

**Oyster River Cooperative School District  
REGULAR MEETING**

**March 4, 2015**

**ORHS – C124**

**6:30 PM**

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
  - Motion to approve: 2/11/15 regular and non-public minutes and 2/18/15 manifest minutes.
- IV. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- V. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent's Report**
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other:**
- VI. DISCUSSION ITEMS**
  - Audit {full report can be found on District website under Departments/Business Operations/Audit Reports}
  - School Board Evaluation
  - Full Day Kindergarten
- VII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to approve ORHS overnight field trip 4/11/15 – 4/12/15 – UN Conference-Plymouth State
    - Motion to approve two ORMS Overnight Field Trips-4/24/15-4/27/15 – Grade 8 Washington DC & 5/14/15 – 5/18/15 – Grade 7/8 Jazz Band – Walt Disney World
    - Motion to approve ORHS Sustainability Club Advisor
    - Motion to approve list of policies
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
  - Clarification of the Communication Committee Report given at the February 11, 2015 School Board meeting.
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
  - A. Future meeting dates:** 3/18/15, 4/1/15 regular meetings  
3/10/15 – Annual Meeting Session II – Voting Day
- XI. NON-PUBLIC SESSION: RSA 91-A:3 II (a)**
  - Superintendent Contract

**NON-MEETING SESSION: RSA 91-A:2 I {If Needed}**
- XII. ADJOURNMENT**

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

**Respectfully submitted,  
Superintendent**

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

**Oyster River Cooperative School District  
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes unless extended by the Chair. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

**Oyster River Cooperative School District Members:**

- |                  |                            |
|------------------|----------------------------|
| • Maria S. Barth | Term on Board: 2012 –2015  |
| • Thomas Newkirk | Term on Board: 2013 - 2016 |
| • Kenneth Rotner | Term on Board: 2013 - 2016 |
| • Sarah Farwell  | Term on Board: 2014 - 2017 |
| • Denise Day     | Term on Board: 2014 - 2017 |
| • Allan Howland  | Term on Board: 2012 - 2015 |
| • Edwin Charle   | Term on Board: 2012– 2015  |

**Information Regarding Nonpublic Session**

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

**Oyster River Cooperative School District**  
**Regular Meeting**

**February 11, 2015**

**Oyster River High School**

**7:00 pm**

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Maria Barth, Sarah Farwell and Student Representative Maegan Doody  
Not Present: Ed Charle

ADMINISTRATORS: Superintendent James Morse, Sue Caswell, Todd Allen, Jay Richard, Dennis Harrington, Carrie Vaich, Carolyn Eastman and Catherine Plourde

**I CALL TO ORDER:** By Tom Newkirk at 7:00 p.m.

**II PUBLIC COMMENTS:** Robert Barth of Lee cannot support an artificial turf on the proposed athletic fields. He cited many resources that support his concerns. He respectfully asked the School Board to consider other options, to fully involve the Sustainability Committee,

Kim Clarke of Durham spoke about the Warrant Article for the Track and Field. She is concerned about the safety of the students and is in support of this initiative.

**III APPROVAL OF MINUTES**

**Motion to approve 1/21/15 Regular and nonpublic minutes:**

Revisions:

Remove Sue Caswell's name on page 1.

Warrant Article III Page 7 1<sup>st</sup> paragraph remove the "the school board recommends these motions".

**Kenny Rotner moved to approve the January 21<sup>st</sup> minutes with the above revisions, 2<sup>nd</sup> by Denise Day. Motion approved 6-0 with the Student Representative voting in the affirmative.**

**Nonpublic minutes: Denise Day moved to approve the nonpublic minutes of January 21<sup>st</sup>, 2<sup>nd</sup> by Kenny Rotner. Motion approved 6-0.**

**Approval of Manifests:**

Payroll Manifest #17: \$1,257,961.47 Vendor Manifest #16: \$625,642.12

#### **IV ANNOUNCEMENTS and COMMENDATIONS**

**A District:** Todd Allen of the High School distributed a copy of the Mouth of the River to each School Board member. This is an exceptional edition. He encouraged everyone to read it. He also thanked the custodial staff for all their hard work with the recent snow storms.

Dennis Harrington of Moharimet also commended the custodial staff for all their efforts. It is really appreciated. He also recognized the PTO for the Winter Carnival. It was a great time.

Carrie Vaich of Mast Way reported that they took part in the nationwide kindness challenge and the kids did a great job. Thursday evening will be the PTO meeting and she welcomed everyone to join them. Read Across America will be next week.

**Board:** Kenny Rotner recognized Wendy DiFruscio for all her hard work that she does. He would like a future discussion on the budget preparation. He also asked why so many parents are picking up their kids after school instead of taking the bus?

Maria Barth commended everyone involved in the mental health curriculum in the District.

#### **V DISTRICT REPORTS**

**Superintendent's Report:** Superintendent Morse reported that there is a snow removal plan for the roofs of the schools.

**Budget Update:** Sue Caswell reviewed the current budget to date. Superintendent Morse added that they are running a tight budget at this point.

