

**Oyster River Cooperative School District
REGULAR MEETING**

July 15, 2015

HIGH SCHOOL - LIBRARY

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: 6/17/15 regular and 7/1/15 manifest meeting minutes.

IV. ANNOUNCEMENTS AND COMMENDATIONS

A. District

B. Board

V. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

- Update on Orchard Drive Property
- Kindergarten Enrollment Update

C. Business Administrator

- Affirm Computer Lease

D. Student Senate Report

E. Other:

- Strategic Plan Update by Department

VI. DISCUSSION ITEMS

- Strategic Plan

VII. ACTIONS

A. Superintendent Actions

B. Board Action Items

- Motion to appoint Sustainability – “Green Team” Nominees.
- Motion to affirm the hiring of Mast Way Special Education Teacher.
- Motion to approve ORMS Maternity Leave of Absence October 26, 2015 – January 15, 2016
- Motion to affirm prior approval of Computer Lease by District Voters.
- Motion to approve list of ORHS/ORMS Fall Coaches.
- Motion to approve list of policies.
 - **JJA**- Student Activities, Clubs, & Organizations, **JJE** – Student Fund Raising Activities,
 - **JJF** – Student Activities, Clubs, Fund Management, **EI** –Risk Management
 - **JBAB** – Transgender and Gender Nonconforming, **BCB** – Board Member Conflict of Interest,
 - **JLI** – Safety Program (Joint Loss Management Committee) **EB** – Safety Committee- Delete,
 - **KJB** – Posting of Community Notices- Delete

VIII. SCHOOL BOARD COMMITTEE UPDATES

IX. PUBLIC COMMENTS

X. CLOSING ACTIONS

A. Future meeting dates: 7/29/15 & 8/12/15 Manifest (5:30 PM) 8/19/15 Regular

XI. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}

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. 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:

• 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: 2015 - 2018
• Maria S. Barth	Term on Board: 2015 - 2018
• Daniel Klein	Term on Board: 2015 - 2018

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 Board Meeting

Regular Meeting

June 17, 2015

High School

6:30 pm

I. CALL TO ORDER: by Tom Newkirk at 6:30 for Manifest Review.

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Maria Barth, Sarah Farwell, Dan Klein. Student Representative-Absent.

ADMINISTRATORS: Superintendent James Morse, Sue Caswell, Todd Allen, Carolyn Eastman, Carrie Vaich

II. PUBLIC COMMENTS: Dean Rubine of Lee talked about the budget goals and revenues with the Board.

III. APPROVAL OF MINUTES:

June 3rd Regular Minutes: Denise Day moved to approve the June 3rd minutes, 2nd by Al Howland.

Revisions:

Page 5 - Delete first paragraph (repeat from page 4)

Page 8 - 2nd paragraph replace "original" with "amended"

Page 9 - 3rd paragraph add in Design before Subcommittee

At the bottom of page 8 insert: The Board had a discussion of the advantages and value of hiring less experienced teachers.

The motion with the above revisions passed 7-0.

APPROVAL OF MANIFEST:

Payroll Manifest #26 - \$948,813.79

Vendor Manifest #25: \$202,909.49

IV. ANNOUNCEMENTS AND COMMENDATIONS:

A. District: Carrie Vaich of Mast Way commended Kathy Baker for putting together a great field day and to all the parent volunteers that helped. Additionally, the expression sessions were last week and tomorrow morning will be the fourth grade breakfast.

Todd Allen, high school principal discussed how last week's senior week was a great success.

Maegan Doody won the New England 1600 race this weekend and will be competing nationally next week.

Sue Caswell announced that Lisa Huppe from Transportation applied for a state grant and was awarded \$55,000 for the new buses.

B. Board: Kenny Rotner highlighted Todd Allen and his great relationship that he has with his students.

Denise Day was impressed with the number of NH Scholars in the graduating class.

Maria Barth talked about graduation and in the top ten graduating students only one was a boy. We need to do something to encourage our boys.

Sarah Farwell attended the silent musical and it was a phenomenal experience.

She also thanked Pam Felber for her work with the first graders on a musical.

Tom Newkirk thanked everyone collectively in the school district who has committed themselves to the kids and who has made this year possible.

V. DISTRICT REPORTS:

E. Other: (Okay to shift to this position on the agenda)

Chinese Program Update: Yusi Turell gave an end of the year update and the next steps to the Board.

Yusi is pleased to report that the program is going very well. The pilot program launched in January with 22 students in grade 1-3, taught by a qualified Chinese teacher with support from UNH student volunteers. Classes were held at Oyster River Middle School with transportation provided from Mast Way and Moharimet schools. Families also participated in seven "community dinners" over the course of the semester to reinforce students' learning.

The Confucius Institute has been a reliable and responsive partner.

Next year their goal is to enroll another full cohort of beginners, as well as to offer a more advanced class for returning students.

Looking forward to fall 2015:

Returning students: They expect to offer both M/W and T/Th classes with an average of 8-10 students in each class in grades 2-4.

Beginning Students: Currently, we plan to offer classes for students who are new to the Chinese language and culture, taught by the new Confucius Institute teacher due to arrive in late summer.

Community Dinners: We plan to reduce the frequency of community dinners to monthly which we believe will achieve the same impact while reducing time commitment and cost.

Middle School Club: Jay and a few parents have expressed interest in an afterschool Chinese Club at the middle school.

Heritage Chinese Classes: Weekend classes will continue with children of native Chinese speakers in our community.

A. Assistant Superintendent/Curriculum and Instruction Report: Carolyn Eastman updated the Board on the work that will be going on during the summer. There are 52 camps running in Summer Reach this summer. K-5 Eureka Mathematics materials and online tools have been ordered. She also thanked the educators in the District for all they do for the students throughout the year.

B. Superintendent's Report: Kindergarten Enrollment Date:

Superintendent Morse talked about the spring registration for Kindergarten for the fall.

Moharimet: 47 students

Mast Way: 53 students

Normally, Mast Way has fewer registered students than Moharimet. There are four sessions at Moharimet and three at Mast Way. If these numbers stay constant then he will recommend at the July Board meeting to move a session from Moharimet to Mast Way. Superintendent Morse will also have updated numbers at that time.

C. Business Administrator: Budget Update: Sue Caswell updated the Board on the budget. There are additional Medicaid and revenues and she will give the Board an update in August.

Health Trust Authorization: Kenny Rotner moved to authorize the District to sign the updated application and membership agreement with Health Trust, 2nd by Denise Day. Motion approved 7-0.

D. Student Senate Report: None

VI. DISCUSSION ITEMS:

Property on Orchard Drive, Durham NH: Superintendent Morse discussed that the District owns property on Orchard Drive. An assessment was completed in December 2005 assessing the property at approximately \$600,000. Since the property assessment is ten years old, he is recommending that the property be reassessed.

The Board had a discussion on the possibility of selling the property. If they ultimately recommend to sell the property, it would be decided by the voters as a future warrant article.

Kenny Rotner moved to authorize the administration to move forward and obtain an appraisal on the property on Orchard Drive in Durham, 2nd by Dan Klein. Motion passed 7-0.

VII. ACTIONS:

A. Superintendent: None

B. Board Actions:

Motion to Authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months. Al Howland moved to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months, 2nd by Denise Day. Motion passed 7-0.

Motion to approve ORMS Grade 5 Math and Science Teacher. Denise Day moved to approve the ORMS Grade 5 Math and Science Teacher, 2nd by Al Howland. Motion approved 7-0.

Motion to approve Mast Way Grade 2 Teacher. Kenny Rotner moved to approve the Mast Way Grade 2 Teacher, 2nd by Denise Day. Motion approved 7-0.

Motion to approve Moharimet Literacy Specialist. Kenny Rotner moved to approve the Moharimet Literacy Specialist, 2nd by Denise Day. Motion approved 7-0.

There was a Board discussion on the hiring of teachers at the top of the scale rather than newer teachers.

Motion to approve ORHS Maternity Leave of Absence 11/2/15-2/26/16. Kenny Rotner moved to approve the ORHS Maternity Leave of absence November 2, 2015 – February 26, 2016, 2nd by Denise Day. Motion approved 7-0.

Motion to approve ORHS Girls Varsity Soccer Coach. Kenny Rotner moved to approve the ORHS Girls Varsity Soccer Coach, 2nd by Denise Day. Motion approved 7-0.

