

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

October 8, 2020 3:30 PM

SAU Conference Room

Agenda

I. Call to Order

- GCKA – Overnight Program Implementation
- GCN/AFC – Evaluation of Professional Staff – Teachers
- GCP – Separation
- GCP - Personal Staff Promotions/Reclassification
- GCQB – Publication of Creation of Educational Materials
- GCRD – Tutoring for Pay
- GDPC/GCPC – Retirement
- GDR & R – Work Rules for Staff

**Next Meeting:** November 12, 2020

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCKA
Date of Adoption: March 26, 1987 <a href="#">Policy Committee Review: October 8, 2020</a>	Page 1 of 1

*OVERNIGHT PROGRAM IMPLEMENTATION*

The Oyster River School Board recognizes and appreciates the unusual responsibilities and personal sacrifices of teachers engaged in overnight program implementation. Further, the Board recognizes the value to student welfare and learning that accrues from classroom teacher presence. Therefore, the Board authorizes a special stipend for teacher participation in school-sponsored overnight activities where teacher presence is essential to implementation of the academic program and where the specific activity is curricular.

Recommendation

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCN/AFC
Date of Adoption: September 21, 1988 <a href="#">Policy Committee Review: October 8, 2020</a>	Page 1 of 1

### *EVALUATION OF PROFESSIONAL STAFF - TEACHERS*

The Board intends to seek and maintain the best qualified staff to provide quality education for students. In keeping with this goal, there will be an ongoing appraisal of the performance of staff to provide:

1. A systematic process whereby all staff members may increase the effectiveness of their services, using the available professional resources.
2. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system.
3. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisory service to assist individuals in developing objectives to improve their competence. These may relate to the teaching-learning process and/or other professional responsibilities.
4. Effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of an increment, and/or other recommendations to the School Board.
5. Identification of incompetent staff.
6. Identification of superior staff who should receive public recognition.

Evaluation of all professional staff will be conducted by the Superintendent and/or such other persons as s/he may designate.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCP
Date of Adoption: October 12, 1988 <a href="#">Policy Committee Review: October 8, 2020</a>	Page 1 of 1

### *SEPARATION*

Teachers who for any reason intend to resign or who intend to retire are encouraged to indicate their plans to the Superintendent of Schools at as early a date in the school year as a teacher's plans may become firm and the decision to leave is made. Resignations become effective at the end of the school year in which they are submitted. Resignations to become effective must be considered on an individual basis. Resignations are to be submitted to the superintendent of schools.

Procedures for the dismissal of certified employees are governed by law and all actions of the board, as well as the rights and privileges of employees, are clearly identified in the statutes. Certified employees are dismissed only when all efforts to assist the teacher to achieve professional standards of teaching competence have been undertaken.

Certified personnel shall retire from active service at the end of the school year in which the employee reaches the age of 70. The board may employ such teachers as substitutes within the restrictions of the statutes.

Resigning and/or retiring employees will be appropriately thanked by resolution of the board.

Legal Reference: NH RSA 1969  
189:14 Liability of district  
189:14a Failure to be renominated or reelected  
189:14b Review by State Board

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCP
Date of Adoption: September 1971 Code and Title Change Adopted School Board: May 2, 2012 <a href="#">Policy Committee Review: October 8, 2020</a>	Previously: GCO Page 1 of 1 Category: Optional

### PROFESSIONAL STAFF PROMOTION/RECLASSIFICATION

All openings for promotion and/or new positions and positions paying salary for differentials shall be adequately publicized in every school and all qualified teachers shall be given adequate opportunity to make application for such positions.

[All staff members will be notified via email of vacancies within the District.](#)

[We make every effort to post professional positions for at least 10 calendar days.](#)

[The District will often allow for internal movement prior to posting a vacancy.](#)

[As with all employment vacancies, all qualified applicants, both internally and externally, will be considered for open positions.](#)

[Principals can opt out of posting a long-term substitute vacancy if they are able to arrange a suitable substitute without doing so.](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCQB
Date of Adoption: September 1971 <a href="#">Policy Committee Review: October 8, 2020</a>	Page 1 of 1

*PUBLICATION OF CREATION OF EDUCATIONAL MATERIALS*

Staff members are encouraged to contribute professional articles and news items. All articles should be cleared through the office of the superintendent of schools in the event that the school district or any of its separate departments are mentioned.

Recommend Deletion

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCRD
Date of Adoption: July 6, 1988 Code Revision: November 18, 2009 <a href="#">Policy Committee Review: October 8, 2020</a>	Previously CGQAB Page 1 of 1 Category: Optional

### TUTORING FOR PAY

It is the [Oyster River Cooperative School Board](#) policy that no teacher may receive [pay](#) for tutoring one of his/her own pupils. A teacher should also avoid tutoring any child from his/her building. Exceptions regarding tutoring should be discussed with the teacher's building principal.

The above does not apply to home bound instruction assigned by the school administration.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDPC/GCPC
Date of Adoption: October 12, 1988 <a href="#">Policy Committee Review October 8, 2020</a>	Page 1 of 1

### *RETIREMENT*

Compulsory retirement age: 70

Enrollment in state retirement system is compulsory for all teachers employed by the school district including those working for full year or less than full day basis. Part-time teachers who work sporadically or for less than a full year are not required to enroll.

Support Personnel: Secretaries, Custodians, Nonprofessionals

Membership in the retirement system is compulsory for all employees provided the board has approved the district's participation in the state retirement system for these employees.

A pamphlet published by the New Hampshire Retirement System entitled Handbook of Information gives more detailed information and is available at the office of the superintendent of schools.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDR
Date of Adoption: July 6, 1988 Policy Committee Review: October 8, 2020	Page 1 of 1

*WORK RULES FOR STAFF*

Oyster River Cooperative School District employees are required to fulfill the responsibilities set forth in their contract, in other policies established by the school board, and in regulations established by the employee's principal, provided such regulations have been approved by the superintendent. Such policies and regulations will be made available in writing to district employees. A copy of the school board policy handbook will be provided in each school principal's office and the SAU office. Regulations established by each principal will be distributed to the employees in their respective buildings.

Cross Reference: GDR-R -- Work Rules for Staff Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GDR-R
Date of Adoption: October 16, 1991 <a href="#">Policy Committee Review: October 8, 2020</a>	Page 1 of 1

*WORK RULES FOR STAFF*

*Violations – Disciplinary Procedures*

[Oyster River Cooperative School District](#) Principals and/or supervisors are responsible for counseling employees as problems occur involving adherence to the policies, procedures, and work rules of the district. Violations of policies, procedures or regulations will generally be addressed with the employee through progressive discipline as follows:

- A. VERBAL WARNING: Inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations.
- B. WRITTEN WARNING: A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and potential action for further violation of the policies, procedures, and regulations.
- C. SUSPENSION: Any subsequent or serious violation of the policies, procedures, or regulations may result in suspension.
- D. TERMINATION: Employees may be terminated from employment for a single serious violation of the policies, procedures, or regulations and/or for repeated violations.

In the case of written warning, suspension and termination, the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

Discipline may be initiated at any step of the process, depending on the seriousness of the offense. An employee need not have been suspended for any previous violations before being terminated.

[Cross Reference: GDR – Work Rules for Staff](#)