

**Oyster River Cooperative School District
REGULAR MEETING**

July 13, 2016 **Oyster River 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. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve 6/15/16 regular & non-public minutes and 6/29/16 manifest meeting minutes
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - C. Business Administrator**
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
 - 2016 Strategic Plan Goals including Architects 2015 Middle School Report
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to nominate ORCSD Sustainability Green Team Members and Garden Coordinator
 - Motion to approve List of Policies: JICJ – Technology Devices, JLCD – Administering Medication to Students, JLCD-E – Parent Request, JLCD-E1 – Physician Medication Order, GBGA – Staff Health, GCBD & R– Sabbatical Leave
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates: 7/27/16 Manifest Review and 8/3/16 Workshop–Durham Library**
- XII. NON-PUBLIC SESSION: RSA 91-A:3{If Required}**
NON-MEETING SESSION: RSA 91-A2 {If Required}
- XIII. 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). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

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: 2015 – 2018
• Thomas Newkirk, Chair	Term on Board: 2016 - 2019
• Kenneth Rotner	Term on Board: 2016 - 2019
• Sarah Farwell	Term on Board: 2014 - 2017
• Denise Day, Vice-Chair	Term on Board: 2014 - 2017
• Allan Howland	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
REGULAR MEETING**

June 15, 2016

Oyster River High School, Library

6:30 PM

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

ADMINISTRATORS: Superintendent Morse, Sue Caswell, Todd Allen, Mike McCann, Jay Richard, Carrie Vaich, Dennis Harrington, Catherine Plourde, Josh Olstad, Heather Machanoff, Corey Parker
Visitor: Lisa Harling, District Treasurer

There were 7 members of the public present.

I. CALL TO ORDER:

6:30 – 7:00 p.m. Manifest Review/Approval at each School Board Meeting.

Tom took a moment to express his concern for the individuals involved in the fight that occurred on June 3rd and for the community.

Superintendent Morse also expressed that this was a difficult week for the students and community as well as the country with the Orlando tragedy. The senseless violence impacted all of us as a community and also noted that the individuals in the altercation were from two different schools, but both students were residents of our District. The District's response was to immediately open the counseling offices at all schools which put programs in place that would allow the students to feel comfortable with expressing their concerns or questions. We have dedicated professionals and we take pride in our students' performance and behavior and there is nothing more important to the administrators and staff than the trust you have for the care of your children.

II. APPROVAL OF AGENDA

Tom explained that there is a new format for the agenda that added a section for approval of the agenda and would also be the place if additional items need to be added at the beginning of the meeting. We also added under Section V. "and Comments" to the heading. He noted that an error was made on this form at the end where the headings in section XII and XIII were reversed and this will be corrected for the next meeting.

Tom asked for a motion to accept the approval of the Agenda.

Al Howland made a motion to accept the approval of the agenda, 2nd by Maria Barth.

Motion passed 7-0.

III. PUBLIC COMMENTS:

Lynette Myles expressed her disappointment in the timeframe in which the District responded to the community about the June 3rd altercation. As a result, the rumors were flying. Asked that going forward the District report out on the findings of the investigation and lay out preventive measures to keep this from happening again.

Abby Flores also here as a concerned parent. She appreciated the superintendent's efforts. She also thought that the District should have a social media workshop for parents.

Ms. Deborbesky wants to know what she can do as a parent to help the community. Don't know what the high school offers, noticed there were no posters on bullying or where students can go. Community should come together with ideas and present to the School Board.

Al Howland read a letter for his wife Janet that could not be here. Asked that the community be given access to the YRBS that was just done as well as past reports for comparison. Suggested some ideas that should be considered. 1. Peer Advice, 2. Accentuate the positives whenever it's appropriate, 3. Don't sweep under the rug or tiptoe around certain subjects, 4. Emphasis should consistently be on prevention.

IV. APPROVAL OF MINUTES:

Motion to approve 5/25/16 start time workshop minutes and 6/1/16 regular meeting minutes:

Denise Day moved to approve the 5/25/16 start time minutes, 2nd by Al Howland.

Denise Day moved to approve the 6/1/16 regular minutes, 2nd by Al Howland with the following revisions. Motion passed 7-0.

Revisions:

Page 4 of the 6/1/16 minutes under Section VI-Kindergarten Enrollment Update after the second sentence add: Denise Day noted that the LRPC projections for all of kindergarten was 104 with a top enrollment of 111.

Page 3 of the 6/1/16 minutes in the third paragraph add at the end of the sentence: Ian Fleischer, and Chris Hall. Also in the same sentence correct the spelling of the award to Heinemann.

Page 7 of the 6/1/16 minutes add to the end of the paragraph: Sarah Farwell asked if teachers and administrators discussed that this was a work in progress, feedback to be solicited from staff, students and families. She asked questions and voiced concerns particularly about three tiered vs. four tier choice concerns.

Approval of Manifests:

Payroll manifest # #26 \$1,014,158.33

Vendor Manifest #27 \$948,647.83

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District:

Mike McCann congratulated Matt Pappas for receiving the Smart Veteran Teacher of the Year Award after being nominated by the Lee NH VFW. Also congratulated Nevin Caulfield for being student of the week and an article in Fosters honoring him for his photography award that he received in New York.

B. Board

Sarah Farwell commended the Music Department on the fabulous entertainment that they provided with the musical and silent movie.