Motion to approve list of Policies:

Policies for a First Read:

Denise Day moved to approve the following policies for a First Read with the approved changes noted:

JJA - Student Activities, Clubs and Organizations – 1st paragraph last sentence replace “recommendation” with “approved”

JJE - Student Fund Raising Activities,

JJF - Student Activities, Clubs, Fund Management -3rd paragraph add after for “the purpose” replace “it” with “they” replace “was” with “were”

EI - Risk Management

2nd by Al Howland.

Motion approved 7-0.

Policies for Request of Public Hearing:

BBAA - School Board Member Authority

BDF - Advisory Committee to the Board

Kenny Rotner moved to have a public hearing as it pertains to Policy BBAA and BDF at the School Board meeting in July, 2nd by Denise Day. Maria Barth asked to move the hearing to the August 19th meeting. Motion passed 7-0.

This will allow the board to obtain public comment on these policies.

VIII. SCHOOL BOARD COMMITTEE UPDATES:

Denise Day reported that the Long Range Planning Committee met on June 4th. They discussed the Barrington Tuition Agreement and will obtain numbers for the upcoming year. They have had a real estate agent provide them with some statistics and the market has been a little slower this year.

Dan Klein reported that the Sustainability Steering Committee discussed the eco throw program by Foss Manufacturing that aims to recycle water bottles. Oyster River is the first district in the state working on this program. They discussed forming a subcommittee in forming renewable energy. They were very pleased with the green team applicants. They are also looking at trying to

purchase more local food and building on relationships with local food. Their next meeting is Tuesday, September 22nd.

Maria Barth reported that the 68 Hours of Hunger Committee had their last meeting before summer break. It was a celebration of the work that has been done this year. \$17,800 has been raised and many food drives have been held.

IX. PUBLIC COMMENTS:

Dean Rubine of Lee mentioned that the Band Performance at the Silent Movie was great. The multi-age class at Mast Way performed Midsummer Night's Dream. It was a great performance and the kids were adorable.

X. CLOSING ACTIONS:

Future Meeting Dates: July 1, 2015 Manifest Meeting, July 15, 2015 Regular Meeting.

XI. NON-PUBLIC SESSION/NON-MEETING SESSION: None

XII. ADJOURNMENT:

Al Howland moved to adjourn the meeting at 8:45 p.m., 2nd by Maria Barth. Motion approved 7-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School District
Manifest Meeting
July 1, 2015
Oyster River High School C120

Administrators Present:

Tim Gehling, Accounting Director

School Board Member Present:

Tom Newkirk
Sarah Farwell
Daniel Klein
Maria Barth

Meeting was called to order at 6:00 PM.

Manifest signed.

Tom Newkirk made a motion to adjourn at 6:18 PM seconded by Sarah Farwell.

Motion passed 4-0.

Respectfully submitted,

Tim Gehling

07/15/2015 School Board Back Up

KINDERGARTEN UPDATE

As of July 8, 2015

MAST WAY SCHOOL

Teacher	Grade	K	1	2	3	4	Avg
Kolbjornsen AM	K-AM	13					16
Parsons AM	K-AM	13					
Parsons PM	K-PM	22					
TOTAL		48					

MOHARIMET SCHOOL

Teacher	Grade	K	1	2	3	4	Avg
Chartrand	K-AM	12					11.75
	K-PM	12					
Raspa	K-AM	12					
Lapierre	K-PM	11					
TOTAL		47					

Oyster River Cooperative School District
Business Administrator's Office

SAU # 5
36 Coe Drive
Durham, NH 03824

(603) 868-5100 x2003
FAX (603) 868-6668
scaswell@orcscd.org

INTEROFFICE MEMORANDUM

TO: School Board

FROM: Sue Caswell,
Business Administrator

DATE: July 15, 2015

RE: Approval of Technology Lease

Attached you will find the details of the financing proposal for the desktop computers we will be replacing with the lease agreement this year. Our budget has the funding to support a 3 year, 36 month lease for this hardware. This lease will provide 80 laptops and 175 desktops for students and staff. As an affirmation of the voter approval of this purchase our auditors request the School Board to approve the terms and conditions of this lease. Josh Olstad, Technology Director, will be available to answer any questions you may have in regards to this proposal.



07/07/15

Josh Olstad
Oyster River Cooperative School District
36 Coe Dr
Durham, NH 03824-2206

Dear Josh,

VAR Resources is pleased to offer this financing proposal for the hardware you wish to acquire from PC Connection Sales Corp. For more than twenty years VAR Resources has provided simple, fast, and cost-effective acquisition options to more than 30,000 customers ranging from the largest Fortune 500 to the smallest entrepreneurial company. We look forward to serving you.

EQUIPMENT/SOFTWARE COST	\$200,026.90 (Not including tax)					
EQUIPMENT/SOFTWARE DESCRIPTION	Dell, OptiPlex Quotes 23901620.01-W1 and 23901625.01-W1					
FINANCING OPTIONS	Please choose the desired option from the list below by checking the appropriate box.					
	Term	Period	Type	End-of-Term Option	Payment	Rate
	<input type="checkbox"/> 36 Months	Monthly	Standard Lease	Own, Extend, Free Disposal	\$5,264.15	{-3.5}%

STRUCTURE First payment due one month after contract commencement.

ASSET ASSUMPTIONS The payment options above assume 100.0% of tier 1 hardware. If this assumption changes, the payment may be adjusted up or down.

EQUIPMENT LOCATION Please provide the address where the equipment will be located.
Address: _____
City, State, Zip: _____
Is this a colocation facility? YES NO

REQUIRED DOCUMENTATION Please provide the documentation below in order to begin the credit approval process:
• Completed Application (ATTACHED)

This proposal is based on certain underwriting and pricing assumptions and the execution of mutually acceptable documentation. Rates provided herein are subject to change based on any increase in published swap rates. The information herein is confidential, valid through 07/21/15, and may be withdrawn or amended at any time prior to contract commencement. The payments quoted do not include sales, use, rental or personal property tax.

Sign below to indicate your acceptance of this proposal. Please fax or email this page along with required documentation (if any) by 07/21/15 to indicate your desire to enter into a financing agreement with VAR Resources, Inc. Please call me directly if you have any questions.

Regards,
Dianne Sheeley
Senior National Account Manager
Direct Line: 469-307-6380
FAX: 972-755-8210
dsheelley@varresources.com

Oyster River Cooperative School District
Proposal Acceptance

Signature _____

Date _____

Christopher Guerrette
PC Connection Sales Corp

Strategic Plan Action Items – School Board Update – Elementary

GOAL #1 – MATH K-12

District Goal: *ORCSD is committed to creating an environment where all students become both independent learners and knowledgeable critical thinkers who live ethically and make a difference in their world.*

Building Level Goal: *To expand math opportunities for all students Kindergarten through Grade 12 in 2014.*

What we did:

At the elementary level (K-5) we began exploring new resources using a research based protocol.

- We achieved embedded staff development by inviting Mahesh Sharma, a recognized national expert, and professor to work with elementary and middle school staff on best practice, modeled and efficient mathematical strategies.
- The math committee made up of 17 (14 teachers, 3 administrators) was formed to search possibilities for mathematics materials.
- Instructional materials evaluation tool (IMET) was used to explore resources brought forth by teachers.
- The math committee comprised of 17 (14 teachers, 3 administrators) chose “Eureka” as the math program.
- A half day was provided for all teachers to familiarize themselves with Eureka and provide input for needed professional development.
- The elementary math committee established an implementation of timeline for Eureka.
 - June 2015 – 2 day regional PD Eureka training
 - Summer proposal to support grade level
 - Group work
 - Summer work for independent study
 - Two 1/2 day professional development days scheduled for November and March
 - Grade level meetings as requested.

GOAL #2 – FULL DAY KINDERGARTEN

District Goal: *ORCSD inspires all learners to pursue personal excellence, academic challenge and success. Full day Kindergarten will be implemented for ORCSD students.*

Building Level Goal: *By December 2014 a plan for implementation of Full Day Kindergarten will be submitted to the Superintendent and School Board.*

What we did:

- A kindergarten design committee comprised of teachers, administrators and community members was formed.
- Research was updated and models investigated within New Hampshire and nationally.
- The kindergarten committee identified the resources necessary for implementation.

