

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
RIGHT-TO-KNOW LAW TRAINING
MARCH 24, 2011**

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OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
Date of Adoption: September 1970 Dates of Revision: March 26, 1997 May 5, 1999	Page 1 of 1

Bylaw of the School Board

INDIVIDUAL MEMBERS

The board, in discharging its legislative and administrative powers, shall always act as a committee of the whole. It is understood that the members of the board have authority only when acting as a board legally in session. The board shall not be bound in any way by any action or statement on the part of any individual board members except when such statement or action is in pursuance of specific instructions from the board. Only the board, as a committee of the whole, shall consider and act on items presented by the superintendent of schools, members of the board, or citizens of the school community.

All powers of the school board lie in its action as a group. Individual board members may not exercise their authority over district affairs. The board may, by majority vote, take action at a legal meeting of the board.

In other instances an individual board member, including the chairperson, has power only when the board by vote has delegated authority to him or her.

No legal action can be taken except at a duly posted meeting of the board and by a quorum acting as a unit.

The decisions of the board shall be binding until rescinded by the board at a duly posted regular or special meeting.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCA
Date of Adoption: September 1970 Date of Revision: March 19, 1997 Code Revision: November 18, 2009 – previously BBF	Page 1 of 1

CODE OF ETHICS

The board endorses the Code of Ethics of the National School Boards Association (10/9/75).

As a member of my local board of education I will strive to improve public education, and to that end I will:

attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

recognize that I should endeavor to make policy decisions only after full discussion at publicly held 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;

encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff, and all elements of the community;

work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent;

communicate to other board members and the superintendent expressions of public reaction to board policies and school programs;

inform myself 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 boards associations;

support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;

take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and

remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCA-R
Date of Adoption: May 5, 1999 Code Revision: November 18 2009 – previously BBF-R	Page 1 of 1

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- ◇ support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- ◇ avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;
- ◇ take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- ◇ remember always that my first and greatest concern must be the educational welfare of the students attending our public schools.

Board Member Signature

Date

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBF
Date of Adoption: September 1970 Date of Revision: March 19, 1997	Page 1 of 1

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OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBF-R
Date of Adoption: May 5, 1999	Page 1 of 1

CODE OF ETHICS

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Board Member Signature

Date

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBFA
Date of Adoption: September 1970 Dates of Revision: March 1997, March 2004	Page 1 of 1

CONFLICT OF INTEREST/NEPOTISM

A Board member shall not have any direct personal and pecuniary interest in a contract with the District, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the District, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

Nepotism

The Board will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, or the adoption of this policy, or a Board member's election. If a relationship exists, the Board member shall declare his/her interest and refrain from debating, discussing, or voting on a nomination or other issue that may involve a conflict of interest.

Oyster River Cooperative School District
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ELECTRONIC COMMUNICATION PROTOCOL
Adopted by the School Board on January 17, 2001

The following are guidelines for the Oyster River Cooperative School Board on using electronic communications, such as e-mail.

Background:

A meeting is defined by having a quorum and being duly noticed; that is, a meeting has been appropriately posted as a meeting. Only during such a meeting may there be discussion or action upon a matter or matters over which the board has supervision, jurisdiction or advisory power.

Based on the above, if two members discussed an issue (a quorum was not present), the conversation would not be considered a meeting and subject to the "Right-to-Know" laws (RSA 91A). Personal one-on-one communication, such as direct voice and telephone conversations, has generally been considered private and not subject to the "Right-to-Know" laws for this reason. However, it is inappropriate to hold a personal discussion with a few members (less than a quorum) and then hold an additional personal discussion with a different group (also less than a quorum) on the same subject if the total makes up a quorum. Although "leap frogging" from member to member has always been possible, it now has become much easier because of electronic communications.

One of the purposes of the open meeting is to have an open discussion of issues. If issues are discussed prior to the meeting, there is little need for discussion at the meeting. This is not consistent with RSA 91A. With electronic communications it is easy to discuss issues as a group. Electronic communications may also be used to facilitate and enhance the meeting process, such as by sending a document via e-mail and asking for comments on line.

The use of electronic communications to hold discussions could be inconsistent with RSA 91A. Information disseminated in any manner without discussion is not inconsistent with RSA 91A.