Al Howland commended Greg Gephart, cross country and track coach who is stepping down after this year. He has been an amazing coach that has a program that makes you the best and is an amazing testament to a coach's influence on kids.

Denise Day mirrored Al's comments pertaining to Greg and thanked him for all his years of service. Commented and commended Sean Kelly and the writers for Mouth of the River – it was outstanding. She spoke to the parents in the audience and encouraged them to attend the high school PTO meetings in the fall as they are very informative and it is a good way to find out what is happening in the schools.

Kenny Rotner stated that the graduation ceremony at the alternative venue was very successful and the outgoing senior class president was very inspiring.

Tom Newkirk thanked Mike McCann for the wonderful and seamless transition and asked for a round of applause.

Maria Barth commented on the results of the YRBS that 60% claim that they have unprotected sex and that we should consider vending machines in the restrooms.

Sarah Farwell asked Jim if the Board could have a presentation on how the change to Standards Based Reporting will impact 8th graders applying to private schools.

VI. DISTRICT REPORTS

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

Todd informed the Board that the Summer Reach is offering 33 camps with 233 students attending. Mentioned that if parents were informed that a camp was cancelled, that there still is availability to enroll in another. Re-iterated that a free lunch 11:30 – 1:00 will be provided for any school aged child to participate thanks to Doris Demers and her department. He reminded everyone that Durham Parks and Rec will be hosting afternoon events and that we will be providing transportation to their program.

B. Superintendent's Report:

Kindergarten enrollment update:

Superintendent Morse asked the Board to please review the Mast Way enrollment numbers compared to the Moharimet numbers that were in the packet. He explained what the current scenario is and suggested a Kindergarten/Grade 1 combination class at Mast Way.

Discussion between the School Board, Dr. Morse, and Principal Vaich ensued and each member commented and shared their concerns or questions to this suggestion. Denise Day, Al Howland, Dan Klein, Tom Newkirk are favorable to this combination class and feel that it could work. Maria Barth and Kenny Rotner were concerned about the load this might cause the teachers. Sarah Farwell was concerned that there was no indication in the Board packet that a K/1 combination would be discussed.

Tom asked for a motion to create a Kindergarten/Grade 1 combination class at Mast Way in the fall.

Al Howland made a motion to create a Kindergarten/Grade 1 Combination class at Mast Way School in the fall, 2nd by Denise Day. Motion passed 5-2 with Maria Barth and Kenny Rotner opposed.

Review Architects 2015 Middle School Report:

Superintendent Morse explained that he was providing this report to the Board in advance as this will be discussed at the July meeting.

C. Business Administrator

Field Bond:

Sue Caswell explained to the Board that the District has two options that they can choose from. The first is an interest rate of 2.18% with no penalty for prepayment or an interest rate of 1.97% but this will have a penalty for prepayment.

The Board asked if there was a chance that we would pay off early.

Jim explained that both rates were extraordinary, so either option is good.

Kenny Rotner made a motion to approve the Field Bond with the interest rate of 1.97% knowing that there is a prepayment penalty, 2nd by Al Howland. Motion passed 7-0

The Board and Treasurer then signed the documents for the Track & Field Bond.

D. Student Senate Report: None

E. Other:

Mental Health Sub-Committee Report

Todd Allen and Heather Machanoff reported on the mental health sub-committee consisting of 15 members based on the School Board goal "Improve efforts related to student wellness and mental health, District wide by June 2016" to present the following information:

Improve efforts related to Student Wellness and Mental Health - April 2016

- a. Evaluate Current Efforts
- b. Engage the Community
- c. Ensure Broad Internal District Participation (School Counselors, Nurses, Social Workers, etc.)
- d. Update and Revise Adopted Plan

Needs Assessment

- a. Access to mental health services
- b. Comprehensive and accessible directory of mental health providers in the local area
- c. Implementation of a mental health screening tool
- d. Additional suicide prevention education
- e. Additional staff training in the areas of mental health/crisis response/suicide prevention
- f. Dedicated personnel in the area of social work
- g. Resiliency and coping strategies education
- h. Update existing crisis plan/create district wide plan
- i. Increased community involvement

Looking Ahead

- a. Post-traumatic Stress Management and Psychological First Aid Training with Dr. Robert Macy of the International Trauma Center in Late July
- b. The Development of a K-12 Crisis Plan
- c. Gatekeeper Suicide Prevention training for Staff and community members
- d. Suicide prevention curriculum including additional mental health screening tool
- e. Three Community Dinners/Wellness events
- f. The committee would like to explore:
 1. The impact of technology on healthy development
 2. How to best address mental health needs of students at-risk
 3. YRBS Data

The Board thanked Todd and Heather for their presentation.

VII. DISCUSSION ITEMS

Technology Lease Approval:

Josh Olstad explained that this lease will be replacing 285 iPads throughout the District as they are 5 years old and showing their age. Leasing is the option that we have used over the past two years for purchasing technology. It allows us to make sure that the technology stays up to date and allows us to save \$17,167.56 by leasing over buying.

School Board asked questions pertaining to warranties, is maintenance included and at the end of the lease are the iPads returned.

Josh also explained that we buy military grade cases to store the iPads for greater protection.

Kenny Rotner made a motion to approve the 3-year Technology Lease for iPads, 2nd by Maria Barth. Motion Passed 7-0

Tom Newkirk asked for a 5-minute recess.