**Student Senate Report:** Maegan Doody reported that they are looking ahead to next year's spirit week and what they can improve on to make it a more effective event.

## **VI DISCUSSION ITEMS**

### **Elementary Strategic Plan:**

Superintendent Morse reported that the conversations with both staffs were outstanding and the elementary strategic planning committee will be reviewing it and reporting to the Board in March.

**RFP Athletic Field Proposal:** Superintendent Morse talked about the RFP Athletic Field Proposal. They wanted it in order and ready to go in preparation of an affirmative vote by the District. Maria Barth is very concerned about the tire crumb rubber that is proposed in the field proposal. There was a board discussion about the warrant article that is on the table with a certain amount of dollars. The Board discussed looking at alternatives that are available for the same proposed funding.

## **VII BOARD AND SUPERINTENDENT ACTIONS:**

**Motion to approve ORHS Overnight Field Trip – Robotics March 6 – 8, 2015. Kenny Rotner moved to approve the ORHS Overnight Field Trip for Robotics March 6 - 8, 2<sup>nd</sup> by Denise Day. Motion passed 6-0 with the Student Representative voting in the affirmative.**

## **VIII SCHOOL BOARD COMMITTEE UPDATES:**

Al Howland reported that there was a Communication Committee meeting earlier this evening. They are trying to get out the accurate information out on the Athletic Fields Project to as many people as possible.

## **IX PUBLIC COMMENTS:**

Robert Barth watched a presentation from December that was discussing the proposed fields and he noted that crumb rubber was not even mentioned. The composition of the field was never mentioned until he brought it up at the Deliberative Session.

## **X CLOSING ACTIONS**

**A Future Meeting Dates:** 2/18/15 Manifest Review  
2/17/15 Candidates Night  
3/4/15 Regular Meeting

Tom Newkirk mentioned that according to Policy they need to do a self-evaluation.

**Kenny Rotner moved to enter into nonpublic session under RSA 91-A:3 II (a) Superintendent Evaluation, 2<sup>nd</sup> by Al Howland. Upon roll call vote the motion passed 6-0 with the Student Representative voting in the affirmative.**

**At 9:11 PM, Maria Barth made a motion to return to public session, seconded by Kenny Rotner. The motion passed 6-0.**

At 9:13 PM Kenny Rotner and Maria Barth left the meeting and the manifest review began.

**At 9:25 PM Denise Day made a motion to adjourn, seconded by Sarah Farwell. Motion passed 4-0.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

Oyster River Cooperative School Board

February 11, 2015 ORHS C-120

Non Public Meeting Minutes

School Board Attendees

Maria Barth  
Tom Newkirk  
Kenny Rotner  
Al Howland  
Denise Day  
Sarah Farwell

Administrations Present

Dr. Morse

Dr. Morse talked about his thoughts on the approved evaluation and School Board Members provided additional comments. At 8:35, the evaluation discussion ended and Dr. Morse left the meeting. Al Howland handed out a paper on salary and contract lengths of comparable districts. Tom Newkirk stated that this meeting was only information and that no action should be taken until the next meeting. The Board discussed superintendent compensation and contract length.

Respectfully Submitted,

Al Howland

Oyster River Cooperative School District  
Manifest Meeting  
February 18, 2015  
Oyster River High School C120

**Administrators Present:**

Dr. James Morse, Superintendent  
Sue Caswell, Business Administrator

**School Board Member Present:**

Tom Newkirk,  
Al Howland,  
Sarah Farwell,  
Denise Day

Meeting was called to order at 6:15 PM.

Manifest signed.

Meeting adjourned at 6:35 PM.

Respectfully submitted,

Wendy DiFruscio



**OYSTER RIVER  
COOPERATIVE SCHOOL DISTRICT**

**Management Letter**

**For the Year Ended June 30, 2014**

TABLE OF CONTENTS

	<u>PAGE</u>
<b>INTRODUCTORY LETTER</b>	1
 <b><u>STATUS OF PRIOR YEAR RECOMENDATIONS:</u></b>	
1. Establish Disaster Recovery Plan	2
2. Review Payroll Clerk Responsibilities Surrounding New Employees in the Payroll System	2
 <b><u>CURRENT YEAR RECOMENDATION:</u></b>	
3. Prepare to Implement GASB 68	3

Additional Offices:

Nashua, NH  
Andover, MA  
Greenfield, MA  
Ellsworth, ME

To the School Committee  
Oyster River Cooperative School District

In planning and performing our audit of the basic financial statements of the Oyster River Cooperative School District as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Oyster River Cooperative School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

This communication is intended solely for the information and use of management, School Committee, others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Melanson Heath*

January 12, 2015

## **PRIOR YEAR RECOMENDATIONS:**

### **1. Establish Disaster Recovery Plan**

#### **Prior Year Issue:**

In the prior year, we noted that the District did not have a formal business recovery plan for its computer system. We recommended that a formal disaster recovery plan be established, documented, and tested to include the following issues:

- Identify and prioritize key automation functions within the District.
- Identify key contacts (vendors, alternate site).
- Document manual and alternative procedures that may be required to temporarily process transactions.
- Identify key personnel in the recovery process and specify their roles.