Guidelines:

The following are examples of appropriate uses of electronic communications in a public forum, such as a list server or news group:

- ◇ The dissemination of any information by a school board member to any number of school board members by one-way distribution (no discussion).
- ◇ The dissemination of information by a school board member to any number of school board members and the return of information that is not a matter or matters over which the board has supervision, control, jurisdiction or advisory power. An acceptable form of information to be returned would be availability of time for a meeting or the review of meeting minutes for omissions or corrections.
- ◇ The discussion between two school board members of a matter or matters over which the board has supervision, control, jurisdiction or advisory power.

- ◇ The dissemination of any information by the administration to any number of board members for the purpose of collecting board members' opinions individually without sharing the opinions in the form of discussion with school board members.

The following are examples of inappropriate uses of electronic communications:

- ◇ The discussion with more than one school board member of a matter or matters over which the board has supervision, control, jurisdiction or advisory power even though the number of school board members involved does not constitute a quorum. (This is because control may easily be lost if communication goes beyond two people).
- ◇ The forwarding of a school board member's comments to another school board member on a matter or matters over which the board has supervision, control, jurisdiction or advisory power.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHB
Date of Adoption: June 15, 1988 Dates of Revision: March 19, 1997 April 21, 1999	Page 1 of 2

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The school board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of our community's extensive school facility. It is right and proper for the public to expect its elected (appointed) board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

Under the guidance of experienced board members and the superintendent of schools, orientation will be provided to new board members through activities such as: workshops conducted by state and area school board associations; discussions and visits with the school board chairperson and other experienced members of the board, the superintendent of schools, and other members of the school staff; and provisions of printed and audio visual materials on school board and administrative policies and procedures.

Orientation shall be considered as an ongoing process for all school board members and may include such activities as those indicated above and the addition of items such as: attendance at school board and administrative conferences and conventions on a local, area, state, and national basis; and exchange of ideas through joint meetings with neighboring school boards.

The school board places high priority on the importance of a planned and continuing programs of inservice education for its members. The central purpose of inservice is to enhance the quality and effectiveness of public school governance in our community. The board will attempt to plan specific inservice 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.

Funds shall be budgeted annually to support the inservice program. Individual board members shall be reimbursed for out of pocket costs incurred through participation in approved activities. The board as a whole shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed about the board's continuing inservice education and about the anticipated short and long range benefits to our schools.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHB
Date of Adoption: June 15, 1988 Dates of Revision: March 19, 1997 April 21, 1999	Page 2 of 2

BOARD MEMBER DEVELOPMENT OPPORTUNITIES (continued)

A new member, or any person designated for appointment as a new member of the board, is to be afforded the board and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the board's functions, policies, procedures, and problems.

A special workshop will be convened for the primary purpose of orienting the new member to his/her responsibilities, to the board's method of operating, and to school district policies and procedures.

To this end, each new member will be provided with certain printed materials:

- A copy of *Becoming a Better Board Member*.
- The School Board Policy Handbook.
- The current school budget.
- Negotiated agreements.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHB-R
Date of Adoption: October 18, 1989 Dates of Revision: March 1997 April 21, 1999	Page 1 of 1

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

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

- A calendar of school board conferences, workshops, and conventions shall be maintained by the board secretary. The board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district. The board will attempt to identify those new ideas or procedures and/or cost benefits that can be ascribed to participation at such meetings.
- Funds for participation at such meetings will be budgeted for 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.
- Reimbursement to board members for their travel expenses will be in accord with the travel expense policy for staff members.
- When a conference, workshop, or convention is not attended by the full board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting. This shared information can be in the form of a written or oral report.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHE
Date of Adoption: June 15, 1988 Date of Revision: March 1997	Page 1 of 1

BOARD MEMBER INSURANCE

Because they are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of the board membership when the board is officially in session, the members of the board and its employees and agents act as agents of the district. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district and the state and federal governments.

Therefore, in order to protect the individual members of the board, its employees and other agents, and the educational interest of the community, the board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify board members and agents of the district for their official actions in the service of the school district.