- The kindergarten committee developed a plan for implementation. In 2016-17 full day kindergarten would begin. Mast Way has more space than Moharimet, so in 2016-17 there will be more sessions at Mast Way than Moharimet.

GOAL #3 – SOCIAL/EMOTIONAL LEARNING

District Goal: *Innovative, student-centered instructional practices will support personalized learning for all ORCSD students.*

Building Goal: *By the end of fall 2015 ORCSD elementary staff will recommend a research based socio-emotional approach for implementation with students grade K-4.*

What we did:

The elementary strategic planning committee, with School Board support, moved this goal to 2015-16.

- To that end, we formed the Social Emotional Learning (S.E.L.) 15 staff member committee which met in May 2014.
- The S.E.L. reviewed the strategic timeline and chose a teacher chair.
- The S.E.L. established goals for 2015-16.

GOAL # 4 – PERSONALIZED LEARNING

District Goal: *Innovative, student centered instructional practices will support personalized learning for all ORCSD students.*

Building Level Goal: *Elementary staff will identify common characteristics of personalized learning to ensure all student learning needs are met.*

What we did:

Again, due to School Board concern about the work load of our elementary staff, this goal was moved to 2015-16.

Strategic Plan Action Items – School Board Update – Middle School

GOAL #1 COLLEGIAL CULTURE

District Goal: *ORMS will have a consistent culture of collaboration and personal excellence.*

Building Level Goal: *By 2015 ORCSD Middle School will create a professional culture of collaboration to support high levels of collegiality and team work, learn from one another and dialog to solve problems of practice.*

Through PLC work the strategic planning committee decided on a team read (Grading Smarter). The goal of a school read is to foster common expectations and mindsets among staff. A common team meeting template has been created for 2015/2016 implementation and Mike Anderson provided PD around collaboration.

GOAL #2 SCHOOL PRACTICE

District Goal: *Clear and common understanding at ORMS of best middle school practices/personal excellence.*

Building Level Goal: *By September 2015 ORCSD Middle School will construct and implement a plan to insure the school is operating as a true middle school.*

In the 2014/2015 ORMS was reevaluated by the New England League of Middle Schools in regards to our current spotlight school status. The visiting team was very impressed with many of our current practices to engage middle level learners.

Some areas cited for commendation:

- The variety of after school activities that meet the needs of all students.
- Continuing to organize students by team and grade that is consistent with middle level best practices.
- Developing and having a strategic plan for ORMS.

Some areas to review:

- Review and revise the school mission and philosophy if needed.
- Continue to gain a deeper understanding of RTI

Review current advisory program to ensure consistent delivery for each student.

GOAL #3 ASSESSMENT

District Goal: *ORMS will have a clear understanding of how we use assessment to improve student achievement/learning.*

Building Level Goal: *By September 2015 ORCSD Middle School staff will develop consistent understandings, and core beliefs about assessment.*

We took the year to review the variety of assessments that are given to students. There was a lot of discussion on the assessments that are used internally (staff choose to use), and assessments that are expected (SB, Star, etc.). We use the Star to monitor student progress and growth and also use it for RTI and placement purposes. A specific example is using the Star to determine algebra placement which gives our teachers more instructional time (OH and SAT were removed). We have and will continue to provide PD on assessment in the upcoming year. An area of target will be using the Star to benefit teachers in moving to standards based reporting. We started this work with Professor Sharma in 2014/2015....

GOAL #4 INSTRUCTIONAL PRACTICES

District Goal: *Innovative, student-centered instructional practices will support personalized learning for all ORCSD students.*

Building Level Goal: *ORCSD Middle School will increase innovative personalized instructional practices to meet the needs of all learners.*

We continue to expand extended learning opportunities through our after school activities. These opportunities are often created and based around student choice. We provided PD with Mike Anderson on personalized learning "Challenge through Choice". We had close to 20 teachers participate and will continue this work in the upcoming year.

Strategic Plan Action Items – School Board Update – High School

GOAL #1

District Goal 4: Assessment for Learning: *ORCSD will develop and implement a systemic approach to assessment that - Monitors and documents learner progress toward achievement of ORCSD's common set of learner expectations – Informs instruction for each learner – Includes frequent feedback specific to learning goals – Incorporates multiple diverse and authentic ways to demonstrate learning.*

District Goal 5: Reporting Learner Progress: *ORCSD will develop and support an evidence based system that - Uses a technology platform that allows students information to be shared among ORCSD staff to inform instruction – Provide a clear, accurate record of achievement and communicates progress of all learners – Is user friendly, easily accessible to all learners, parents and staff – Collects evidence of learning using creative and varied strategies – Is supported by quality training for all users, esp. staff.*

Building Level Goal: *School-wide learning expectations will be developed and incorporated into a coordinated program of studies with evaluation rubrics established to measure student progress toward these expectations. All curriculum areas will work together to coordinate the development of a list of skills needed for success in the 21st Century, and then implement the use of this skill list along with evaluation rubrics in all area by June 2015.*

ORHS has developed a set of 21st Century Learning Expectations. (See attached document) This document was developed by the faculty over the last 2 years and officially adopted this past spring. We are now in the process of embedding these core expectations into our program in order to make sure that all of our graduates are adequately prepared for life after high school. In particular, there has been a lot of work around developing common rubrics to be utilized throughout our program. Many of the summer projects at the high school for 2015 are focused on this work. The writer's guide, which was initially developed by the high school English department, has been revised with the input of all core departments to develop common language in the writing process across all curriculum areas. School rules and expectations are also being reviewed in light of the 21st Century Learning Expectations. The development of 21st Century Learning Expectations is also a core requirement of NEASC reaccreditation which ORHS is up for in 2017.

GOAL #2

District Goal 1: Personal Excellence: *ORCSD inspires all learners to pursue personal excellence, academic challenge and success.*

District Goal 3: Innovative Personalized Instruction: *Innovative, student-centered instructional practices will support personalized learning for all ORCSD students.*

Building Level Goal: *Establish and promote a professional culture of collaboration to support high levels of collegiality, team work and dialog to solve problems of practice with the intent of promoting student achievement. All staff will be engaged in a Professional Learning Community (PLC) by June 2015.*

In the fall of 2014 the entire professional staff of ORHS was organized into professional groups. Some were in the model of a traditional PLC and others were more action oriented committees. The main goal was to engage 100% of the staff in a process geared toward improving practice at ORHS. Out of these groupings came a wide range of dialogue and

school improvement steps that continue to have positive implications on the program of ORHS. Groups have examined a wide range of topics. Some of those topics are master schedule models, common assessments and rubrics, student supports, advisory models, student well-being and stress, and grading philosophy. Initiatives that have stemmed from this are our new advisory model to be implemented for fall 2015, a number of summer work groups working to develop common assessments across the curriculum and an aggressive evaluation of our student support network that will result in improved supports being offered. Moving forward our intent is to do some professional development around the notion of PLCs.

GOAL #3

District Goal #2 College and Career Ready: *ORCSD students are encouraged to be critical thinkers, creative problem-solvers, effective communicators, and socially responsible citizens who are college and career ready, prepared to pursue the paths they choose.*

District Goal 3: Innovative Personalized Instruction: *Innovative, student-centered instructional practices will support personalized learning for all ORCSD students.*

Building Level Goal: *Develop a commonly accepted clear definition of program consistency that is fully embedded in our program. We will start by developing consistency of practice to multi-section course offerings like World Cultures, Biology, Essentials of English, Algebra 1, Health, PE and World Languages by June 2015.*

Over the last year a great deal of work has been done focused on the experience of our 9th graders transitioning into a high school environment. An on-going interdisciplinary committee has been formed that has looked at the experience of our 9th graders. Significant effort has been put into making the freshmen experience more common. Freshmen courses like Biology, World Cultures, Essentials of English, Health, PE, Algebra 1 and World Language have been examined to create more curricular consistency. Common assessments and rubrics have been implemented in all areas. Examples of this consistency from this year's efforts are in lab report write-ups, a comprehensive writer's guide and common assessments. Moving forward it is hoped that the efforts to bring consistency to the 9th grade experience will be used as a model throughout the school program to improve our program.