Establishing and testing a formal business recovery plan will lessen the risks associated with a major computer failure or other disaster.

#### **Current Year Status:**

This issue was not resolved in fiscal 2014, however, we understand a draft of a disaster recovery plan was created, but not yet adopted.

#### **Further Action Needed:**

We continue to recommend the District finalize and adopt a disaster recovery plan.

### **2. Review Payroll Clerk Responsibilities Surrounding New Employees in the Payroll System**

#### **Prior Year Issue:**

In the prior year, we recommended that the District review the responsibilities of the payroll clerk and consider segregating certain duties, and/or implement a formal/documented review process.

#### **Current Year Status:**

We understand that during fiscal 2014 the District evaluated various alternative controls to compensate for potential segregation of duties concerns for the payroll clerk position, however, the payroll clerk still has ability to establish new employees in the payroll system.

#### **Further Action Needed:**

We recommend the District remove the ability for the payroll clerk to establish new employees in the payroll system. This will improve the segregation of duties and controls over the payroll process.

**CURRENT YEAR RECOMMENDATION:**

**3. Prepare to Implement GASB 68**

Beginning in fiscal year 2015, the District is required to implement the Governmental Accounting Standards Board (GASB) Statement 68 – *Accounting and Financial Reporting for Pensions* that will require the unfunded pension liability be recognized on the District's Statement of Net Position. It is widely expected that the implementation of this accounting standard will have a material impact on the District's basic financial statements.

We recommend the District begin planning for the implementation of GASB 68, which includes gaining an understanding of the new requirements and educating applicable financial statement users. We will be monitoring best practices for implementing this standard across the state and will provide guidance in the coming year.

<b>OYSTER RIVER COOPERATIVE SCHOOL BOARD</b>	<b>Policy Code: BAA</b>
Date of Adoption: June 15, 1988 Code Revision: 11/18/09 – Previously BK Code/Title Revision: 5/2/12 – Previously BED Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012	<b>Page 1 of 1</b> Category: Recommended

### EVALUATION OF THE BOARD

At the conclusion of each year, the board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

Appendix BAA-R – Researching for form to use



## **Charge and Tasks from the ORCSD School Board**

**CHARGE:** Review the 2008 Report on full-day kindergarten and make recommendation to the School Board and establish a viable implementation date.

**TASKS:**

1. Current K Program/Rationale for full Day K
2. Challenges
3. Determine space availability and enrollment
4. Examine when full Day K could be implemented
5. Estimate start-up cost and determine staffing
6. Benefits to Students, Staff, Parents and Community
7. Recommendation
8. Examine research about effectiveness of full-day kindergarten program

Final 2

## Our Members

- Kate Zimar, Mast Way Parent
- Jill Pare, Moharimet Parent
- Bob Pavlick, Moharimet Parent
- Marsha Lapierre, Moharimet Kindergarten Teacher
- Jessica Raspa, Moharimet Kindergarten Teacher
- Joanne Chartrand, Moharimet Kindergarten Teacher
- Michelle Parsons, Mast Way Kindergarten Teacher
- Dennis Harrington, Moharimet Principal
- Carrie Vaich, Mast Way Principal
- James Morse, Superintendent

Final 3

## Current ORCSD Kindergarten

- Strong tradition of valuing and supporting developmentally-appropriate, quality educational program.
- Evolved to meet the changing needs of young learners and the expanding curriculum in early childhood education.
- Currently ORCSD has 7 half-day sessions (average class size 16-18)

Final 4



## Why Study Full Day Kindergarten ?

- Scheduling challenges too constrained in half day (program is 2 hours, 35 minutes)
- Early intervention: social, emotional, physical, and academic is critical to success throughout K-12
- Common Core State Standards/21<sup>st</sup> century learning place additional expectations on kindergarten
- Provide less transitions for children in need of full day programming

Final 5

## Full Day Kindergarten is a Growing Trend

- Per NHDOE, 87+ NH districts have full day kindergarten (59 districts five years ago)
- 76% of students in US attend full day kindergarten (Education Week, September 17, 2014)
- NH RSA 193,1 – any student who is 6 years of age by September 30<sup>th</sup> of a given school year must attend a full day program. (Red shirt)

Final 6



## Potential Challenges/Discussion Points

- Cost (e.g. teachers, unified arts, materials, support staff)
- Some parents may not want their child to participate in a full day
- Impact on master schedule for lunch/recess, unified arts (Adjustments required but manageable)
- Kindergarten is not mandatory in NH; compulsory education in NH begins at age 6 (Change in 'red shirting' option)

Final 7



## Determine Space Availability and Enrollment

- The LRPC projected enrollment for 1<sup>st</sup> grade is 130 (2016-17) 104 (2017-18) and beyond. We used 1<sup>st</sup> grade projected enrollment
- Mast Way has space to accommodate 4 full time kindergarten classrooms; 2 currently & 2 additional
- Moharimet has space to accommodate 2 full time classrooms currently and 1 additional in 2016-2017.