RSA 31:104-107

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCA
Date of Adoption: September 1970 Dates of Revision: February 26, 1997 February 17, 1999 May 5, 1999	Page 1 of 1

Bylaw of the Board

ORGANIZATIONAL MEETINGS

The annual meeting of the district for the choice-of-district officers, raising and appropriating money for the support of its schools for the fiscal year beginning July first next, and for the transaction of other district business shall be in accordance with the provision of RSA 40:13.

The school board shall organize annually no later than its first meeting following the annual school district meeting for the purpose of electing officers as required by law. Every member will be notified of the organizational meeting. The meeting shall be called to order by the superintendent, who shall preside during and until the election of a chairperson.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCB
Date of Adoption: June 20, 1990 Dates of Revision: March 26, 1997 May 5, 1999	Page 1 of 1

Bylaw of the Board

SCHOOL BOARD OFFICERS

CHAIRPERSON

The chairperson shall preside at all meetings of the board. The chair shall nominate and the board shall elect all committee appointments. The chairperson shall call special meetings and shall perform all other duties as prescribed by law.

VICE-CHAIRPERSON

The vice-chairperson shall preside at meetings in the absence of the chairperson. The vice-chairperson will perform other duties as delegated by the chairperson or the board.

SECRETARY

The secretary shall be responsible for maintaining an accurate record of all board business as reflected in the minutes of school board meetings. The secretary shall be empowered to sign all papers that require signature of the board and shall act as the board's representative in financial and legal matters. A recording secretary may be employed to record and transcribe minutes of school board meetings.

TREASURER

A treasurer of the board shall be elected annually at the organizational meeting, and his/her duties shall be as stated in law. The treasurer shall take office after his/her appointment, and before entering upon the duties of his/her office shall be bonded by the district in accordance with law.

SCHOOL CLERK

The cooperative school board shall appoint annually and fix the salary of the district clerk who shall not be a member of the school board. The district clerk shall serve also as the clerk of the cooperative school board.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCE
Date of Adoption: September 1970 Date of Revision: March 26, 1997	Page 1 of 2

Bylaw of the Board

COMMITTEES

Standing Committees

The board may appoint such standing committees from its own membership desirable to facilitate the work of the board. Such committees will be comprised of up to three board members and have study and review functions as assigned by the board. The committee will report its findings and recommendations to the full board which will take action as a whole.

When special meetings of the full board conflict with a standing committee meeting, the committee will reschedule either to precede the board meeting or to another time and place. Day time committee meetings will generally be held at the school district office, space permitting, or other school facility.

Citizens' Advisory Committees

The board may from time to time appoint citizens' advisory committees to investigate and make recommendations on particular problems designated by the board. Board members shall be considered ex-officio members of such committees. One board member, and if necessary an alternate, will normally be designated as board representative to each such citizens' advisory committee established by the board. The board shall seek the advice of the superintendent before establishing or dissolving any advisory committee. The board shall have solve power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

Specific topics for study or well-defined areas of activity shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, each committee shall be dissolved promptly. Each committee shall be instructed as to the length of time each member is being asked to serve, the services the board wishes it to render, the resources the board intends to provide, the approximate dates on which the board expects reports, and the approximate date on which the board wishes to dissolve the committee. Furthermore, the committee shall be instructed as to the board member assigned to provide liaison.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCE
Date of Adoption: September 1970 Date of Revision: March 26, 1997	Page 2 of 2

Bylaw of the Board

COMMITTEES

The board shall adopt whatever committee structure and organization it deems appropriate to the assignment at hand. Committees shall have a generally representative membership. If staff members are appointed to any citizens' advisory committee, they shall constitute a minority of any such committee. The superintendent may maintain a list of lay citizens and staff members who express willingness to serve and who have been or appropriately might be recommended for such service. The board may appoint members from this list or any other individuals it deems appropriate.

When a committee is ready to submit its final report in each assigned topic, the board shall arrange a joint meeting for the purpose of receiving the report. A summary of agreements, requests, and major view points expressed in each joint meeting shall be prepared by the secretary of the board and copies sent promptly to board and committee members.