GOAL #4

District Goal 1: Personal Excellence: *ORCSD inspires all learners to pursue personal excellence, academic challenge and success.*

District Goal 3: Innovative Personalized Instruction: *Innovative, student-centered instructional practices will support personalized learning for all ORCSD students.*

Building Level Goal: *ORHS will develop a support system that meets the needs of all of our students. We will start with an evaluation of the effectiveness of our current support system including RTI, Learning Lab, the new Math Lab program and make recommendations for next steps to improve student supports by June 2015.*

The RTI model has been carefully reviewed this year with the idea of improving student supports. A PLC was created to examine RTI and best practices for student support. The

supports that currently exist for students have been evaluated and recommendations for improvement have and continue to be generated. This year we implemented a new Math Lab program to support students in our math program. Students taking math courses via VLACS, those in need of tutoring support and those looking for occasional help were the target audiences. Learning Lab and Homework Den are both programs that have existed in the school for a number of years. The RTI team has worked to refine the process for providing students support via these programs. Teacher feedback has been a key emphasis as we revise student support options. Our next challenge in this regard is to examine how best to provide students with subject specific support as needed given the complexity of the content and structure of our program.

ORHS 21st Century Learning Expectations

In order to prepare ORHS students for full participation in society and the world of work, we are committed to emphasizing the following 21st Century Learning Expectations throughout our students' high school experience.

1. Knowledgeable person
 - a. Possesses content knowledge obtained through a variety of educational experiences.
 - b. Connects and relates content knowledge in new contexts
 - c. Recognizes one's own strengths and weaknesses
2. Critical and Creative Thinker
 - a. Actively engages in innovative and analytical thinking for a variety of purposes
 - b. Constructively questions assumptions and preconceptions
 - c. Expresses a unique and informed perspective
3. Self-Directed Learner
 - a. Comes to school prepared to learn
 - b. Uses knowledge of one's own strengths and weaknesses to set goals and make informed decisions
 - c. Utilizes available resources for academic and non-academic success
 - d. Takes initiative to complete tasks, meet deadlines, and achieve goals
4. Skilled Information Processor
 - a. Evaluates the validity of information
 - b. Effectively translates issues and situations into manageable tasks that have a clear purpose
 - c. Applies a variety of strategies to organize and interpret information
5. Responsible Citizen
 - a. Seeks opportunities to participate positively and productively in our local and global communities
 - b. Demonstrates ethical behavior and advocates for moral courage
 - c. Demonstrates awareness of and values personal and community health and wellness
 - d. Demonstrates ethical and balanced use of technology
6. Effective Communicator
 - a. Clearly expresses ideas in a variety of formats, technologies, disciplines, and genres
 - b. Uses evidence logically and ethically to support claims
 - c. Advocates effectively for one's own personal and academic needs
 - d. Communicates with courtesy and respect
7. Collaborative Worker
 - a. Values others' ideas and contributions
 - b. Works cooperatively to achieve group goals
 - c. Fulfill responsibilities within the group

Strategic Plan Action Items – School Board Update – Facilities

Since the birth of our Facilities Strategic Plan, our group has also met several times throughout the year to fine tune these goals for efficiency and practicality. Many sub meetings took place at the head custodian level on how to properly advise and execute these items.

GOAL #1

District Level Goal: *The education, health, and safety of our children are our top priorities. Decisions made regarding transportation, food service, technology and facilities shall support this priority.*

Building Level Goal: *ORCSD Maintenance and Custodial Staff will improve Safety/Problem area /Communications.*

Accomplishments:

- ***Injury reporting*** – Was discussed at the JLMC meeting in May where we informed the committee of our heightened attention to keep our staff and community safe. We had 0 lost time work injuries this school year!!!!
- ***Awareness and Communication*** - A staff Newsletter was created and distributed in the staff welcome back packet. An end of year staff letter was also created and distributed.
- ***Restrict problem areas with gates*** - In October, we purchased 2 portable gates per school. This has significantly helped the evening custodial staff with wandering visitors and has doubled as a barrier for school day emergencies or issues.
- ***Eye Wash Safety*** – In November, multiple placards were purchased and installed in-house to inform the staff, students, and public of eye wash locations.
- ***Painting and Building Use Guidelines*** – This topic and execution of this task was heavily lead by the building Head Custodians during several meetings. The guidelines were completed and sent to building principals for staff distribution in June.

GOAL#2

District Level Goal: *Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.*

Building Level Goal: *ORCSD maintenance and custodial staff will work to apply the principals of sustainability in the conduct and operations of the schools.*

- ***Remove Carpeting / change flooring*** – By September, an inventory was taken across the district for flooring needs and plan for replacement is included in the 5 year Capital Improvement Plan. This goal changed slightly due to some rooms needing carpet for sound and safety needs.
- ***Use Greener products*** – This August, Aramark will meet this goal by purchasing an on-site Orbio ECH20 cleaning product generation unit. This is the most advanced unit in the industry. Training scheduled. Our carbon footprint will also be reduced. All current products are “Green”.
- ***Pest Management*** – Facility Director attended IPM workshops. IPM program budgeted starting July 1 2015. Vendors are currently being reviewed.

GOAL #3

District Level Goal: *Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.*

Building Level Goal: *ORCSD maintenance and custodial staff will be involved in decisions related to any capital improvement efforts.*

- **CIP Plan / Facilities Study** – The plan was presented and approved by the Board in July of 2014. Major projects in year 1 (FY 2016) are scheduled and have begun on June 22nd. ADA and Life Safety will be completed over the course of this school year.
- **Middle School Future Options** – All meetings that were held have been attended by Facilities Director and Custodial Supervisor. Facilities related information requested by architect has been supplied.
- **Mast Way Parking Lot Drainage** – Engineering plan finalized, Budget approved, Bid out and awarded, Lee Planning Board Approval, and site prep tree removal completed. Project target completion by August 17th. Plantings to be done in early September with community involvement.
- **Moharimet Expansion** – Project successfully completed in October 2014. All punch list items completed.
- **Increase Budget until 3% reached for CIP** – This is reflected in 5 year Capital Plan. This goal will continue to be modified as we have to anticipate rising building material and trades labor costs will grow over Facilities Study budget estimates.

FY 2016 – CONTINUED GOALS

GOAL #1

District Level Goal: *The education, health, and safety of our children are our top priorities. Decisions made regarding transportation, food service, technology and facilities shall support this priority.*

Building Level Goal: *ORCSD Maintenance and Custodial Staff will improve Safety/Problem area/Communications.*

- **Training Calendar** – A calendar was created but however needs to be fine-tuned as we look to incorporate more topics and include work task changes that are currently in progress and development.
- **Operational Efficiencies** – This task goes hand in hand with the training calendar. We are currently researching efficiencies that reflect high quality industry processes and best practices that are successful.

GOAL #2

District Level Goal: *Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.*

Building Level Goal: *ORCSD maintenance and custodial staff will work to apply the principals of sustainability in the conduct and operations of the schools.*

- **Heat Loss Control** – We have reached out to partner with Siemens on this goal. A walk-through is scheduled with our new account rep. Other concerns suggested involve minor changes to building flow and will be discussed with building principals during regular meetings with Facilities Director. Input is being collected from building custodians.

Strategic Plan Action Items – School Board Update - Transportation

GOAL #1

District Level Goal: *The education, health, and safety of our children are our top priority. Decisions made regarding transportation, food service, technology and facilities shall support this priority.*

Department Level Goal: *ORCSD transportation department will improve communications and safety throughout the department.*

Transportation Leadership Team (TLC)

1. Implemented Transportation Leadership Team (TLC)
 - TLC Meetings held monthly
 - Communications Team – 5 drivers consistently attend. Others filter through when they have a topic to discuss.
2. It is within these meeting that safety issues are brought forward, discussed and resolved. Additional: cleaning supplies for buses, tried vinegar/water, switched back to Windex. Have used simple green and Dawn original. Recommendations for mice on buses?
3. Newsletters:
 - Newsletters have been every Friday for 15 years. This year we voted to issue newsletters on paydays.
4. Revised system for assigning extra trips:
 - Implemented a few changes to the way trips are dispersed.
 - Had negative feedback from drivers.
 - Shortage in drivers has created huge obstacles in assigning trips and managing driver payroll.
 - Wall board posting trips monthly.
 - Wall board posting assignments daily.