Final 8

## District Wide Implementation

### GOAL: District Wide Implementation of Full Day Kindergarten

LRPC 1<sup>st</sup> grade projected enrollment for each year was used. We believe it more accurately represents what kindergarten would be if ORCSD offered full day kindergarten.

SCHOOL YEAR	NOTE
2015 -16 1 <sup>st</sup> Grade Mast Way = 54 Moharimet = 72 136/8 Teachers	We cannot offer full day Kindergarten due to lack of space at Moharimet.
2016 -17 1 <sup>st</sup> Grade Mast Way = 51 Moharimet = 69 120/7 Teachers	Full implementation. This is possible if we lopside Kindergarten enrollment favoring Mast Way for one year.
2017 -18 1 <sup>st</sup> Grade Mast Way = 44 Moharimet = 60 104/6 Teachers	Full implementation possible at both buildings.
2018 -19 1 <sup>st</sup> Grade Mast Way = 41 Moharimet = 56 97/6 Teachers	Full implementation.
2019 -20 1 <sup>st</sup> Grade Mast Way = 43 Moharimet = 58 101/6 Teachers	Full implementation.

Final 9

## Projected Enrollments

### LRPC Projections based on October 1, 2014 Enrollment

	Mast Way Projections						Moharimet Projections						Total	Total Both	Total 1 <sup>st</sup> Gr
	2014	2015	2016	2017	2018	2019	2014	2015	2016	2017	2018	2019			
2014-15	49	55	58	50	74	286	63	75	94	94	85	411	697	130	
2015-16	46	54	55	57	51	263	63	72	72	101	98	412	699	126	
2016-17	37	51	53	54	58	254	51	69	74	83	105	383	637	120	
2017-18	35	44	52	53	55	238	48	60	71	89	86	346	582	104	
2018-19	38	41	44	50	54	227	52	56	61	76	83	328	555	97	
2019-20	36	43	41	44	51	214	50	58	57	66	79	310	524	101	
2020-21	40	43	43	41	44	209	54	58	59	51	69	301	510	101	
2021-22	40	46	42	42	41	202	56	62	59	64	64	304	516	108	
2022-23	41	46	45	42	43	218	57	63	63	63	67	312	530	109	
2023-24	42	49	46	45	43	225	58	66	64	68	66	322	547	115	
2024-25	42	50	49	46	46	233	59	67	68	69	71	334	566	117	

Final 10

## Full Day Kindergarten Start Up Costs

Area	Cost Per	Total
Add 3.5 Classroom Teachers	\$90,000 (Master's/Step 6 with 2 person health & dental insurance)	\$845,000
Add 3.5 Paraprofessional	\$31,200 (Step 6, no insurance)	\$109,200
Initial Implementation	Curriculum Materials \$3,000 Furniture \$6,000 Supplies \$3,500	\$12,500
Reduce cost of transportation noon buses	12 buses – 120 hours per week	(\$80,222.40)
Increased revenue for food service	Unknown	To be determined
	Total	\$356,477.60

Final 11

## Area Towns with Full Day Programs

- 87+ districts with full day kindergarten for all students, fully funded by district
- Many area towns/districts currently provide full day programs (e.g. Barrington, Dover, Exeter, Hampton, Newington, North Hampton, Portsmouth, Rochester, Rye)
- Many more districts hope to implement in 2015-16 (e.g. Berlin, Inter-Lakes, Newmarket)

Final 12

## Benefits to Students

- Relaxed, unhurried school day with more time for a variety of experiences
- Enhanced opportunities for authentic practice of academic and social skills
- More individual and small group instruction to meet differentiated needs, including extending or modifying the curriculum
- Enhanced opportunities to build content foundations in science, social studies and integrated arts
- Greater opportunity for all students to meet grade level learning targets across developmental domains
- Fewer transitions during the day
- Enhanced home-school communication

Final 13

## Benefits to Teachers

- Curriculum implemented throughout a full-day, resulting in more in-depth instruction at a more relaxed pace.
- Full implementation of Kindergarten curriculum programs.
- Increase teacher time for greater opportunities for individual and small group instruction to meet student needs; stronger home-school partnerships (i.e. more time for each family.)
- More flexibility to schedule intervention (academic, related service) to foster reaching grade level standards.
- More time to assess learning to monitor student progress, leading to enhanced differentiation by student needs and interests.
- Increased opportunities for social skills and language development with peers, including structured and unstructured play.
- More opportunities for both guided and independent practice of skills.

Final 14

## Benefits to Parents

- Equal access to a safe, developmentally-appropriate learning environment staffed with certified professionals.
- Consistent, uninterrupted schedule for children and parents each day.
- Reduced stress for children and families due to a more comprehensive curriculum delivered at a more relaxed pace.
- Increased opportunities for enhanced parent – school – community partnerships.

Final 15

## Benefits to Community

- ORCSD's appeal for families is often its schools. Families are invested in maintaining high standards and excellence in the quality of programming provided.
- Neighboring communities are implementing full-day kindergarten. Providing full-day kindergarten may make ORCSD attractive to prospective homebuyers.
- Research consistently supports that investing in high quality early childhood programs and interventions 'pays dividends' in later years; possible reduced need for interventions in later years (which are more costly).
- Students/families begin their schooling with common social and academic experiences.