Ordinarily correspondence between the board and its committee shall be conducted by the secretary of the board with the advice of the chairperson. The secretary shall transmit the contents of any communication from a committee to the board at its next meeting.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BE
Date of Adoption: October 17, 2007	Page 1 of 2

SCHOOL BOARD MEETINGS

All Board meetings will be announced publicly in accordance with this policy and applicable law. Except in the event of rare emergencies, such announcement will be made in ample time to allow public and media attendance and shall be disseminated in a manner reasonably calculated to notify the general public.

Regular Meetings

The Board will hold its regular business meetings on the first and third Wednesdays of each month, with the second and fourth Wednesdays reserved for special meetings. The Board has the discretion to change the meeting schedule with appropriate notice to the public.

Special Meetings

A special meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Board Chair or at the request of the Superintendent. A special meeting shall be called at the written request of four members of the Board.

The Superintendent shall provide notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

No business other than that stated in the notice of the meeting shall be transacted.

Emergency Meetings

An emergency meeting of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.

An emergency meeting may be called by the Board Chair or at the request of the Superintendent.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BE
Date of Adoption: October 17, 2007	Page 2 of 2

Whenever practicable, 24-hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the purpose of the meeting.

No business may be transacted except that for which the emergency meeting is called.

Non-Public Sessions

Non-public sessions of the Board shall be called and conducted in accordance with state law. The motion calling for a non-public session will indicate the matter(s) to be discussed and the statutory exception allowing the non-public session. Only the matter(s) stated in the motion shall be considered.

Workshops and Informational Meetings

The Board, at its discretion or if required by law, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups. No formal action shall be taken by the Board at a workshop or informational meeting.

Legal References:RSA 91-A:1 et seq.

Cross References: BEDB – Agenda Preparation and Dissemination
 BEDG - Minutes
 BEDH – Public Participation at Board Meetings

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BD
Date of Adoption: September 1970 Dates of Revision: March 26, 1997; May 5, 1999; July 7, 2004	Page 1 of 2

Bylaw of the Board

SCHOOL BOARD MEETINGS

The meetings of the school board are basic to the operation of the board. All official action of the board shall be taken only when the board is in formal session.

Since members of the board are unable to function officially as individuals, the board meetings present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the board works towards consensus decisions on specific instances. In addition, the meeting provides an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered.

Types of Meetings

Regular Meetings: Regularly scheduled meetings may be of two kinds: business or educational. The latter type may be held for the purpose of reviewing and evaluating the school program or for the development and discussion of policy.

Regular meetings of the school board will be held on the first and third Wednesdays of each month, with the second and fourth Wednesdays reserved for special meetings. Meetings will begin at 7:00 p.m. and adjourn at approximately 10:00 p.m. The intent is to provide easy access to all three communities either through electronic means or through a rotation of meeting locations.

Special Meetings: Such a meeting may be called by the chairperson of the board, or by four members collectively in the event that the chair fails to act, upon due notice as specified by the bylaws. Notice of special meetings must be given to each member of the board at least three days before the meeting. In case of emergency, the chairperson shall have the power to call a special meeting on less than three days notice, but all members of the board must be notified. Notices of special meetings must distinctly state the business to be transacted, and ordinarily no business shall be transacted except that for which the meeting is called, unless all members of the board are present and agree to the consideration of the additional item(s).

Adjourned Meetings: Such meetings serve as a continuation of a regular meeting and not as a special meeting or called meeting, and all business which would have been proper on the original meeting date may be transacted.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BD
Date of Adoption: September 1970 Dates of Revision: March 26, 1997; May 5, 1999; July 7, 2004	Page 2 of 2

Bylaw of the Board

SCHOOL BOARD MEETINGS

Nonpublic Meetings: The school board reserves the right to sit in nonpublic session closed to the public and media when a majority of the members present so vote by required roll call vote. As required by law, the motion calling for a nonpublic session will indicate the matters to be discussed. The board may entertain a motion to hold a nonpublic session only for those deliberations or for those purposes recognized by law under RSA 91-A:3 I and II.

Minutes of the proceedings in nonpublic session shall be kept, at least to the extent of recording any decisions made therein. Decisions must be publicly disclosed within 72 hours of the meeting, unless two-thirds of the members present believe the divulgence of the information would adversely affect the reputation of any person other than a member of the body itself or render the proposed action ineffective. Board members and any persons attending a nonpublic session are duty-bound not to disclose any details of the discussion held.