VIII. ACTIONS

- A. Superintendent Actions: None**
- B. Board Action Items**

Motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months: Al Howland made a Motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months, 2nd by Maria Barth. Motion passed 7-0.

Motion to approve ORHS Mathematics Teacher: Denise Day made a Motion to approve ORHS Mathematics Teacher, 2nd by Dan Klein. Motion passed 7-0.

Motion to approve ORMS Technology Integrator: Denise Day made a Motion to approve ORMS Technology Integrator, 2nd by Al Howland. Motion Passed 7-0.

Motion to approve List of Policies for first read: Denise Day made a Motion to approve the following List of Policies for first read, 2nd by Dan Klein:

Discussion:

Kenny Rotner asked if we could amend the motion to pull policy JICJ – Technology Devices for discussion before moving it forward for a first read.

Amended Motion to approve List of Policies: Denise Day made a Motion to approve the following List of Policies removing JICJ for further discussion, 2nd by Dan Klein:

**JLCD – Administering Medication to Students,
JLCD-E – Parent Request,
JLCD-E1 – Physician Medication Order,
GBGA – Staff Health,
GCB & R – Sabbatical Leave**

Motion Passed 7-0.

Discussion on Policy JICJ – Technology Devices

Kenny explained that this policy was discussed in detail by the Policy Committee and that the parent concern was to the language in the middle school handbook and not the current policy.

Sarah reviewed the policy and though vague, this is a huge issue.

Denise stated that a big change to the handbook for this fall would be hard, but next year could have a complete overhaul. She did note that the handbook would have a copy of the JICJ Policy included in the handbook.

Al suggested that maybe a PDF version could be sent separately to all parents.

Motion to approve Policy JICJ – Technology Devices: Maria Barth made a Motion to approve Policy JICJ – Technology Devices for a first read, 2nd by Al Howland. Motion Passed: 7-0.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Al Howland stated that the negotiation team met with the Guild today and that we will be meeting again next week.

Denise Day reported that the LRPC will be meeting on Monday, June 20th and that Tom Merrick the Durham representative is stepping down and she would like to nominate Allyson Mueller to replace Tom. Denise explained that she is a realtor and has helped with the research for the annual reports.

Motion to nominate Allyson Mueller as the new Durham Representative for the LRPC. Denise Day made a Motion to nominate Allyson Mueller as the new Durham Representative for the LRPC, 2nd by Al Howland. Motion Passed 7-0

X. PUBLIC COMMENTS:

Dean Rubine of Lee stated that he is not living in the District that he thought he was with the YRBS results and the recent fight. He spoke on the 5/25/16 start time minutes stating there were 6 options, but no details of what those options were and it would help if minutes are more detailed. Also, he was part of the principal hiring committee and has had people asking him if the District was going to have something to introduce her to the community.

XI. CLOSING ACTIONS

A. Future meeting dates: 6/29/16 Manifest Meeting, 7/13/16 Regular Mtg. @ ORHS

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (c)

Kenny Rotner made a motion to enter nonpublic session at 9:18 PM under RSA 91-A:3 II (c) to discuss a student matter, 2nd by Al Howland. Upon Roll Call motion approved 7-0.

Al Howland made a motion to re-enter public session at 10:17 PM, 2nd by Denise Day. Motion approved 7-0.

NON-MEETING SESSION: RSA 91-A2 {If Required}

XIII. ADJOURNMENT

Denise Day made a motion to adjourn at 10:18 PM, 2nd by Maria Barth. Motion passed.

Oyster River Cooperative School Board

June 15, 2016 ORHS C-120

Non Public Meeting Minutes
School Board Attendees:

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

Administrators Present: Superintendent Morse

The Board discussed a student matter.

Respectfully Submitted,
Dr. James Morse

Oyster River Cooperative School District
Manifest Meeting
June 29, 2016
Oyster River High School C120 - 5:30 PM

Administrator Present:
Susan Caswell, Business Administrator

School Board Members Present:
Maria Barth
Denise Day
Sarah Farwell

Meeting was called to order at 5:30 PM.

Manifest reviewed and signed.

Dan Klein will review manifest and sign on Thursday, June 30th at the SAU office.

Meeting ended at 5:52 PM.

Respectfully submitted,
Susan Caswell
Business Administrator

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Dr. James Morse
DATE: July 13, 2016
RE: Strategic Plan Update

Dear School Board Members,

The 2015-16 school year was both focused and productive thanks to the steady hand of the School Board. The adopted goals of the ORCSD School Board have been faithfully adhered to and executed by administration and staff. The Board has been kept informed through formal agenda item reports and discussions throughout the past school year.

Two of the adopted ORCSD School Board goals will be a reality as we open the 2016-17 school year. Full Day Kindergarten and the ORCSD track/athletic fields project. These goals represented years of research and hard work by the staff and the communities, over an eight and sixteen-year duration respectively.

The decision by K-5 staff to adopt the Eureka Math Program effectively created, for the first time in the ORCSD history, common expectations regarding Math. The K-5 teachers worked tirelessly on implementation, put in long hours, discussed, critiqued, challenged and implemented Eureka with fidelity for which they all deserve immense credit.