Final 16

## Committee Recommendation

Full-day kindergarten is a necessary and important educational opportunity for the children of Oyster River.

The committee supports implementing universal full-day kindergarten for all students in the 2016-17 school year.

Final 17

## Examine Research About Effectiveness of Full-Day K

- Teachers and parents indicate that they prefer an all-day program because it also provides children more time for creative activities and development of individual interests within a more relaxed atmosphere  
[http://www.lincolndubuque.k12.nh.us/Kindergarten/all/day/advantages\\_dls.htm](http://www.lincolndubuque.k12.nh.us/Kindergarten/all/day/advantages_dls.htm)
- Full-day kindergartens exhibit more independent learning, classroom involvement, productivity in work with peers and reflectiveness than half-day kindergarteners. (Cryan, John R; Sheehan, Robert; Wiechael, Jane & Brandy-Hedden, Irene G. "Success Outcomes of Full-Day Kindergarten: More Positive Behavior and Increased Achievement in the Years After." Early Childhood Research Quarterly 7 (2): 187-203 June 1992.  
[http://www.strategiesforchildren.org/eesa/research\\_summaries/06\\_InvestFDK.pdf](http://www.strategiesforchildren.org/eesa/research_summaries/06_InvestFDK.pdf)
- Children in full-day kindergarten classrooms spend more time in self-initiated activities and teacher-directed individual work and less time in large group instruction. (Ellicker, James & Mathur, Sangeeta. What do they do all day? Comprehensive evaluation of a full-day kindergarten. 1997) [www.strategiesforchildren.org/eesa/research\\_summaries/06\\_InvestFDK.pdf](http://www.strategiesforchildren.org/eesa/research_summaries/06_InvestFDK.pdf)
- Full-day kindergarten allows a more consistent schedule for children and reduces the ratio of transition time to class time, reducing stress for children. (Rothenberg, D. (1995) ACCESS ERIC Parent Brochure, ERIC Digest Full Day Kindergarten Programs. What should parents know about full-day Kindergarten?) [www.strategiesforchildren.org/eesa/research\\_summaries/08\\_InvestFDK.pdf](http://www.strategiesforchildren.org/eesa/research_summaries/08_InvestFDK.pdf)

Final 18

## Examine Research About Effectiveness of Full-Day K cont'd

- Research clearly indicates that full-day Kindergarten is highly successful at significantly reducing disparities in academic readiness as children enter the crucial two years of Grades 1 and 2. (The Milton Board of Education, Extended Kindergarten Feasibility Study.) <http://www.publicschoolreview.com/articles/60>
- In a longitudinal study of students from K through Grade 8, students in full-day kindergarten performed better on every category of The Comprehensive Test of Basic Skills in Grades 3,5 and 7. (The Evansville-Vanburg (Indiana) School Corporation (1988); Kindergarten Study: Full Day vs. Half-day(p5) <http://www.ccsd.net/resources/assessment-accountability-research-school-improvement-division/full-day-kindergarten-review-of-literature.pdf>
- Full-day kindergarten students earned higher GPAs than their half-day kindergarten peers in Grades 6-8. (The Evansville-Vanburg (Indiana) School Corporation (1988); Kindergarten Study: Full Day vs. Half-day(p5) <http://www.ccsd.net/resources/assessment-accountability-research-school-improvement-division/full-day-kindergarten-review-of-literature.pdf>
- Parents of children in full-day kindergarten report higher levels of satisfaction with their children's schedule and curriculum and the program's support for working families. (Elicker, J & Mathur, Sangeeta. (1997) Early Childhood Research Quarterly 12(4). What do they do all day? Comprehensive evaluation of full-day Kindergarten) [http://www.strategiesforchildren.org/eea/eresearch\\_summaries/07\\_FDK\\_Factsheet.pdf](http://www.strategiesforchildren.org/eea/eresearch_summaries/07_FDK_Factsheet.pdf)

Final 19

## Questions

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### Attribution:

We thank the Bow Kindergarten Study Committee for the work they did that benefitted our presentation.

Final 20



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OYSTER RIVER HIGH SCHOOL, 55 COE DRIVE, DURHAM, NH 03824  
**ORHS FIELD TRIP REQUEST FORM**

Today's Date: 2/16/15

Teacher/Organization: Anderson Subject: Model UN

Trip Date & Time: Depart on April 11 at TBA (am/pm) 0  
(Date) (Time)  
Return on April 12 at TBA (am/pm) 0  
(Date) (Time)

Trip Contact Name & Phone Number: \_\_\_\_\_  
(Name) (Phone #)

Trip Destination/Address: Plymouth State University

Instructional Objective: Model United Nations  
Conference

Number of Students attending: 12 \*

**\*Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: \_\_\_\_\_

Chaperone Name(s): Gab Anderson / Erin Protsky

Cell Phone Numbers active during trip: \_\_\_\_\_

Transportation: Bus: Yes\*\* or No.