GOAL #2

District Level Goal: *Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.*

Department Level Goal: *ORCSD transportation department will work to apply the principals of sustainability in the conduct and operations of transportation.*

1. Increase Ridership:
 - In an efforts to increase ridership we created bus stops within the walk zones.
 - Notification emails sent out to parents.
 - Limited success five students used this option regularly.
2. Coordinate Kindergarten Schedule for AM/PM
 - This option is always considered each year when creating routes.
 - Not always possible to consolidate as kindergarten routes are address specific.
 - By the end of the year, I can usually consolidate an AM and PM together on one bus.

GOAL #3

District Level Goal: *Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.*

Department Level Goal: *ORCSD Transportation Department will be involved in the decisions made related to bus replacement and maintenance.*

1. Bus replacement plan:

- Bus replacement plan is for a continuous purchase of three buses each year.
 - Purchased 3 - Fiscal Year 2015
 - Will Purchase 3 - Fiscal Year 2016
 - Applied for NHDERA grant monies for bus replacement and received \$55,000.
- Retired 6 buses earlier than planned due to DOT regulations and/or major repairs.
- One bus totaled in April 2015 accident.
- The number of 77 passenger buses pulled off the road is seven.
- Remaining bus breakdown:
 - Twenty three buses are 2009 and newer.
 - Seven buses are 2006 and older.
 - Oldest bus is 2001.

2. Option to Lease Buses:

- This past year we were able to lease 3 additional buses using the savings from the maintenance/repair account.

3. Investigate options for other office locations:

- The strategy is still in progress. No decision or recommendations made in 2014-15

Strategic Plan Action Items – School Board Update – Child Nutrition Services

GOAL #1

District Level Goal: *The education, health and safety of our children are our top priorities. Decisions made regarding transportation, food service, technology & facilities shall support this priority.*

Department Level Goal: *ORCSD Food Service Department will improve communications and safety through training and professional development.*

- ServSafe sanitation training has been provided in house twice for all staff at no cost to the employee. Most of our staff are now ServSafe Certified. This certification lasts for 5 years.
- New USDA regulations have Professional Standards starting July 1st, 2015. All staff are required to have a certain number of training hours per year.
- Training has been provided onsite for all staff during 2 teacher workshop days. Two more trainings are scheduled for FY16
- All staff are invited to take advantage of SNA NH conferences and regional trainings and will be reimbursed the registration fee
- A PowerPoint was developed and is ready to communicate program advantages to parents, staff and community.

GOAL #2

District Level Goal: *Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate into the curriculum.*

Department Level Goal: *ORCSD Food Service Department will continue to support sustainability by purchasing local foods and utilize produce from school gardens*

- Chef Julienne Guyette attended a staff in-service to share expertise with staff on use of fresh herbs from our school gardens & Chef Anthony from PFG is scheduled to come to our August training
- New local sources are continuously sought out. Spreadsheet of all local foods has been recorded for FY15 to use for procurement of FY16 local foods.
- School cooks are using produce from school gardens whenever possible.

GOAL #3

District Level Goal: *Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.*

Department Level Goal: *ORCSD Food Service department will develop an equipment replacement plan for each school.*

- Equipment inventories were created at each school and sent to director
- List of equipment priorities has been created
- Purchases have been made for equipment on the top of the list
- PO's have been created for 4 more pieces to be purchased, including walk-in refrigerators to replace failing unit at Mast Way, and one at Moharimet which had none.

Strategic Plan Action Items – School Board Update - Technology

GOAL #1 - COMMUNITY

District Level Goal: *Operations and finance will ensure that facilities and operations support educational goals through a sustainable educational system.*

Department Level Goal: *ORCSD will use technology in a manner that respects themselves, society and the environment*

The focus of this goal was around updating our current policies. While not all technology related policies were updated, the work was started. An updated procedure –R was added to the district's acceptable use policy. The IT Director and Dr. Morse attended a technology policy workshop put on by Drummond Woodsum. They provided recommendations and sample policies that still need to be reviewed.

GOAL #2 STUDENT ENGAGEMENT

District Level Goal: *ORCSD is committed to creating an environment where all students become both independent learners and knowledgeable critical thinkers who live ethically and make a difference in their world.*

Department Level Goal: *ORCSD will use consistent student centered and effective integration of technology across all classrooms and grade levels that incorporate the NETS standards, digital portfolios and District technology standards.*

A majority of time was devoted to the goals in this section. Over the summer we updated numerous computers. During this process we selected a laptop model for students and staff, a powerful desktop model for STEM labs and front office administration and SAU staff. All the laptops were leased, which allows us to build a manageable replacement plan and also to keep costs consistent from year to year. The IT Department has also worked to standardize software. Additional work will continue throughout the course of the strategic plan.

Carolyn Eastman worked with a group of teachers during the summer of 2014 to develop a scope and sequence for technology standards in grades K-8.

IT has tried to get more feedback this year from our power users in regards to hardware and software purchasing. When possible IT has been able to get equipment demos and put them in schools for testing.

GOAL #3 PERSONALIZED LEARNING

District Level Goal: *ORCSD is committed to creating an environment where all students become both independent learners and knowledgeable critical thinkers who live ethically and make a difference in their world.*

Department Level Goal: *Technology will support innovative student centered instructional practices and personalized learning for all ORCSD students so they are college and career ready, prepared to pursue the paths they choose.*

Most of the work on this goal was around the hiring of technology paraprofessionals at each elementary school for the 2015-16 school year. The IT Department started working on finding an easy to use intranet tool to host resources for staff.

GOAL #4 COMMUNITY ENGAGEMENT

District Level Goal: *ORCSD will enhance communications to accurately report District performance to engender a culture of trust, respect and support.*

Department Level Goal: *Technology use will allow for clear, consistent, communication and provide multiple opportunities to engage with the communities of Lee, Madbury and Durham.*

Preliminary work has been started on what systems of communication are available to the District.

GOAL #5 FINANCE AND OPERATIONS

District Level Goal: *Operations and finance will ensure that facilities and operations support educational goals through a sustainable education system.*

Department Level Goal: *ORCSD IT will align purchasing with District goals to ensure the appropriate resources are being purchased in a consistent manner across the District.*

Most of the computers are now leased which helps build a replacement plan. When choosing hardware several factors are considered:

- Battery life,
- Durability, and
- Ease of use.

When possible staff have provided feedback on different devices. Currently all staff have their own laptop and there are mobile carts distributed throughout the schools if a classroom needs a computer resource.

OYSTER RIVER COOPERATIVE SUSTAINABILITY COMMITTEE

TO: School Board
FROM: Susan Caswell
DATE: July 15, 2015
RE: Green Team Nominations

Please accept the following names for nomination to the ORCSD Sustainability Green Team.

Stipend Positions:

Name	Title	School	Stipend
Maggie Morrison	Green Team Leader	Mast Way/High School	\$6,666.67
Mary L. Caulfield	Green Team Leader	Middle/High School	\$6,666.67
Kristin Houle	Green Team Leader	Moharimet School	\$6,666.66
		TOTAL	\$20,000.00

Oyster River Cooperative School District

Nomination Summary

Confidential

Name:	Andrew Tripp
Date:	6-22-15
Position:	Special Education Teacher- Mast Way
Person Replacing:	Kim Wesson (Leave of Absence)
Budgeted Amount:	\$79,551
Recommended Step/Salary:	BA + 30/ \$41,735 <i>Step 1</i>
Interviewed By:	Judy George, Felicia Sperry, Kathleen Ameduri, Melisa Baker, Carrie Vaich, Catherine Plourde, Dr. James Morse
# Interviewed:	6
Education:	Cedarville University, B.A. in Organizational Communication Rivier University, M.A. in Secondary Social Studies (still in process) Granite State College, Post-Baccalaureate Teaching Certification
Certification:	NH Statement of Eligibility General Special Education (K-12); Endorsement expected June 2015
HQT Status	HQT in Secondary Social Studies; HQT Elementary Education pending completion of Praxis
Related Experience:	Paraeducator, ORHS 2013-Present, ACES Vocational Rehabilitation and Transition Summer Program 2012-2014, Paraeducator Hollis Brookline 2011-2013, Interim Middle School Teacher 2010, Substitute Teacher 2008-2011
Comments:	Andrew has a NH Statement of Eligibility for General Special Education. His endorsement is expected within the next two weeks. Andrew has been working as a paraeducator at our high school for the past two years. He has had a great mentor at ORHS and been involved with students with disabilities for many years as a volunteer, educator, and paraeducator. He is organized, extremely positive and upbeat, and always the first to step up and delve in to a new project. Andrew is a team player, thinks outside the box and he's ready for a teaching position. We are excited to be able to offer him a position.
Date: <i>6-22-15</i>	Authorized Signature: <i>Catherine Plourde</i>

REQUIRED Attachments:

- Resume 3 Letters of Recommendation Copy of Certification



ORHS ATHLETICS

55 Coe Drive
Durham, NH 03824
603-868-2375 x1105
603-868-1355 Fax

OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

To: Dr. Jim Morse, Superintendent
From: Corey Parker
Date: 7/6/15
Re: 2015 Coach Nominations

Message:

Please accept the following names for nomination to coach their selected sports this upcoming winter season.