The Comprehensive Assessment report highlighted the district's need for minimal assessment footprint in order to validate the good work of our students and staff. STAR stands as a minimal 'check' of student progress in both ELA and Math. It does not replace the numerous formative assessments done by staff on a daily basis, but offers a 'quick glimpse' of student progress along a nine month-continuum. The results on both Smarter Balanced and SAT indicate that ORCSD, in relation to our peers in New Hampshire and country, continue to perform at the highest level.

In the fall we brought together the K-12 staff by content area with the focus being on thoughtful and effective transition from middle to high school, and with conversation centered on core competencies. The middle school staff shared their developing competencies with their high school colleagues. Algebra expectations were agreed to for grades 7-12. These efforts have been supported, not led, by administration. The high school is at the beginning stages of the competency discussion as the State of New Hampshire requires that competencies at the high school level be defined by 2017. The middle school work in the area of competencies will help the high school discussion. We will continue these grade 5-12 discussions into the next school year as feedback from staff was incredibly positive.

Work at the elementary schools on socio-emotional learning and at the middle and high school on mental health and wellness was a new focus for the District. The elementary staff discussed what components were important to an effective socio-emotional program. The goal is for each elementary school to develop their own approach as long as it contains the common understanding and common definitions to which each school has agreed. This approach allows for maximum creativity and focuses on what works best for the students in each building. The work completed on mental health and wellness is critical to the core of what we do in ORCSD. Several incidents occurred over the past several years that have made this Board goal an imperative one for the District and one that needs to continue.

This past year the middle school/high school Late Start goal was a sub-goal of the mental health wellness goal. This goal has taken on a 'life of its own' and in reality has risen to a major goal unto itself. The Board, at their May 25th meeting, reviewed, discussed, and rejected the six different options presented and asked for additional options to be presented for consideration.

Finally, the middle school option continues. Last year the focus was on a review of the building and how the physical structure supports or does not support the middle school mission. This year the focus has been on the possibilities of renovation, relocation, reconfiguration or replacing. This goal is ongoing and will continue to be worked on in the coming year.

In addition, this report does not include goals generated at the building level, only those adopted by the School Board. In any given year there are many issues addressed at the building level. They can vary from the NEASC accreditation at the high school to updating Benchmark assessment at the elementary schools. We will continue to report out to the School Board any updates as they occur.

Due to the adopted School Board Strategic Plan and goals the path moving forward is clear to both the staff and our member communities of Durham, Lee and Madbury.

Thank you for your continued support and direction as we pivot to the August 3, 2016 workshop for the discussion on the ORCSD Board's goals for 2016-17.

Respectfully Submitted,

Dr. James C. Morse, Sr.

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

SCHOOL BOARD STRATEGIC PLAN DISCUSSION OUTLINE

1. Strategic Plan Action Summary Update:
 - a. School Nutrition
 - b. Transportation
 - c. Technology
 - d. Facilities

 - e. Elementary
 - Full Day Kindergarten
 - Math
 - Social/Emotional Learning

 - f. Middle School
 - Transition Plan
 - Middle School Option

 - g. High School

 - h. Athletic Fields
 - i. Wellness/Mental Health
 - j. Comprehensive Assessment
 - k. Late Start

2. Discussion/Questions

2015-16 School Board Goals - 1, 2, 3, 4, 5 & 7 - Approved 5/20/15
Goal 3 - Revised for approval 6/3/15

1. Include Full Day K into the 2016-17 school year budget. - **October 2015**
2. Continue to investigate the viability of the OR Middle School as an academic institution with 2nd year focus on all options inclusive of maintaining the current building or replacing it. - **April 2016**
3. Continue to promote the ORHS Athletics Field goal with the focus on achieving a successful vote in **March 2016**. Maria Barth made the motion, 2nd by Sarah Farwell to fund an upgrade of existing fields, addressing safety and drainage concerns and to add a track. The project will include an artificial turf field.
4. Institute K-12 Math Professional Development that supports District direction and ensures coordination across levels. - **Report in June 2016**
 - a. K-5 Eureka Training
 - b. 5-9 Content Training
 - c. 9-12 Review and Revise Math Sequence to support acceleration and remediation.
5. Begin to discuss, report, and implement coordination and transition planning in all departments between MS and HS with a report to the Board - **May 2016**
 - a. Develop a Culture of Coordination and Collaboration
 - b. Align Curricula Vertically
 - c. Eliminate Needless Duplication
6. Improve efforts related to Student Wellness and Mental Health. - **April 2016**
 - a. Evaluate Current Efforts
 - b. Engage the Community
 - c. Insure Broad Internal District Participation (Guidance, Nurses, Social Workers, etc.)
 - d. Update and Revise Adopted Plan
 - e. To Continue to Investigate the Feasibility of a Later Start Time for ORMS and ORHS. Information to gather regarding changing school start times:
 - A list of start times and locations for all sports games/meets for both the high school and middle school for the 2015-16 school year.
 - A survey of all staff members asking about the impact of a change in start/dismissal times for them both personally and professionally.
 - A survey of our comparison school districts to determine start/dismissal times for all schools within each of the districts.
7. Report on all Standardized Testing Assessments used throughout the District with the following criteria. - **November 2015**
 - Name
 - What Levels Administered
 - Time Required
 - Purpose/Function/Usefulness/Type: Formative or Summative
 - Cost in Dollars
 - Cost in Staff Time and Preparation
 - Recommendation to Continue or Discontinue.