\*\*Please make arrangements for bus transportation with the Principal's secretary, ext 6002.

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

**Note: Overnight trips will be brought to the attention of the School Board; applications must be made at least one month in advance.**

Calendar Approval: \_\_\_\_\_

Principal's Approval: [Signature]

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: 2/17/15

Teacher/Organization: **Jay Richard** Subject: **ORMS Grade 8**

Trip Date & Time: **Depart on 4/24/15 at 7:00AM**  
(Date) (Time)  
**Return on 4/27/15 at 10:00 PM**  
(Date) (Time)

Trip Contact Name & Phone Number: **Mark Nichols/Jay Richard**  
(Name) (Phone #)

Trip Destination/Address: **Washington D.C.**

Instructional Objective: **Field experience in Washington D.C., touring a variety of memorials and historical museums. Students study the constitution and U.S. history in grade 8.**

Number of Students attending: 100

**\*Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: **No**

Chaperone Name(s): **Mark Nichols, Bill Sullivan, and Jay Richard.**

Cell Phone Numbers active during trip: **Yes, Mark Nichols, Jay Richard, ; Bill Sullivan**

Transportation: Bus; Yes\*\* or No.

\*\*Please make arrangements for bus transportation with the Principal's secretary.

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

Note: Overnight trips will be brought to the attention of the School Board; applications must be made at least **one month** in advance.

Calendar Approval: **Yes, during April Vacation.**

Principal's Approval: **Jay Richard**



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: **2/17/15**

Teacher/Organization: **David Ervin** Subject: **ORMS Grade 7/8 Jazz Band**

Trip Date & Time: **Depart on 5/14/15 at 5:00AM**  
(Date) (Time)

**Return on 5/18/15 at 6:00 PM**  
(Date) (Time)

Trip Contact Name & Phone Number: **David Ervin** (Name) (Phone #)

Trip Destination/Address: **Orlando, FL**

Instructional Objective: **ORMS Jazz band will perform at Walt Disney World.**

Number of Students attending: **90**

**\*Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: **No**

Chaperone Name(s): **David Ervin and 15 Teacher/Parent chaperones**

Cell Phone Numbers active during trip: **Yes David Ervin \**

Transportation: **Bus; Yes\*\* or No.**

**\*\*Please make arrangements for bus transportation with the Principal's secretary.**

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

Calendar Approval:

Principal's Approval: **Jay Richard**



To: Dr. James Morse

From: Todd Allen, Principal

Date: February 24, 2015

RE: Nomination for Sustainability Club Advisor Activity Stipends 2014-2015

Please nominate the following individual.

<b>Name</b>	<b>Activity</b>	<b>Stipend</b>	<b>Longevity</b>	<b>Total</b>
Jon Bromley	Sustainability Club Advisor	\$3,101	\$0.00	\$3,101

Thank you.

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 March 4, 2015**

Title	Code
<b>Policies for First Read</b>	
World Language Program	IHAH
Character and Citizenship Education	IHAK
Health Education and Exemption from Instruction	IHAM
Student Searched and their Property	JIH
<b>Policies for Second Read/Adoption</b>	
Curriculum Development	IGA
<b>Policies for Deletion</b>	

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAH
<u>School Board First Read: December 3, 2014</u> <u>School Board Second Read/Adoption: December 17, 2014</u> <u>Back to Policy Committee: 1 /7/2015 &amp; 2/11/2015</u> <u>School Board First Read: March 4, 2015</u>	Page 1 of 1 Category: <u>Priority</u>

## WORLD LANGUAGES PROGRAM

~~It is the policy of the Oyster River Cooperative School Board to provide students with opportunities to explore a broad range of academic fields.~~ In keeping with the Oyster River Cooperative School Districts mission to provide broad academic opportunities—developmental needs of to students, a world language program will be offered to students in the ~~elementary~~, middle school and high school and when possible at the elementary.

Content will include basic vocabulary as well as an introduction to the culture of countries speaking the studied languages. Instruction will include speaking and listening skills with some writing skills. The world languages teacher(s) and the building principal will develop other curriculum components.

Students who demonstrate content mastery at the exploratory level may be offered the opportunity to participate in a full year instructional program in 7<sup>th</sup> and 8<sup>th</sup> grades with the expectation that they will continue to study world language at the high school level.

### Legal Reference:

NH Code of Administrative Rules, Section Ed. 306.26(c), World Languages, Middle School  
NH Code of Administrative Rules, Section Ed. 306.27(e)(16), High School Curriculum,  
World Languages,  
NH Code of Administrative Rules, Section Ed. 306.48, World Languages Program

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAK
<u>Policy Committee: November 19, 2014</u> <u>School Board First Read: December 3, 2014</u> <u>School Board Second Read/Adoption: December 17, 2014</u> <u>Back to Policy Committee: January 7, 2015 &amp; 2/11/15</u> <u>School Board First Read: March 4, 2015</u>	Page 1 of 1 <u>Category: Priority</u>

## CHARACTER AND CITIZENSHIP EDUCATION

The Oyster River Cooperative School Board assumes its leadership role in the development of ethical values among young people by endorsing and modeling character and citizenship education in a global community.

