

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

Policy Committee Meeting

November 10, 2022 3:30 PM

SAU - Conference Room

Agenda

- I. Call to Order
- II. Review of suggested policies and procedures.
 - ICA – School Calendar
 - NHSBA Version IC – School Year and School Year Calendar
 - BBAA – School Board Member Authority
 - BBAB – Roles and Duties of the School Board Chairperson
 - B.1 – Acknowledge School Board Candidates for Office
 - B.1-R – Declaration of Candidacy

 - *BDB – Board Officers {For Deletion}*
 - *BDB-R – Duties of the Chairperson {For Deletion}*

Next Regular Meeting: December 8, 2022

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ICA
Date of Adoption: August 17, 1988 Date of Revision: 10/20/99, 8/17/10 SB First Read: October 6, 2010 SB Second Read & Adoption: October 20, 2010 Reviewed First Read: February 6, 2012 School Board Second Read/Adoption: March 13, 2013 Policy Committee Review: November 10, 2022	Page 1 of 1 Category: Recommended

SCHOOL CALENDAR

The Oyster River Cooperative school calendar adopted annually in the winter by the Board will provide for at least the minimum days/hours required by law.

The Superintendent shall submit to the Board a proposed calendar which has been reviewed by teacher guild representatives and other representatives at the discretion of the Superintendent or his designee. The Board shall adopt the school calendar for the ensuing school year. To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools and regional special education programs.

Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.19, School Calendar

SCHOOL YEAR AND SCHOOL YEAR CALENDAR

Category: Recommended

Related Policies: IMBA

A. School Year.

The student school year shall be a minimum of 180 instructional days or, alternatively, the equivalent number of hours as required in the rules of the N.H. Department of Education (see Ed 306.18).

The school year for teachers and other certified professionals shall be ___ days unless otherwise determined by the Board, applicable collective bargaining agreement, or individual contract.

The school year for support staff shall be ___ days unless otherwise determined by the Board, applicable collective bargaining agreement, or individual contract.

The school calendar will be established annually as described in paragraph D below.

B. School Closures.

Any days that the schools are closed for emergency reasons and are not designated by the Superintendent as distance education days (see paragraph C below) will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation. Under special circumstances the Board may request an exception to this requirement from the State Board of Education.

In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

C. Distance Education During Inclement Weather.

If inclement weather makes it unsafe to safely transport students to or from in-person instruction, the Superintendent/designee is authorized to designate that day as a remote instruction or "distance learning". Before remote instruction/distance learning is used as instructional day for the purpose of satisfying the minimum instructional day/hour requirements of the N.H. Department of Education, the Superintendent shall ensure that a plan exists with procedures to promote and allow for participation by all students in any affected school.

Prior to approving designating a day as a remote instruction/distance learning day, or any school/district-wide distance education that is dependent on technology, the Superintendent/designee will consider the impact that the inclement weather event might have on necessary technology.

Distance education will only count toward required instructional days/time when conducted in accordance with N.H. Dept. of Education Rule Ed 306.22.

SCHOOL YEAR AND SCHOOL YEAR CALENDAR**D. School Calendar.**

The school calendar will be developed by the Superintendent and submitted to the Board by [__/__/____]. The Board should approve the final calendar by [__/__/____]. Any exceptions or revisions to the calendar thereafter must be approved in advance by the Board.

The Superintendent shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools, regional special education programs, and other districts in the SAU.

The high school graduation date shall be set no more than 5 school days or 30 instructional hours before the end of the scheduled school year. The date may remain fixed notwithstanding the need for other grades to make up days lost to inclement weather or other emergencies. See Ed 306.18(a)(4).

Legal References:

RSA 189:1, Days of School

RSA 189:24, Standard School

N.H. Dept. of Education Rules, Ed 306.18, School Year

N.H. Dept. of Education Rules, Ed 306.19, School Calendar

N.H. Dept. of Education Rules, Ed 306.22, Distance Education

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, 4/11/18, 5/6/20 – No Change Policy Committee Review: April 2, 2021 School Board First Read/2 nd Read/Adoption: 4/7/21 & 4/21/21 School Board Annual Review: April 6, 2022 Policy Committee Review: 9/8/22, 10/13/22, & 11/10/22	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, ~~and~~ BBAB.