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, child nutrition, technology & facilities shall support this priority.*

Department Level Goal: *ORCSD Child Nutrition Department will Improve Communications and Safety through Training and Professional Development*

- ServSafe training is provided in house each year at no cost to the employee. Cost for books and exams are covered by the department. Certification is good for 5 years
- Training is provided onsite for all staff during 2 full day workshops. These are being held mid-August so as not to interfere with catering opportunities in schools.
- SNA membership is paid for by the department so that staff receive news and monthly School Nutrition Magazines.
- Staff are invited to attend SNA state conferences on their own time. Registration fees are reimbursed by the department.
- A PowerPoint with the operational information is available to share with 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 these into the curriculum.*

Department Level Goal: *ORCSD Child Nutrition Department will continue to Support Sustainability by Purchasing Local Food and Utilize Produce from School Gardens*

- Jon Plodzick, director of UNH Dining services is scheduled as a keynote speaker for the August 17th workshop day, along with other local professionals.
- Training with IT director is scheduled for more visibility on website calendar for community dinners and department events
- Steps are being taken to work on an updated USDA Farm to School Procurement grant.
- School lunch menus are including local and school grown foods 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 Child Nutrition Program will develop an equipment replacement plan for each school*

- Antiquated equipment has been updated at each school over the last three years.
- Priorities are adjusted regularly to keep each kitchen running efficiently.

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. Maintain 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. Implement Safety Team

- This is where safety issues are brought forward, discussed and resolved. This is where school vehicle accidents are evaluated as a group.

3. Newsletters:

- Continue Newsletters as form of documented communications for informational, directional, recognition purposes.

4. Maintain system for assigning extra work:

- Implemented a few changes to the way trips are dispersed.
 - Had negative feedback from drivers.
 - Driver availability has created huge obstacles in assigning trips and managing driver payroll.
- Wall board posting trips monthly.
- Wall board/Centrally placed Monitor displaying daily assignments and other analytical information.

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.
- Continue to revamp efforts to increase ridership.

2. Coordinate Bus routes for Late/delayed start study

- Double run system am; single run system pm
- Single run system am & pm
- Maximize consolidations

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. Maintain bus replacement plan:

- Bus replacement plan is for a continuous purchase of three buses each year.
 - Purchased 3 - Fiscal Year 2016
 - Leased 3 - Fiscal Year 2016
 - Will purchase 2 - Fiscal Year 2017
 - Will apply for NHDERA grant monies

2. Remaining bus breakdown:

- One 2001 bus
- Two 2004 buses
- Three 2006 buses
- 22 buses 2009 and newer

3. Route Efficiencies

- Continued route evaluations for efficiencies
- GPS/Camera installation on buses

Strategic Plan Action Items – School Board Update - Technology

GOAL #1

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. Several policies are in process and the IT Director is doing research around student data related policies. The ISTE National Educational Technology Standards for students were update in June 2016. Over the summer the changes to these standards will be discussed with staff.

GOAL #2

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.*

Standardization is a continuing process with the rapid changes with technology. The last batch of devices to standardize on was iPads and a lease was secured in June of 2016 to accomplish this task. In the 2017-2018 budget our first lease that covered laptops and computer labs will be done. Work will be done this summer to identify replacement models. IT will then get staff feedback in September to help narrow down the models.

As was mentioned under Goal #1, there is an updated set of technology standards that will be reviewed this summer by a group of teachers from across the district.

GOAL #3

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.*

During the 2016 summer the IT Department will be implementing a new tool from Microsoft called Office 365. During the implementation a staff resources website will be created to house documents and information. This will help staff by giving them up to date access to information and forms on a centralized platform. There also is the ability to have our own private video storage that will hold technology how to videos but will expand into other areas. Another useful feature is the ability for real-time collaboration on documents

Technology para professionals were hired for both elementary schools during 2015-2016.

GOAL #4

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.*

The district continues to use our existing platforms website and SchoolMessenger (email and phone) to communicate to the staff, parents and community.

GOAL #5

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. All technology purchasing goes through the IT department to help guarantee best pricing and prevent duplication of resources.

The districts infrastructure has been upgraded and estimated replacement times are in place.

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:

- ***Training Calendar*** – The calendar was created. Our goal is to conduct 1 group training per month and best utilize teacher workshop days and school vacation weeks to minimize schedule disruption.
- ***Injury reporting*** – We have been fortunate with very minimal workplace injuries. Each incident is investigated and flowed up on. Measures are taken and communication put forward to staff of avoiding similar future injuries.
- ***Awareness and Communication*** - Staff Newsletters are distributed by the head custodians and/or Facilities office.
- ***Painting and Building Use Guidelines*** –The guidelines were completed and distributed to building principals for staff. This topic has been successful when handling requests.

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*** – We are currently in year 2 of the 4 year plan.
- ***Use Greener products*** – We have been using the on-site Orbio OS3 ECH20 cleaning product generation unit since October. All staff has been trained. Positive feedback received. Resilient floor protector floor finish is being increased yearly. This eliminates traditional stripping and waxing along with higher chances for slips and falls.
- ***Pest Management*** – We just completed our first calendar year with the organic IPM program. Schools and buildings receive regular care.

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.*

- ***Athletic Field Upgrades*** – Many of the regular field meetings have been attended by ORCSD grounds staff member. Daily check-in's and minor work flow changes with GC on a daily basis. Synthetic Turf grooming and maintenance equipment has been purchased as suggested by turf manufacturer. Training to be completed in September with Grounds crew.
- ***CIP Plan / Facilities Study*** – Currently in year #2 of the now 6-year plan. Most Life safety and ADA items completed.