High School:

Volunteer Positions:

Meg Wiley	Girls Soccer
Eric Travis	Cross Country
Greg Tucker	Boys Soccer
Bev Cole	Girls Soccer
Sean Stewart	Girls Volleyball
Greg Tucker	Boys Soccer
Emma Wilson	Cross Country
Nick Ricciardi	Unified Soccer
Dan Brodeur	Girls' Volleyball

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Greg Gephart	Boys Cross Country	\$3,523	17	\$375	\$3,898
Fergus Cullen	Girls' Cross Country	\$3,523	4	\$75	\$3,598
Charles Crull	Boys Varsity Soccer	\$4,012	13	\$375	\$4,387
Danny Watson	Boys Reserve Soccer	\$2,007	1	\$0	\$2,007
James Thibault	Boys JV Soccer	\$2,608	11	\$375	\$2,983
Cassandra Sweatt	Girls Varsity Volleyball	\$3,523	5	\$150	\$3,673
Katie Levine	Girls JV Volleyball	\$2,290	0	\$0	\$2,290
Steve Pettit	Girls Varsity Soccer	\$4,012	0	\$0	\$4,012
Mark Smallwood	Varsity Field Hockey	\$4,012	13	\$375	\$4,387
Anne Golding	Junior Varsity Field Hockey	\$2,608	1	\$0	\$2,608
Don Maynard	Girls Varsity Basketball	\$5,088	0	\$0	\$5,088

Middle School: Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Dave Montgomery	MS Cross Country	\$2,348	3	\$75	\$2,423
Chris Hall	MS Cross Country	\$2,348	2	\$0	\$2,348
Kim Wesson	MS Cross Country	\$2,348	4	\$75	\$2,423
Ben Halsey	MS Cross Country	\$2,348	0	\$0	\$2,348
Nate Grove	MS Boys Soccer	\$1,957	9	\$300	\$2,257
Jen Snow	MS Girls Soccer	\$1,957	2	\$0	\$1,957
Emma Hewson	MS Field Hockey	\$1,957	3	\$75	\$2,032

Yours in Sport,
Corey Parker
Director of Athletics
Oyster River Cooperative School District

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: DON MAYNARD	School: Oyster River High School
Position: Girls Varsity Basketball Head Coach	<input type="checkbox"/> Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Don Maynard as the new Head Varsity Girls Basketball Coach. Don brings over 20 years of basketball coaching experience to Oyster River and has an outstanding connection with the students at Oyster River, given his full time teaching position here at the High School. His knowledge of the game and appreciation of individual development and team development will help continue to move our girls program in the right direction and hopefully generate stronger participation. Don believes strongly in reconnecting the program with the youth development and given his years of experience working with the ORYA program establishing and building the youth boys program I am confident and excited to see how his skills and work ethic can continue to strengthen our young girls development and appreciation of the game of basketball.

Attachments: Reference Check Application
(ORCSB Employee)



Signature of Athletic Director

7/8/15

Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: KATIE LEVINE	School: Oyster River High School
Position: Girls Junior Varsity Volleyball Coach	<input type="checkbox"/> Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Katie Levine as the girls junior varsity volleyball coach at Oyster River HS. Katie, a ORHS alum will bring a youthful voice into the junior varsity practice and be able to show through demonstration the many fundamental drills needed at this level. She also will be a great extra set of eyes for the varsity program during games.

Attachments: Reference Check Application



Signature of Athletic Director

7/6/15
Date

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
July 15, 2015**

Title	Code
Policies for First Read	
Transgender and Gender Nonconforming w/Procedure	JBAB & R
Board Member Conflict of Interest	BCB
Safety Program (Joint Loss Management Committee)	JLI
Policies for Second Read/Adoption	
Student Activities, Clubs and Organizations	JJA
Student Fund Raising Activities	JJE
Student Activities, Clubs, Fund Management	JJF
Risk Management	EI
Policies for Deletion	
Safety Committee	EB
Posting of Community Notices	KJB
Policies for Request of Public Hearing- AUGUST	
School Board Member Authority	BBAA
Advisory Committees to the Board	BDF

The July 8, 2015 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JBAB
Policy Committee Review: July 8, 2015 <u>School Board First Read : July 15, 2015</u>	Page 1 of 1

TRANSGENDER AND GENDER NONCONFORMING

It is the goal of the Oyster River Cooperative School District, as always to foster a learning environment that is safe, and free from discrimination, harassment and bullying as well as to assist in the educational and social integration of transgender **and gender nonconforming** students in our schools. This policy is intended to be interpreted in light of applicable federal and state laws and regulations, as well as Board policies, procedures and school rules.

This policy is not intended to anticipate every possible situation that may occur, since the needs of particular students and families differ depending on the student's age and other factors. In addition, the programs, facilities and resources of each school also differ. Administrators and school staff are expected to consider the needs of students on a case-by-case basis, and to utilize this policy and other available resources as appropriate.

The term "transgender" is an umbrella term for an individual whose gender identity or expression is different from that traditionally associated with their assigned sex at birth. A student will be considered transgender if, at school, they consistently assert a gender identity or expression different from the gender assigned at birth. This includes students who identify as transgender, or who are gender nonconforming. This involves more than a casual declaration of gender identity or expression, but it does not necessarily require a medical diagnosis.

Cross Reference:

JBAB – R Transgender and Gender Nonconforming - Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JBAB-R
Policy Committee Review: July 8, 2015 School Board First Read: July 15, 2015	Page 1 of 3

Transgender and Gender Nonconforming Procedure

In accordance with policy JBAB, a student will be considered transgender if, at school, **they** consistently **assert** a gender identity or expression different from that traditionally associated with their assigned sex at birth. This involves more than a casual declaration of gender identity or expression, but it does not necessarily require a medical diagnosis.

The following definitions are not intended to provide rigid labels for students, but to assist in discussing and addressing the needs of students. The terminology in this area is constantly evolving, and preference for particular terminology vary widely. Administrators, school staff, volunteer, students and others who interact with students are expected to be sensitive to the ways in which particular transgender students may wish to be identified. However, for the sake of brevity, this policy refers to “transgender students.”

1. *Sexual orientation* – Sexual orientation is defined in this policy as an individual’s “actual or perceived heterosexuality, bisexuality, or homosexuality in relation to their own gender identity.”
2. *Gender identity* – A person’s deeply held sense or psychological knowledge of their own gender. One’s gender identity can be the same or different than that traditionally associated with their assigned sex at birth.
3. *Gender expression* – The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.
4. *Cisgender* – A person whose gender identity and expression are aligned with that traditionally associated with their assigned sex at birth.
5. *Transgender* – A person whose gender identity and/or expression are not aligned with the gender traditionally associated with their assigned sex at birth. “Transgender” is often used as an umbrella term encompassing a large number of identities related to gender nonconformity.
6. *Transition* – The process in which a person begins living as the gender with which they identify rather than the gender traditionally associated with their assigned sex at birth. For most elementary and secondary students, this involves minimal or no medical interventions. In most cases, transgender students under the age of 18 are in a process of social transition.
7. *Gender nonconforming* – A person who has a gender identity and/or gender expression that does not conform to the gender traditionally associated with their assigned sex at birth. People who identify as gender nonconforming may or may not also identify as transgender.
8. *Gender binary*- The classification of sex and gender into two distinct and opposite forms of masculine and feminine.
9. *Gender non-binary* – A blanket term for gender identities that are not exclusively masculine or feminine.

This procedure will be used to address needs raised by transgender students and/or their parent(s)/guardian(s).