The superintendent or his/her designated representative may attend all nonpublic sessions except those which pertain to the superintendent's employment.

NOTE: Due to yearly changes in the Right-To-Know law, frequent review of current language is advised.

Public Hearings: Public hearings will be held as legally required per statute to provide opportunity for public comment and input to the board on matters to be acted upon by the board or voters.

Board Workshops: Board workshops may be held periodically to provide an opportunity for board members to meet and interact in informal session re board operations and/or subject matter that lends itself to action at a regular or special board meeting. Action is not usually taken by the board at workshop sessions. Visitor comments may be invited by the board.

Public Forums: Public forums may be held periodically to serve as a mechanism for hearing community input and for interaction between the school board and the public. The meetings will be conducted by the board chairperson who will facilitate response to the public comments and other interaction between members of the board and the public, as appropriate.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDA
Date of Adoption: April 1972 Date of Revision: April 3, 2002	Page 1 of 1

SCHOOL BOARD MEETINGS

The board, as a representative body of the district, wishes to provide channels for any citizen to express his/her interest in and concern for the schools. Therefore, the public is encouraged to attend board meetings. However, meetings of the board are conducted for the purpose of carrying on the business of the schools and are not public meetings, but meetings held in public.

Meetings are all open to the public except that nonpublic sessions may be held, the purpose of which is to discuss personnel problems or other matters which, by their very nature, should be confidential.

In order that the board may fairly and adequately discharge its overall responsibility, citizens who wish to make requests, representations, or proposals to the board are requested to direct these to the superintendent of schools, who will deal with them according to rules adopted by the board. The intent of the rules is:

1. To allow a fair and adequate hearing to everyone who wishes it.
2. To allow the superintendent of schools to take direct action, or to recommend action to the board, when policies have already been established by the board.
3. To minimize the possibility of the board's making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed, or an exception to policy is specifically requested.
4. To ensure that the time so devoted does not interfere with the fulfillment of the board's other commitments.

Should persons wish to speak at the board meeting without prior arrangement, the board has set aside a "comments by visitors" section on its agenda near the beginning and at the end of the meeting. This is intended to further encourage and facilitate communication by members of the district. Each "comments by visitors" section is limited to fifteen minutes. The board will also accept written comments to be circulated among its membership during the meeting.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDA-R
Date: April 1972 Date of Revision: April 3, 2002	Page 1 of 1

SCHOOL BOARD MEETINGS

In accord with its policy confirming the right and desirability of the public's expressing its point of view to the board, delegations or individuals are welcome at regular meetings, subject to the following regulations designed to expedite deliberations and to provide for full consideration of problems and questions:

- 1) Matters concerning an individual teacher shall be discussed first with the teacher.
- 2) Matters concerning an individual school shall be discussed first with the principal of that school.
- 3) If the problem cannot be resolved with the principal, it shall then be brought to the superintendent of schools.
- 4) If the problem cannot be resolved with the superintendent of schools, it shall then be brought to the board in the following manner:
 - An appointment to meet with the board must be established at least one week in advance of the meeting.
 - Questions and problems must be submitted in writing at the time of the request for an appointment.
 - Delegates shall indicate whom they represent and may be asked to comment on their questions or problems.
 - Appropriate school personnel may be requested to be present and may be asked to comment on the problem.
 - The board will take questions and problems under advisement and issue responses after due deliberations, usually at the next meeting. If additional information affects the decision, the entire group will be called together.
 - If questions or problems relate to personalities, the board may go into nonpublic session to hear such presentations.

In cases of emergency, of which the superintendent and/or the board shall be the judge, stipulations concerning prior conferences and appointments may be dispensed with by majority vote of the board members present.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: BEDB
Date of Adoption: October 17, 2007 REVISED: September 17, 2008 REVISED: September 22, 2010	Page 1 of 2

AGENDA PREPARATION AND FORMAT

Agenda Preparation and Dissemination

The Superintendent, in consultation with the Board 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, during the meeting, 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 agenda will be distributed to Board members, the media, and designated school-affiliated organizations no later than two days 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 Chair may recommend additions and/or adjustments to the agenda of a regular meeting.