- **Middle School Future Options** – Continued meetings and being an available resource for architects needs in current building/land configurations.
- **Increase Budget until 3% reached for CIP** – Though this goal is still a few years out, approved CIP amount was the same as FY16. Further discussion on this topic will resume at budget time with Administration and the School Board.

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.*

- **Operational Efficiencies** – This task goes hand in hand with the training calendar. Many of our efficiencies are taken from product/manufacturers guide with products and equipment. Aramark SOP's (standard operating procedures) are utilized. We will be using the custodial APPA standard going forward. The Aramark WEBTMA work order program which is being rolled out in the fall incorporates custodial schedules and timestamps, easy access manuals, program information, training history, and a reporting library. The GO SPOT CHECK app was rolled out in June for regular inspections/accountability.

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.*

- **Solar and Energy savings measures** – This new goal will heighten our sustainability commitment as we seriously consider school solar arrays for both education and generation. Discussions are in progress with multiple local companies and brokers.

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.*

- **Athletic Field Upgrades** – 1) With the fields anticipated completion in the Fall of 2016, recognizing the need for locker/shower facilities closer to the complex, we will revisit and pursue the Service Building mezzanine area with an architect or engineer as was its original intention for athlete and spectator restroom needs. 2) This scenario also creates a loss of critical grounds equipment storage. We plan to also pursue the feasibility and cost of a metal storage structure in the area of the high school generator.
- **Elementary School safety flow of main office** – Using the Department of Homeland Security Safety Report, we are currently looking deeper into improving the main offices at both locations by reconfiguring and/or remodeling these areas. Architects are being consulted and plan in progress.
- **Alterations to open locker/restroom areas** - Options to the High School Locker room area will be reviewed again in the upcoming school year in hopes to have several designs to consider. Alterations to other spaces at the High School may need to be made to accomplish this task.

Strategic Plan Action Items – School Board Update – Elementary

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.
- The committee presented their findings and estimated cost analysis to the School Board.
- ORCSD School Board members agreed to support the implementation of full day programming for the fall of 2016.
- To date, three full day classes will run at Mast Way and three at Moharimet. Due to an increase in enrollments in both kindergarten and first grade, an additional K/1st class has been added to Mast Way.

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 2015-16.*

What we did: Implementation- June 2015-June of 2016

Both Mast Way and Moharimet spent extensive professional development time in the implementation phase of our multi-year commitment to Eureka Mathematics.

- June of 2015 two day Eureka workshop for staff provided by the company.
- Purchase of entire Eureka materials needs for all classroom teachers.
- Professional development opportunities for independent study, group work and inter building collaboration during the summer of 2015.
- Every classroom implemented the program beginning in the fall.
- Full day professional days in both November and March.
- Grade level meetings as requested throughout the year.
- 1st Vertical meetings held in the spring of 2016. (K-1, 1-2, 2-3, 3-4, 4-5)
- Follow up 2-day workshop provided by the company in June of 2016.
- Grade level meetings proposed for the 2016-17 school year.

Regular meetings held by the Elementary Math Committee which included the Middle School (grade five) to help design all of the above.

- 7 meetings throughout the year to include staff in all decisions. (17 teachers, 3 administrators)
- Elementary math meetings to continue during the 2016-17 school year and beyond.
- Evaluation of the program will happen several years down the road designed by the committee.
- Ellen Ervin, elementary math coach, will take over the leadership of the committee from Dennis Harrington, Principal, Moharimet, beginning in the fall of 2016.

Elementary Level Strategic Action Plan Update - Social/Emotional Learning

Goals #3: Innovative Personalized Instruction

Action Strategy 1. *Form SEL Committee-* the committee was formed in May 2015. The committee met once prior to the end of the school year and has met monthly since September. Representatives include 1 Teacher Leader (Felicia Sperry), 2 Administrators (Dennis, Catherine), and teachers/counselors from Mast Way (Brenda Tirrell, Maria Bowden-Gerard, Barb Paquette, Kirsten Desrochers, Deb Hastings), Moharimet (Jackie Filion, Trish Hall, Michelle Fitzhenry, Kate Zimar, Carina Dolcino), and ORMS (Paula Roy, Alexa Grout). Attendance has varied but we keep moving forward.

Action Strategy 2. *Survey staff for SEL practices already implemented-* staff K-12 from all departments (academic, food services, transportation, etc) were surveyed regarding SEL practices. This extensive survey is still being reviewed and analyzed. The committee will analyze further refined data in our next workshop.

Action Strategy 3. *Committee reviews research-* the committee has been reviewing research since May 2015. We have come to a consensus that our guiding principles are from a set of 5 Core Competencies developed by CASEL (Collaborative for Academic, Social, and Emotional Learning). The committee also had a day-long workshop last Friday led by Mike Anderson, Independent Consultant regarding SEL and research. The committee discussed and analyzed shared beliefs, the differences between the SEL Core Competencies and other programs or initiatives such as Executive Function, Habits of Mind, Character Education, etc. The group was able to study what SEL is and what it isn't. We also discussed what is Tier 1 SEL and what are interventions. The committee will meet again in the next month for a half day to refine the SEL shared beliefs and principles; identify and examine developmental SEL skills by age and grade level; integrate the survey data into our vision and planning; review curriculum related to SEL; and to begin to prepare a presentation for the staffs at each building during a staff meeting.