1. A transgender student and/or their parent(s)/guardian(s) should contact the student's counselor or building administrator. In the case of a student who has not yet enrolled in school, the appropriate building administrator should be contacted.
2. A meeting should be scheduled to discuss the student's particular circumstances and needs. In addition to the student, parent(s)/guardian(s) and building administrator, participants may include the school counselor, school nurse, teachers and/or other school staff, and possibly outside providers who can assist in developing a plan for that student.
3. A written plan will be developed by the school, in consultation with the student, parent(s)/guardian(s) and others as appropriate, to address the student's particular needs. If the student has an IEP or a 504 Plan, the provisions of these plans should be taken into consideration in developing the plan for addressing transgender issues.
4. The school may request documentation from medical providers or other service providers as necessary to assist staff in developing a plan appropriate for the student.
5. If the parties cannot reach an agreement about the elements to be included in the plan, the building administrator and/or Superintendent shall be consulted as appropriate.

Guidance on Specific Issues

1. **Privacy:** The student's plan should address how to deal with disclosures that the student is transgender. In some cases, a student may want school staff and students to know, and in other cases the student may not want this information to be widely known. School staff should take care to follow the student's plan and not to inadvertently disclose information that is intended to be kept private or that is protected from disclosure (such as confidential medical information).

School staff should keep in mind that under FERPA, student records may only be accessed and disclosed to staff with a legitimate educational interest in the information. Disclosures to others should only be made with appropriate authorization from the administration and/or parents/guardians.

2. **Official Records:** Schools are required to maintain a permanent record for each student which includes legal name and gender. This information is also required for standardized tests and official school unit reports. This official information will only be changed upon receipt of documentation that a student's name or gender has been changed in accordance with any applicable laws. Any requests to change a student's legal name or gender in official records should be referred to the Superintendent.

To the extent that the school is not required to use a student's legal name or gender on school records or other documents, the school should use the name and gender identified in the student's plan.

3. **Names/Pronouns:** A student who has been identified as transgender under this policy should be addressed by school staff and other students by the name and pronouns corresponding to their gender identity that is consistently asserted at school.
4. **Restrooms:** A student who has been identified as transgender under this policy should be permitted to use the restrooms assigned to the gender which the student consistently asserts at school. A transgender student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations such as using a

separate **single-occupancy** or a staff facility. However, a student shall not be required to use a separate **single-occupancy** facility over **their** objection.

5. **Locker Rooms:** The use of locker rooms requires schools to consider a number of factors, including but not necessarily limited to the safety and comfort of students; the transgender student's preference; student privacy; the ages of students; and available facilities. As a general rule, transgender students will be permitted to use the locker room assigned to the gender which the student consistently asserts at school. A transgender student will not be required to use a locker room that conflicts with the gender identity consistently asserted at school. A transgender student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations, such as using a separate stall, a staff facility or separate schedule.
6. **Other Gender-Segregated Facilities or Activities:** As a general rule, in any other facilities or activities when students may be separated by gender, transgender students may participate in accordance with the gender identity consistently asserted at school. Interscholastic athletic activities should be addressed through the NIIAA participation policy, Article III, Section 5.
7. **Note on Facilities:** **If there are no facilities (restrooms, locker rooms, or other gender-segregated facilities) that align with the gender which the student consistently asserts at school (i.e. in the case of a student who is gender non-binary), recommendations of parent(s)/guardian(s) and medical or mental health professionals should be implemented into the plan developed for the student.**
8. **Dress Code:** Transgender students may dress in accordance with their consistently asserted gender identity, consistent with any applicable requirements in the dress code or school rules.
9. **Safety and Support for Transgender and Transitioning Students:** School staff are expected to comply with any plan developed for a transgender student and to notify the building administrator or other designated support person for the student if there are concerns about the plan, or about the student's safety or welfare.

School staff should be sensitive to the fact that transgender and transitioning students may be at higher risk for being bullied or harassed, and should immediately notify the appropriate administrator **upon becoming** aware of a problem.

Staff Training and Informational Materials

1. The Superintendent and/or building principal may institute in-service training and/or distribute educational materials about transgender issues to school staff as **deemed** appropriate.
2. Teachers and other staff who have responsibilities for a transgender student with a plan will receive support in implementing the plan.
3. Training will include awareness of gender stereotyping.

Cross Reference:

JBAB – Transgender and Gender Nonconforming

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCB
Date of Adoption: September 1970 Dates of Revision: March 1997, March 2004 Code Revision: November 18, 2009 – previously-BBFA Review Policy Committee: September 12, 2012 Policy Committee Re-review: July 8, 2015 School Board First Read: July 15, 2015	Page 1 of 1 Category: Recommended

BOARD MEMBER CONFLICT OF INTEREST

As elected officials, [the Oyster River Cooperative sSchool b](#)Board members owe a duty of loyalty to the general public in protecting the school District's interests. Therefore, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the Board will disclose such interest to the Board, will not deliberate on the matter, will not vote on the matter, and will not attempt to influence other members of the Board regarding the matter. Additionally, Board Members should refrain from engaging in conduct or actions, that give the appearance of a conflict of interest, embarrass the Board, or personally embarrass another Board Member.

It is not the intent of this policy to prevent the District from contracting with corporations or businesses with which a Board Member is an employee. The policy is designed to prevent placing a Board Member in a position where their interest in the public schools and their interest in their place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. [It is the responsibility of the Board Member to declare a conflict of interest and to recuse themselves accordingly.](#)

Nepotism

~~The Board may employ a teacher or other employee if that teacher or other employee is the father, mother, brother, sister, wife, husband, domestic partner, boyfriend, girlfriend, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board. Relatives of the superintendent or School Board Members are not automatically disqualified. Such a relationship will not automatically disqualify a job applicant from employment with the school district.~~

However, the [superintendent](#) or Board Member shall declare their relationship with the job applicant and will refrain from debating, discussing, or voting on a nomination or other issue. The job applicant is expected to declare their relationship with the Board Member as well.

~~A School Board Member shall not have any direct personal and/or pecuniary interest in a contract with the school District, nor shall s/he furnish directly any labor, equipment, or supplies to the school District.~~

This [policy](#) 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, the adoption of this policy, or a Board Member's election.

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLI
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: July 20, 2011 EB – Same language also required) Policy Committee Review: July 8, 2015 School Board First Read: July 15, 2015	Page 1 of 1 Category: Required

[SAFETY PROGRAM JOINT LOSS MANAGEMENT COMMITTEE](#)

The [Oyster River Cooperative School District](#) Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64, III, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school busses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. The safety plan will be on file in each district building and in the SAU office.

Legal References:

- RSA 200:40, Emergency Care
- RSA 281-A:64, III, Worker’s Compensation, Safety Provisions; Administrative Penalty
- NH Code of Administrative Rules, Section Ed 306.04(a)(2), School Safety
- NH Code of Administrative Rules, Section Ed 306.04(d), School Safety Procedures

[Cross-Reference:](#)

————— [EB – Safety Program](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJA
Draft Policy Committee: 8/4/11 Code Change from IGD SB First Read: August 17, 2011 SB Second Read/Adoption: September 7, 2011 Review Policy Committee: June 10, 2015 School Board First Read: June 17, 2015 School Board Second Read/Adoption: July 15, 2015	Page 1 of 2 Category: Optional

STUDENT ACTIVITIES, CLUBS AND ORGANIZATIONS

It is the policy of the Oyster River Cooperative School Board to allow opportunities for all students to participate in co-curricular activities designed to meet their needs and interests.

Such activities must supplement and enrich regular academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups, or encourage service to the school and community.

Any student organization must be [recommended- approved](#) by the Principal and [Advisors](#) approved by the Board.

Eligibility

To participate in co-curricular and extra-curricular activities, all students must meet eligibility requirements, and understand that such participation is a privilege, not a right. The superintendent is directed to establish eligibility standards and procedures for acceptable academic performance, good citizenship/sportsmanship, parental permission, fees, and physical exams/health requirements. The eligibility standards and procedures will be published in the student/parent handbooks.

In addition, students who choose to participate in interscholastic sports will be governed by Policy JJIB, Interscholastic Athletics, and by the eligibility standards of the New Hampshire Interscholastic Athletic Association (NHIAA).

Participation

The district allows students enrolled in other schools - including charter schools, non-public schools, and home schools - to participate on an equal basis in any activity offered by the district that is not offered at a student's school of attendance, provided they meet the eligibility requirements for participation. This applies to:

1. Students who are residents of this school district but who are being educated in a home school may participate provided they comply with all laws governing non-public home-based education.
2. Students who are residents of the district [by-but](#) who are being educated in an independent or parochial school if the school in which the student is enrolled does not sponsor the activity.