Any Board member who wishes to add 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 to the agenda must be approved by a majority vote of the Board members present and voting.

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

Oyster River Cooperative School District
REGULAR MEETING

Date, 2010 Oyster River High School, Room C-124 6:30 p.m.

I CALL TO ORDER

II CLOSED SESSION (RSA 91-A:3)

III PRELIMINARY ACTION ITEMS

- A. Announcements
 - 1. District
 - 2. Board
- B. Correspondence
- C. Commendations
- D. Approval of minutes:
- E. Approval of manifests

IV. REPORTS

- A. Curriculum & Instruction Report(s)
- B. Superintendent's Report
- C. Other

V. SCHOOL BOARD COMMITTEES

VI. PUBLIC COMMENTS
BOARD COMMENTS

VII. DISCUSSION ITEMS

VIII. ACTION ITEMS

VIII. PUBLIC COMMENTS

IX. CLOSING ACTIONS

- A. Agenda Planning- Setting/Review of Future Agenda Item List
- B. Future meeting dates:

X. ADJOURNMENT

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

Respectfully submitted,



Howard Colter, Superintendent

If you require special communication aids, please notify us 48 hours in advance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDB
Date of Adoption: September 1970 Dates of Revision: March 26, 1997 May 5, 1999 November 7, 2001	Page 1 of 2

Bylaw of the Board

REGULAR BUSINESS MEETING

The board's business will be transacted in the order outlined below:

- I Call to Order
- II Comments by Visitors
Comments by Board
- III Preliminary Actions
 - a) Announcements
 - b) Correspondence
 - c) Commendations
 - d) Approval of minutes
 - e) Approval of manifests
- IV Board Activity
- V Academic Development
- VI Operations Management
- VII Superintendent's Reports and Recommendations
- VIII Agenda Planning
- IX Closing Actions
 - a) Future meeting dates
 - b) Special activities/meetings
- X Comments by Visitors
- XI Nonpublic Session (pending roll call vote of the board)
- XII Adjournment

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDDB
Date of Adoption: September 1970 Dates of Revision: March 26, 1997 May 5, 1999 November 7, 2001	Page 2 of 2

Bylaw of the Board

REGULAR BUSINESS MEETING

The superintendent shall prepare all agendas for meetings of the board. In doing so, the superintendent shall consult with the board chairperson and appropriate members of the executive staff.

Items to be placed on the agenda should be in the hands of the superintendent on or before the seventh day preceding the meeting. Every board member has the right to place items on the agenda by requesting same through the chairperson. Items not included on the agenda may be brought before the meeting provided it is agreed to by the board. However, the board may choose not to deal with every agenda item.

Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the superintendent and chairperson. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the board.

The board shall follow the order of business set up by the agenda unless the order is altered by a majority vote or by consensus of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the board agrees to consider them. The board, however, may not revise board policies, or adopt new ones, unless such action has been scheduled.

The school board chair may change the order of the agenda as appropriate to better accommodate presenters and visitors.

Any decision made by the board cannot be opened for discussion for at least ten calendar days. The only exception to this would be building disaster such as fire, etc. and the unexpected loss of personnel or other matters deemed necessary by the chairperson of the board.

The agenda together with supporting materials shall be distributed to board members at least two days prior to the board meeting to permit them to give items of business careful consideration. The agenda shall also be made available to press and others upon request.

The agenda will be posted in the building where the meeting is held and in the foyer of the superintendent's office, in accord with RSA 91-A:2 re posting at two places within the district.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDD
Date of Adoption: September 1970 Dates of Revision: March 26, 1997 May 5, 1999 Code Revision: November 18, 2009 – previously - BDDD	Page 1 of 1

PARLIAMENTARY PROCEDURE AND QUORUM

Robert's Rules of Order shall guide the proceedings of all meetings of the board.

A majority of the members of the board (four) shall constitute a quorum. The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for actions required otherwise by law or these bylaws.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDD
Date of Adoption: September 1970 Dates of Revision: March 26, 1997 May 5, 1999	Page 1 of 1

Bylaw of the Board

PARLIAMENTARY PROCEDURE AND QUORUM

Robert's Rules of Order shall guide the proceedings of all meetings of the board.