Action Strategy 4. *Share research and findings with staff-* each Principal with SEL committee members held a staff meeting (one at Mast Way and one at Moharimet) and reviewed the work conducted by the committee. A SEL continuum of skills for each area of social and emotional learning were reviewed and analyzed by staff. Each grade level discussed each skill and made recommendations for expected SEL skills for each grade level.

Action Strategy 5. *Staff provide feedback to committee and develop next steps-* March-June 2016. New goal sheet developed with additional action strategies.

Overall Summary:

The committee has reached consensus on the Social and Emotional Learning Core Competencies. The CASEL competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision making will guide our next steps in reviewing professional development for programming and teaching practices.

Strategic Plan Action Items – School Board Update – Middle School

GOAL #1

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

Building Level Goal: *ORCSD Middle School will continue to 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 a group of staff was formed to study standards based grading and creating subject competencies. This work was the primary focus during teacher workshop time and staff meetings. All subject areas were given a significant amount of professional development time to work collaboratively. Mike Anderson continued to provide PD around collaboration.

GOAL #2

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

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

- We continue to offer a variety of after school activities that meet the needs of all students.
- We continue to organize students by team and grade that is consistent with middle level best practices.
- We have created a structure in the schedule for all teams to have an RTI time that does not conflict with other teams or grade levels.
- Review and revise the school mission and philosophy if needed.
- Continue to gain a deeper understanding of RTI
- In the future ORMS will look at current advisory program to ensure consistent delivery for each student.

GOAL #3

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

Building Level Goal: *Middle School staff will develop consistent understandings, and core beliefs about assessment that will support students and standards based learning.*

We continue to review the variety of assessments that are given to students. There is 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. An assessment addition this past year was Smarter Balanced. An area of professional growth will be how we will use this new assessment data to benefit students and professional growth.

GOAL #4

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. In moving to a standards based approach, the goal is to map out learning goals and the curriculum teachers choose in the eyes of students. Personalizing learning for students is and will always be a continuous objective and process.

Strategic Plan Action Items – School Board Update – High School

Goal #1

SHORT TERM 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 skills list along with evaluation rubrics in all areas by June 2016.*

- The use of 21st century learning expectations is gradually being incorporated into decision making and classroom instruction
- Course rubrics have been compiled through the NEASC process and will be reviewed and revised during the 2016-17 school year. Rubrics are located in the shared staff folder.
- Staff understands and are able to utilize the 21st century learning expectations, next step would be to embed learning expectations, specifically into: advisory, administrative decision making process, school practices, Junior/Senior Privilege.
- We have promoted our 21st Century Learning Expectations by displaying expectations throughout the building.

Goal #2

SHORT TERM GOAL: *Continue to promote a professional culture of collaboration to support high levels of collegiality, team work and dialog to improve practice with the intent of promoting student achievement. All staff will be engaged in this process throughout the year.*

- NEASC self-study groups have temporarily taken place of the PLC groups in preparation for the NEASC Accreditation visit in March of 2017
- PLC's will be re-implemented in January of 2017
- Incorporating PLC concepts into the department meetings
- Create time during the day for teachers to meet

Goal #3

SHORT TERM GOAL: *Continue to develop a commonly accepted clear definition of program consistency that is fully embedded in our program. We will continue developing consistency of practice as it relates to multi-section course offerings.*

- Competency work has occurred throughout the school year within all departments
- Faculty continues to work towards developing and implementing common assessments in multi-sectioned course offerings and towards consistency of course content and expectations
- We have a working group to develop a school wide late work building level policy proposal, which will be presented to the faculty in the fall of 2016

Goal #4

SHORT TERM GOAL: *ORHS will develop a support system that meets the needs of all of our students. We will conduct a formal program evaluation of the effectiveness of our current support system including RTI, Learning Lab, Math Lab, Connections, Homework Den, school counseling model, utilization of paraprofessionals and the connection between academics and extracurricular activities. Recommendations for next steps to improve student supports will be made by June 2016.*

- Evaluation of current supports has been conducted through the NEASC process and will be presented to the staff in the fall of 2016
- Data analysis will be conducted to evaluate the effectiveness of our current support system and areas of additional student support needs
- Tier I supports (general education/classroom based) have been identified through self-study as a focus area needing growth and development

Athletic Field Update

District Level Goal: *To pass the athletic facility upgrade project bond on the March 8th vote.*

Ways to achieve Goal:

- Re-establish the "GO VOTE" committee and extend invitations to community members.
- Upgrade athletic "GO VOTE" website with direct and consistent information regarding turf infill options and costs. Engage student-athletes early and often throughout the project.
- Connect with all stakeholders to ensure clear communication and information regarding all aspects of the project.
- Provide informational meetings to encourage community members unsure of the project.

Reflection of Goals:

Goal

I am pleased to report that the school district happily informed the community on March 8, 2016 that we indeed earned the necessary amount of supportive votes to move forward with the project. Since March 10th a lot has been accomplished with the hopes of a mid-fall opening, including biweekly meetings with the administration, engineers, and construction management company to ensure accuracy and communication. This spring was a smooth transition for both physical education classes and our sports teams as they were displaced from April 22nd through the end of the school year. ORCSD worked seamlessly with local towns recreation departments to ensure fields for our teams to still host home games and have consistent practice locations. In that relationship ORCSD facilities department and our teams and coaches provided assistance wherever needed at the town fields to show our appreciation. The relationship with local fields will continue through the fall as our project nears its completion, and our teams and classes can come back HOME!