The superintendent is directed to establish procedures for application and appeal to implement this participation allowance.

Participation Fees

Non-enrolled students participating in district co-curricular and extra-curricular activities are subject to the same fees charged enrolled students for the activity.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJA
Draft Policy Committee: 8/4/11 Code Change from IGD SB First Read: August 17, 2011 SB Second Road: September 7, 2011 Policy Committee: June 10, 2015 School Board First Read: June 17, 2015 School Board Second Read/Adoption: July 15, 2015	Page 2 of 2 Category: Optional

Cross Reference:

- JJF - Student Activities Clubs Fund Management
- JJF-R - Administering Student's Activities Club Funds
- JJJ - Interscholastic Athletics

Legal Reference:

- NH Code of Administrative Rules, Section Ed. 306.26(d), Kindergarten-Grade 8 Curriculum
- NH Code of Administrative Rules, Section Ed. 306.27(b)(5), High School Co-curricular Program
- NH Code of Administrative Rules, Section Ed. 306.27(v), Reasonable accommodations for students with disabilities

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE
Date of Adoption: March 26, 1987-Replaced 2/12/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014 Policy Committee Review: June 10, 2015 School Board First Read: June 17, 2015 School Board Second Read/Adoption: July 15, 2015	Page 1 of 1 Category: Optional

STUDENT FUND RAISING ACTIVITIES

The Oyster River Cooperative School Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent or his or her designee.

Student fundraising activities must be for the support of the school mission. ~~Fundraising will not be school sponsored unless it is approved by the superintendent.~~ All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the superintendent or his/her designee, and those accounts shall be audited annually.

Cross Reference:

[JJA – Student Activities, Clubs and Organizations](#)

[JJF – Student Activities, Clubs Fund Management](#)

[JJF-R – Administering Student Activity Funds](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJF
Review Policy Committee: 8/4/11 First Read to SB: August 17, 2011 Second Read/Adoption to SB: September 7, 2011 Policy Committee Review: June 10, 2015 School Board First Read: June 17, 2015 School Board Second Read/Adoption: July 15, 2015	Page 1 of 1 Category: Recommended

STUDENT ACTIVITIES, CLUBS, FUND MANAGEMENT

The Oyster River Cooperative School Board authorizes the establishment of Student Activity Funds. Such funds shall be organized and managed consistent with the provisions of this policy.

Student activity funds may be raised and spent to promote the general welfare, education of the student body and/or the extracurricular activities of student clubs, groups and organizations.

~~The funds will be used for the purpose which it they was were raised.~~

The Principal of the school shall be responsible for the proper administration of the financial activities of the Student activities fund in accordance with state law and appropriate accounting practices and procedures. The Principal is charged with establishing administrative regulations to carry out the provisions of this policy.

Student activity accounts are subject to auditing at any time by the Business Administrator or his/her designate.

Cross Reference:

JJA – Student -Activities Clubs and Organizations

[JJE – Student Fund Raising Activities](#)

JJF-R – Administering Student Activity Funds

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EI
Date of Adoption: June 29, 1988 Policy Committee Review: June 10, 2015 School Board First Read: June 17, 2015 School Board Second Read/Adoption: July 15, 2015	Page 1 of 1 Category: Recommend

RISK MANAGEMENT

The [Oyster River School](#) Board recognizes its responsibility for properly managing the resources of the Oyster River school system. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the system's property from loss. No new policy or procedure will be adopted or approved by the Board without first giving careful consideration to the school system's risk exposure.

The superintendent or, by designation, the business administrator, shall be responsible for establishing a risk management and insurance program covering all property and program risks related to the performance of the educational and service missions of the system. This risk management and insurance program shall include means for identifying, eliminating, reducing, retaining or transferring risk. Only when a particular risk cannot be eliminated or feasibly retained by the systems shall it be transferred by the purchase of insurance.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When it is in the apparent best interest of the system, the Board may budget for and retain limited and predictable risks of financial loss, through the use of contingency funds, deductibles, etc. or participation of pooled risk management programs with other school districts.

When the purchase of commercial insurance is deemed necessary, such purchase will be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any group of agents, brokers or insurer representative other than an obligation based on the above stated considerations.

The Board authorizes the superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain and audit an effective risk management program for the system.

Legal Reference:

[RSA 194:3.III, Powers of District](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD (JLI - Same language also required)	Policy Code: EB
Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 School Board First Read: August 14, 2013 School Board Second Read/Adoption: November 6, 2013 Policy Committee - Deletion - same as JLI: July 8, 2015 School Board Deletion: July 15, 2015	Page 1 of 1

SAFETY PROGRAM

The Oyster River Cooperative School District Superintendent will cause the formation of the Joint Loss Management Committee as required by RSA 281-A:64, III, and a Crisis Management Plan that conforms to the National Incident Management System.

The practice of safety shall also be considered a facet of the instructional plan of the District schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels.

Each Principal shall be responsible for the supervision and implementation of a safety program for his/her school. General areas of emphasis shall include, but not be limited to: in-service training; accident recordkeeping; plant inspection; driver and vehicle safety programs; fire prevention; catastrophe planning; and emergency procedures and traffic safety problems relevant to students and employees. The principal shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips), within school building(s) (including classrooms and laboratories), off school grounds during school sanctioned activities (including, but not limited to, work-based learning and internships), and in the use of online resources. The safety plan will be on file in each district building and in the SAU office. Safety plan is reviewed with staff annually and as needed.

Legal References:

RSA 200:40, Emergency Care
 RSA 281-A:64, III, Worker's Compensation, Safety Provisions; Administrative Penalty
 NH Code of Administrative Rules, Section Ed 306.04(a)(2), School Safety
 NH Code of Administrative Rules, Section Ed 306.04(d), School Safety Procedures

Cross-Reference:—

— [JLI - Safety Program](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KJB
Date of Adoption: July 13, 1988 Policy Committee – Delete – Information contained in KHB School Board Deletion: July 15, 2015	Page 1 of 1

POSTING OF COMMUNITY NOTICES

1. Nonschool notices may be posted on school bulletin boards if the following requirements are met:
 - Approval by the principal.
 - Clearly state on notice that the function or activity is *not* a school-sponsored activity.
 - The function or activity is directly of benefit to local youth.
 - The notice does in no way include information or advertising of promotional nature which would benefit private enterprise.

2. All notices regarding school-sponsored activities may be posted under the jurisdiction of the principal.

Policy Committee Meeting Minutes

Wednesday, July 8, 2015 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, Todd Allen, Jason Baker

Visitors: 0

Called to order at 3:30 by Maria Barth who opened the meeting by addressing the visitors and asking them to discuss the draft Transgender policy and procedure.

It was explained that this is a civil right issue and that we do not have a lot of models to guide our process. We are working with legal counsel as well as a wide range of organizations for their input. {Gay and Lesbian alliance, UNH}

Jim also explained that a group, representative of staff and administration, have met and they have been critical on moving forward with developing this first draft. Questions were asked and answered. Revisions were made to the Draft policy and procedure and will be sent to the School Board for a first read on July 15, 2015.

Todd and Jason left at 4:00 PM and Maria resumed the meeting.

Jim explained that we were adding an existing policy and the NHSBA version for comparison. Policy JFAB - Eligibility - Nonresident Students. The existing policy is outdated and new laws have been adopted. Questions asked and a discussion ensued. Suggested changes made. It was decided that the revisions would be incorporated into the NHSBA version and returned to the policy committee for a second review. This policy is placed on hold until the August meeting.

Policy BCB - Board Member Conflict of Interest - which was reviewed by the last policy committee and changes were made. This committee reviewed the changes, discussed different options, and made additional revisions that will be sent for a first read.

Policy JLI - Safety Program - This policy is being brought forward for review and a title change and will be sent for a first read.

Policy EB - Safety Program - Is a duplicate policy to JLI and is not needed. This policy will be slated for deletion at the July 15, 2015 meeting.

Policy KJB - Posting of Community Notices - This is an obsolete policy from 1988. Information contained in current policy KHB. Policy KJB is slated for deletion at the July 15, 2015 meeting.

Meeting ended at 4:40 PM - Next meeting to be August 5, 2015.

Respectfully submitted,

Wendy L. DiFruscio