A majority of the members of the board (four) shall constitute a quorum. The affirmative vote of a majority of those members present at any meeting having a quorum shall be considered sufficient for action except for actions required otherwise by law or these bylaws.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDH
Date of Adoption: June 15, 1988 Date of Revision: April 3, 2002	Page 1 of 1

PUBLIC PARTICIPATION AT BOARD MEETINGS

The board desires citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the board may have opportunity to hear the wishes and ideas of the public. All official meetings of the board shall be open to the press and public. However, the board reserves the right to meet and to adjourn or recess a meeting at any time to discuss such matters as are properly considered in nonpublic session in accordance with RSA 91-A:3.

In order to assure that persons who wish to appear before the board may be heard and at the same conduct is meeting properly and efficiently, the board adopts as policy the following procedures and rules pertaining to public participation at board meetings.

1. The first fifteen minutes will be set aside for citizens to address the board.
2. Anyone wishing to speak before the board, either as an individual or as a member of a group, should inform the superintendent of the desire to do so and of the topic to be discussed as early as possible, but at least seven days before the meeting.
3. Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
4. The presentation should be as brief as possible. Written remarks are encouraged.
5. Speakers may offer such objective criticisms of school operations and programs as concerns them. But in public session, the board will not hear personal complaints of school personnel nor against any person connected with the school system. Other channels provide for board consideration and disposition of legitimate complaints involving individuals.

The board vests in its chairperson or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above as to content or time limitation.

Persons appearing before the board are reminded, as a point of information, that members of the board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual board members but answers must be deferred pending consideration by the full board.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDH-R
Date of Adoption: June 15, 1988 Date of Revision: March 19, 1997	Page 1 of 2

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

In order to assure that persons who wish to appear before the school board may be heard and at the same time to assure that its meeting is conducted properly and efficiently, the board adopts as regulations the following procedures and rules pertaining to public participation at board meetings.

A total of fifteen minutes will be set aside for citizens to address the board. This time limit will be split between comments by visitors sections at the beginning and at the end of the meeting. The time limit may be extended by majority vote of those present at any meeting.

Anyone wishing to speak before the board, either as an individual or as a member of a group, should inform the superintendent of the desire to do so and of the topic to be discussed as early as possible, but at least seven days before the meeting.

Any individual desiring to speak shall give his or her name, town of residence, and the group if any, that is represented.

The presentation should be as brief as possible. Written remarks are encouraged.

Consideration and disposal of legitimate complaints will proceed as follows. Complaints against personnel or persons connected with the schools are not be heard in public session.

- Matters concerning an individual teacher shall be discussed first with the teacher. If not resolved at this level, the matter shall be brought to the attention of the principal. If the problem cannot be resolved with the principal, it shall then be brought to the attention of the superintendent of schools.
- Matters concerning an individual school shall be discussed first with the principal. If the problem cannot be resolved with the principal, it shall then be brought to the attention of the superintendent of schools.
- Matters concerning environmental services, school lunch, or transportation shall be discussed first with the department head. If the problem cannot be resolved at that level, the matter shall be brought to the attention of the business administrator. If the situation cannot be resolved at this level, it shall then be brought to the attention of the superintendent of schools.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDH-R
Date of Adoption: June 15, 1988 Date of Revision: March 19, 1997	Page 2 of 2

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

- If any of the above cannot be resolved with the superintendent, it shall then be brought to the board in the following manner:

An appointment to meet with the board must be established by the superintendent and chairperson at least one week in advance of the meeting. Questions and problems must be submitted in writing at the time of the request for an appointment.

Delegates shall indicate whom they represent and may be asked to comment on their questions or problems.

Appropriate school personnel may be requested to be present and may be asked to comment on the problem.

The board will take questions and problems under advisement and issue responses after due deliberation, usually by the next meeting. If additional information affects the decision, the entire board will be called together for review of same.

If questions or problems relate to individuals, the board will enter nonpublic session to hear such presentations.

