Cooperative School Board except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

### Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Cross Reference:

- BG – Board Policy Process
- BGA – Policy Development System
- BGC – Policy Review and Evaluation

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BGC |
| Draft to School Board: April 4, 2012 First Read<br>School Board Second Read/Adoption: April 18, 2012<br>Recently adopted – no changes: October 24, 2012<br><a href="#">Policy Committee Review: April 8, 2021</a> | Page 1 of 1      |

## POLICY REVIEW AND EVALUATION

The Oyster River School Board, in an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decisions, will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board’s attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to develop a policy review cycle for purposes of administrative updating and Board review.

### Cross Reference:

- BG – Board Policy Process
- BGA – Policy Development System
- BGB - Policy Adoption

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: BGF                     |
| School Board First Read: April 2, 2014<br>Back to Policy: May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014<br><a href="#">Policy Committee Review: April 8, 2021</a> | Page 1 of 1<br>Category: Recommended |

### SUSPENSION OF POLICIES

The policies of the Oyster River Cooperative School Board are subject to suspension only upon a 2/3 vote of the Board members present at a meeting. The reason for suspending such policy shall be clearly noted in the School Board Minutes.



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| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: BHC<br>Previously BID |
| Review Policy Committee: January 15, 2014<br>School Board First Read: April 2, 2014<br>Back to Policy: May 14, 2014<br>School Board Second Read/Adoption: June 4, 2014<br><a href="#">Policy Committee Review: April 8, 2021</a> | Page 1 of 1<br>Category: Optional  |

### **BOARD-EMPLOYEE COMMUNICATIONS**

The primary line of communication between the Oyster River School Board and school staff is through the Superintendent. Staff will address all concerns at the building/department level to their principal or director, then the assistant superintendent or business administrator and finally to the superintendent. The superintendent is responsible for keeping school staff informed about the Board's goals, initiatives and concerns. The superintendent is also responsible for keeping the Board informed about activities in the schools and input from school staff regarding issues of concern. School employees should have the same rights as other speakers to address the Board on issues before it.

This policy shall not be used to circumvent the formal grievance procedure agreed to in the master agreement between the Board and the Guild.

It is understood that Board members and staff share a keen interest in the schools and in education generally, and it is expected that they may discuss educational trends and issues of interest in the schools on an informal basis. However, all parties should keep in mind that individual Board members have no authority to act except when they are convened in a legal meeting of the Board. Staff are expected to use the communication channels provided through Board policies and other means to address specific complaints or issues of interest.

Cross Reference: BBAA – Board Member Authority  
BG – Board Policy Development  
BEDH – Public Participation at Board Meetings  
KI – Visitors to the Schools