~~Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:~~

- ~~1. Each individual has dignity and worth.~~
- ~~2. A free society requires respect for persons, property, principles, and for self.~~
- ~~3. Each individual has a right to learn and freedom to achieve.~~
- ~~4. Each individual, regardless of race, creed, color, sex, sexual orientation, ethnic background, or economic status, has the right to equal opportunity.~~
- ~~5. Each individual has the right to personal liberties.~~
- ~~6. Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.~~
- ~~7. Each individual has a responsibility to the group as well as to the total society.~~
- ~~8. A democratic government is established by majority vote, subject to individual rights guaranteed by the Constitution.~~
- ~~9. Democratic societies are based on law.~~
- ~~10. Problems are solved through reason and orderly processes.~~
- ~~11. An individual should be tolerant of another's beliefs and should have freedom to express his/her own.~~
- ~~12. Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.~~

Teaching in the area of character and citizenship values will take place throughout the K-12 program.

### **Legal References:**

- NH Code of Administrative Rules, Section Ed 306:04(a)(5), Character and Citizenship
- NH Code of Administrative Rules, Section ED 306:04(i), Character and Citizenship

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAM
School Board First Read: October 6, 2010 School Board Second Read/Adoption: October 20, 2010 <u>Policy Committee: November 19, 2014 &amp; January 7, 2015</u> <u>Feedback from P.E. Teachers &amp; Wellness Committee</u> <u>School Board First Read: March 4, 2015</u>	Page 1 of 1 <u>Category: Priority</u>

## HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with Department of Education requirements, health ~~and physical~~ education, including instruction about parts of the body, reproduction, and related topics, will be included in the instructional program.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. ~~The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.~~

Parents/guardians will have the right to inspect and review health ~~and physical~~ instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents/guardians who wish to review or inspection health ~~and physical~~ education materials may arrange a meeting with the Principal to review the materials.

### Opt-Out Procedure and Form

Parents/guardians, ~~or students over eighteen years of age,~~ who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons, religious objections, or personal values are allowed to have their child opt-out of such instruction. Students over eighteen years of age can also choose to opt-out.

Parents/guardians who wish to have their child opt-out of such instruction are required to complete the district opt-out form and state the particular unit of curriculum in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health ~~or physical~~ education teacher in conjunction with Principal.

~~Parents/guardians who do not want their child to participate in a particular unit of health or physical education for religious or personal value reasons must complete a Health or Physical Education Opt-Out Form.~~

Opt-Out-Forms are available from either the Principal or the District Online Web Site.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

### Cross Reference:

[IHAM-R – Health and Sex Education Exemption: Opt-Out Form](#)

### Legal References:

*NH Code of Administrative Rules, Section Ed 306.40, Health Education Program*

~~*NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program*~~

*RSA 186:11, IX-b, Health and Sex Education*

*Appendix IHAM-R, Health ~~or Physical~~ Education Opt-Out Form*



**HEALTH AND SEX EDUCATION EXEMPTION: OPT-OUT FORM**

I, \_\_\_\_\_ (parent/guardian) request that my child, \_\_\_\_\_ be excused from participating in certain units of health or sex education instruction based on religious, and/or personal value objections.

I request that the District waive the class attendance of my child in a class or courses on these specific topics:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ~~Comprehensive sex education, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.~~
- ~~Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS.~~
- ~~Instruction on diseases.~~
- ~~Recognizing and avoiding sexual abuse.~~
- ~~Instruction on donor programs for organ/tissue, blood donor, and transplantation.~~
- Other: \_\_\_\_\_

Please identify the grade level, class, and building. \_\_\_\_\_

I understand that I am requesting the school to excuse my child from certain units of curriculum that are required by state law. I further understand that in lieu of receiving instruction in this unit of health education, my child may be required to receive alternative learning in health education that is sufficient to enable my child to meet state requirements for health education. I further understand that this opt-out exemption is only valid for the school year in which it is signed and subsequent waivers may be necessary.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Administrator Signature

Date Received \_\_\_\_\_

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: JIH</u>
<u>Policy Committee: January 7, 2015</u> <u>Policy Committee: February 11, 2015</u> <u>School Board First Read: March 4, 2015</u>	<u>Page 1 of 2</u> <u>Category: Recommended</u>

## STUDENT SEARCHES AND THEIR PROPERTY

The superintendent, principal, security personnel of the Oyster River Cooperative School District or other authorized personnel may detain and search any student or students on the premises of the Oyster River Cooperative public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled ~~dangerous~~ substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything that should not be at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given. School officials are authorized to contact local law enforcement authorities and turn over all necessary investigative procedures to them.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students and property as outlined herein will be conducted by authorized personnel. Two authorized personnel shall be present when the student and property are being searched with one being of the same gender of the same sex as the student being searched. ~~Whenever possible, two authorized persons shall be present during any search of a student or student property.~~
7. ~~The Superintendent is authorized to arrange for the use of trained canines to aid in the search process.~~
7. If the school official conducting the search discovers any container which may conceal contraband, the container may be searched according to the district's procedures governing searches of student property. A "container" for the purpose of this policy may include, but is not limited to: an article of clothing, a handbag, purse, backpack, gym bag, coffee mugs, water bottles or any other item within which contraband material may be concealed.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: JIH</u>
<u>Policy Committee: January 7, 2015</u> <u>Policy Committee: February 11, 2015</u> <u>School Board First Read: March 4, 2015</u>	<u>Page 2 of 2</u> <u>Category: Recommended</u>

8. Items that may be seized ~~during an unauthorized search~~ if observed by staff, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

~~In-When a conducting~~ searches of students and/or property is done, school ~~officials-administrators~~ should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary will notify the Superintendent.