Fundraising efforts have begun in hopes of securing the additional \$400,000 to complete project with bleachers/press box, sod of baseball softball fields, dugouts and a sound system. To date, we have secured funding for a scoreboard and the sod necessary to provide home grass fields in the spring. Additional information along with picture timelines and how one could donate to the project can be found at www.orbobcats.com.

Yours in Sport.

Mental Health Sub-Committee Report

The Mental Health Wellness Committee was formed via a School Board goal in the summer of 2015 under the Innovative Personalization District goal. *The Mental Health Wellness Committee was tasked with implementing the goal to Improve efforts related to student wellness and mental health, District wide by June 2016.* Todd Allen, Asst. Superintendent, and Heather Machanoff, Counseling Director, are co-chairs of the committee. The committee consists of representatives from all levels and includes a variety of specialties.

In the fall, the Mental Health Wellness Committee was formed utilizing interested members of the District Wellness Committee, as well as building principals. The committee held monthly meetings to assess the needs of the District. The committee identified a variety of needs within the District to support mental health including, but not limited to:

- Access to mental health services,
- A comprehensive and accessible directory of mental health providers in the local area,
- Implementation of a mental health screening tool,
- Additional suicide prevention education,
- Additional staff training in the areas of mental health/crisis response/suicide prevention,
- Dedicated personnel in the area of social work, resiliency and coping strategies education,
- Update existing crisis plan/create District wide plan, and
- Increased community involvement.

In addition to the needs assessment, the committee was asked to incorporate a public forum to be determined by the group. In an effort to further education surrounding mental health while engaging the larger community, a Wellness Fair event was planned in conjunction with a Community Dinner sponsored by ORCSD Child Nutrition. Participants in the Wellness Fair included:

- o Classroom yoga for children
- o ORCSD Green Team
- o Community Partners
- o Goodwin Community Health
- o NAMI-NH
- o The for Center Eating Disorders Management
- o Craft Cottage
- o Durham Parks & Recreation
- o ORYA
- o End 68 Hours of Hunger
- o Seacoast Outright
- o American Foundation for Suicide Prevention
- o Chuck Novak, LDAC
- o Hope on Haven Hill
- o BodyMindSpirit Massage
- o Haven

Looking forward to the summer, District administrators, directors, school counselors, school psychologists and school nurses will take part in Post-Traumatic Stress Management and Psychological First Aid training in an effort to improve crisis response.

The committee has identified a number of goals/reflections moving into next school year including:

- Gatekeeper Suicide prevention training,
- Aligning K-12 monthly themes,
- Incorporate continued suicide prevention/screening tool,
- Coordinate wellness evening events with the impact of technology and healthy development, and how to best address mental health issues with at-risk youth.

Thank you.

Common Standardized Assessments in the ORCSD

A review of all standardized assessments performed in the ORCSD was conducted during the 2015-16 school year. As a result of this review some changes were made. A full report on this assessment review was given to the board on May 4, 2016. During the 2015-16 assessment cycle 10th and 11th graders began taking PSAT/SAT as their primary standardized assessment. The Oyster River School District had already made this switch when the NH Department of Education received a waiver to replace Smarter Balanced for 11th graders with the SAT in the summer of 2015. Additionally, to create more consistency in reading assessments at the elementary level Moharimet switched from the Developmental Reading Assessment to Fontas and Pinnell Benchmark. The Mast Way School has long conducted the Benchmark. In the summer of 2016 both Mast Way and Moharimet staffs are involved in training on the newest Benchmark assessment. For 2016-17 all elementary school children from K to 4 will be assessed using a common reading assessment. Star Math and Reading assessments will continue to be done from grade 1 to 9, state mandated Smarter Balanced Assessments will be conducted in grades 3-8 and state required Science NECAP tests will continue at grades 4, 8 and 11 for 2016-17.

OYSTER RIVER COOPERATIVE SUSTAINABILITY COMMITTEE

TO: School Board
FROM: Susan Caswell
DATE: July 13, 2016
RE: Green Team/Garden Coordinator Nominations

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

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
Christina Felix	Garden Coordinator	District Wide July - September	\$800.00
		TOTAL	\$20,800.00

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 July 13, 2016**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Technology Devices	JICJ
Administering Medication to Students	JLCD
Parent Request for Medication Administration	JLCD-E
Physician Medication Order	JLCD-E1
Staff Health	GBGA
Sabbatical Leave	GCBD & R
Policies for Deletion	

The June 8, 2016 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: JICJ
Date of Adoption: August 6, 2008 Title/Code Change Adopted School Board May 2, 2012 School Board First Read: June 15, 2016 School Board Second Read/Adoption: July 13, 2016	Previously: JFCK Page 1 of 1 Category: Recommended

~~UNAUTHORIZED COMMUNICATION TECHNOLOGY~~ DEVICES

The [Oyster River School](#) Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates Board policies or school rules. The Oyster River Cooperative School District is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Cross Reference: JICJ-R Unauthorized Communication Devices

[JICK – Bullying and Cyberbullying – Pupil Safety and Violence Prevention](#)

[JICL & R – Student Computer & Internet Use and Procedure](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCD