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. ~~The number of Board members delegated to a committee may never equal a quorum of the Board.~~ 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.

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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, 4/11/18, 5/6/20 – No Change Policy Committee Review: April 2, 2021 School Board First Read/2nd Read/Adoption: 4/7/21 & 4/21/21 School Board Annual Review: April 6, 2022 Policy Committee Review: 9/8/22, 10/13/22, & 11/10/22	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.

Cross References:

- Policy BBAB – Roles and Duties of the School Board Chairperson
- Policy BDF – Advisory Committees to the Board

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: BBAB
Draft to Policy Committee: March 8, 2017 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017 Board Reviewed: May 6, 2020 – No Change Policy Committee Review: 9/8/22, 10/13/22, & 11/10/22	Page 1 of 1 Category: Optional

ROLES AND DUTIES OF THE SCHOOL BOARD ~~CHAIRPERSON~~ OFFICERS

Duties of the Chairperson

The Oyster River Cooperative School Board Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent and Vice-Chair in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

The Vice-Chair will have the powers and duties of the Chairperson in ~~his/her~~ their absence or for the duration of the disability, and such powers and duties as the Board may from time to time determine.

~~If the chairperson resigns for the School Board or resigns from the office of the chair, the vice-chairperson will become chair of the Board. If the vice-chairperson resigns from the School Board or from the respective office, the Board will hold new elections for those offices.~~

~~The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.~~

Cross Reference: ~~BDB—Board Officers~~
~~BBAA – School Board Member Authority~~
~~BDF – Advisory Committees to the Board~~

Legal Reference: ~~RSA 91-A:2 Meetings Open to the Public~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: B.1
Policy Committee Discussion: September 8, 2022 & 10/13/22 School Board Discussion: September 21, 2022 Policy Committee Review: November 10, 2022	Page 1 of 1

ACKNOWLEDGE SCHOOL BOARD CANDIDATES FOR OFFICE

The Oyster River Cooperative School District is committed to sharing limited information of candidates running for School Board. The information is limited to demographic information found on the Declaration of Candidacy for Elective Office form B.1-R to avoid the appearance of favoritism of any candidate. Beyond the information provided community members are encouraged to seek out additional information that a candidate puts forth on their own.

Should a school affiliated group such as a school PTO wish to sponsor a Candidate Forum, space will be made available in accordance with Policy KF – Use of School Buildings and Facilities.

Cross Reference B.1-R ~ Declaration of Candidacy

Policy KF – Use of School Buildings and Facilities

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
DECLARATION OF CANDIDACY
FOR ELECTIVE OFFICE

RSA 669:19

I, _____, declare that I am domiciled in the Oyster River Cooperative School District, Town of _____, New Hampshire, and that I am qualified to vote therein; that I am a candidate for the office of _____, and hereby request that my name be printed on the official non-partisan ballot of the Oyster River Cooperative School District.

Signature: _____ Date: _____

Home Address: _____

Mailing Address: _____

Home Telephone: _____ Cellular Telephone: _____

Work Telephone: _____ Email address: _____

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB
Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Annual Review: April 19, 2017 – No Change Policy Committee Annual Review: April 11, 2018 – No Change School Board Review: May 6, 2020, May 5, 2021 – No Change School Board Annual Review: April 6, 2022 Policy Committee Review: September 8, 2022 & 10/13/22- for deletion.	Page 1 of 1 Category: Recommended

BOARD OFFICERS

~~Board officers will include a chairperson, vice-chairperson. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.~~

~~If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson resigns from the School Board or from the respective office, the Board will hold new elections for those offices.~~

~~The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.~~

Chairperson:

~~The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.~~

~~Additionally, roles and duties of the chairperson are found in Board Policy BBAB.~~

Vice-chairperson:

~~The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.~~

~~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.~~

~~Cross Reference: _____ BBAA – School Board Member Authority
 _____ BDF – Advisory Committees to the Board
 _____ BDB & R – District Clerk/District Treasurer Job Descriptions~~

~~Legal Reference: _____ RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public~~

ROLES AND DUTIES OF THE BOARD CHAIRPERSON

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice Chairperson

In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair.

~~Cross Reference:~~

~~————— BDB: Board Officers~~