Searches of student automobiles are governed by Board Policy JIHB.

Legal References:

NH Constitution, Pt.1, Art.19  
State v. Drake, 139 NH 662 (1995)  
State v. Tinkham, 143 NH 73 (1998)

Cross Reference:

JIH-R – Search of Students Procedure  
JICI – Weapons on School Property

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGA
<a href="#">School Board First Read: November 5, 2014</a> Previously: IF <a href="#">School Board Second Read/Adoption: December 3, 2014</a> <a href="#">Back to Policy Committee: 1/7/15 &amp; 2/11/15</a> <a href="#">School Board Second Read/Adoption: March 4, 2015</a>	Page 1 of 2 <b><u>Category: Priority</u></b>

## CURRICULUM DEVELOPMENT

The Oyster River Cooperative school board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The superintendent will direct and/or delegate curriculum development for the school system. The superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

Teacher obligations to the school beyond regular classroom duties include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.

The superintendent will submit to the board recommendations developed by the curriculum committees and the professional staff. Recommendations will be submitted to the board for its consideration and adoption, as appropriate.

### Curriculum ~~Maps & Scope & Sequences~~ Guides

Curriculum guides shall be ~~provided-developed~~ for ~~the various-all~~ subject areas. These guides shall present at least a minimal outline for instruction which will include the scope and sequence and a basis for future development of the particular course.

The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, and variations of approaches and materials.

#### 1) Development of Guides:

- a) Curriculum guides should be initially developed by the staff and teachers who are to use them.
- b) Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form committees for study, creation, and revision of any particular guide.
- c) When work is completed on a guide, the committee responsible for its development shall ~~present submit it for review to the principal to the appropriate staff and then through to~~ the office of the superintendent.

#### 2) Use of the Guides Curriculum Maps:

- a) Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction which will serve the pupils' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
- b) The principal is responsible for monitoring optimum use of available curriculum guides.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGA
<u>School Board First Read: November 5, 2014</u> <u>School Board Second Read/Adoption: December 3, 2014</u> <u>Back to Policy Committee: 1/7/5 &amp; 2/11/15</u> <u>School Board Second Read/Adoption: March 4, 2015</u>	Page 2 of 2 <u>Category: Priority</u>

## CURRICULUM DEVELOPMENT

Curriculum Guides ~~Maps~~ will be developed for all courses and will contain the following three parts:

- 1) A listing of the instructional standards and/or competencies of the course consistent with the goal of continuous progress. ~~and stated as far as possible in measurable behavior.~~
- 2) A suggested method of assessment for stated instructional standards/competences in order to ~~measure~~ evaluate when and to what degree learning has been accomplished.
- 3) Suggested learning activities such as workbook pages, selected readings, activity cards, games, etc. to accompany each objective.

The board recognizes that curriculum is not static and, therefore, expects that curriculum guides will be updated on a regular basis ensuring alignment with standards adopted by the New Hampshire Department of Education.

Copies of all relevant ~~guidelines~~ will be on file in the Central office, District web-site, principal's office, and as appropriate ~~the~~ school library.

### Cross Reference:

IL – Evaluation of Curricular Programs  
IGD – Curriculum Adoption

### Legal Reference:

NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents  
NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards

## Oyster River School Board Communication Committee Minutes

February 11, 2015 ORHS C-120

### School Board Members Present

Al Howland  
Sara Farwell  
Kenny Rotner

### Administrators Present

Dr. Morse  
Todd Allen

### Community Members Present

Karen Larson  
Robert Sullivan  
Cathy O'Brien  
Kim Clark

The meeting began at 6:00 PM and started with a discussion of how the district email system could be used to help provide information on the athletic fields warrant article. Dr. Morse stated that we are only able to provide information on the warrant article and can not say vote yes on the it. He also felt that the district should not include a link to the ORBobcats.com website. He stated that the district would send out the warrants and their explanations to help provide votes with information. Karen Larson provided information on community member's outreach at the Durham Market. Money was donated and this would be used to purchase signs. She also stated that a fundraiser would take place involving SolSister and The Makery, and money raised would be used for a mailer. Cathy O'Brien talked about the use of Facebook and reaching out to Active Seniors. Kenny Rotner stated that getting people signed up for absentee ballots needed to be a priority. Robert Sullivan talked about developing a spreadsheet showing the economic advantages of the athletic field upgrade. The meeting adjourned at 6:55 PM.

Respectfully Submitted,

Al Howland