In cases of emergency, of which the superintendent and/or the board chairperson shall be the judge, stipulations concerning prior conferences and appointments may be dispensed with by majority vote of board members present.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDDG
Date of Adoption: September 1970 Date of Revision: March 1997	Page 1 of 1

Bylaw of the Board

MINUTES

The minutes of the meeting of the board shall include:

- The classification (regular, adjourned, or special), date, and place of meeting.
- The call to order starting time, person presiding, and his/her office.
- The record of the roll call of board members.
- A notation of the presence or absence of the superintendent; a notation of the staff members and visitors present.
- A record of any corrections to the minutes of the previous meetings and the action approving them.
- A record of all communications presented to the board with acknowledgment of receipt of communication.
- A record of the hearing of all petitions of citizens.
- A record of any reports of board members or staff members.
- A record of each motion placed before the board, including the member making the motion and the member seconding, if any. On motions receiving other than a unanimous vote of those present for passage, ayes and noes shall be recorded by name.
- Special marking to indicate policy matters and bylaws.

The minutes shall be permanently filed and indexed for reference purposes. Reports requiring board action, resolutions, agreements, and other written documents may be made a part of the minutes by reference and, if so, shall be placed in the system as a permanent record.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BEDG
Date of Adoption: October 17, 2007	Page 1 of 1

BOARD MEETING MINUTES

The Secretary will keep a record of actions at School Board meetings. The minutes of the Board will be kept in an official minutes book and will include names of Board members in attendance, persons appearing before the Board, a brief description of issues discussed, votes taken and final decisions made. Documents not part of a formal motion may be omitted if they are identified in some manner.

Copies of draft Board meeting minutes will be sent to Board members in advance of the meeting at which they are to be approved. Corrections to the minutes may be made at the meeting at which they are to be approved.

All minutes will be kept and made available for public inspection in accordance with state law. Minutes will also be posted on the district website. Minutes of public meetings shall be made available for public inspection not more than five business days after the meeting. Minutes of non-public sessions and decisions reached shall be made available for public inspection within 72 hours of the meeting, unless by recorded vote of two-thirds of the Board members present and in accordance with state law, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board; or render the proposed action ineffective; or pertain to matters relating to preparation for and carrying out emergency functions.

Legal Reference: RSA 91-A:2; A:3; and A:4

Cross Reference: BE – School Board Meetings
 BEDB – Agenda Preparation and Format

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KB
Date of Adoption: June 30, 1993	Page 1 of 2

SCHOOL BOARD RECORDS

The approved budget, statistical compilations, reports, notices, bulletins, memoranda, minutes of meetings, and official communications between governmental branches are public records and access thereto during normal hours of business may be granted to any citizen. When access to school records is granted, examination thereof will be made in the presence of the record custodian regularly responsible for maintenance of files.

Not included in the category of records to which the privilege of access is given are the following:

- Employees' personal records
- Personal school records of pupils
- Records pertaining to internal personnel practices, confidential, commercial or financial information, personnel, medical, welfare, and other files whose disclosure would constitute invasion of privacy.

91-A-4 Minutes and Records Available for Public Inspection

Every citizen during the regular or business hours of all such bodies or agencies, and on the regular business premises of such bodies or agencies, has the right to inspect all public records, including minutes of meetings of the bodies or agencies and to make memoranda abstracts, photographic or photostat copies of the records or minutes so inspected, except as otherwise prohibited by statute or RSA 91-A-5.

91-A-5 Exemptions

The records of the following bodies are exempted from the provisions of this chapter:

- Grand and petit juries
- Parole and pardon boards
- Personal school records of pupils
- Records pertaining to internal personnel practices, confidential, commercial, or financial information, test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations; and personnel, medical, welfare, library user, videotape sale or rental, and other files whose disclosure would constitute invasion of privacy without otherwise compromising the confidentiality of the files, nothing in this paragraph shall prohibit a body or agency from releasing information relative to health or safety from investigative files on a limited basis to persons whose health or safety may be affected.

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SCHOOL BOARD RECORDS (continued)

91-A-6 Exclusion

This chapter shall not apply to chapter 282 of the Revised Statutes Annotated, relative to employment.

91-A-7 Violation

Any person aggrieved by a violation of this chapter may petition the superior court for injunctive relief. The courts shall give proceedings under this chapter priority on the court calendar.

Legal reference: NH RSA (1990)
 251 - An Act Permitting Freedom of Access to Public Records and
 Proceedings
 91-A - Access to Public Records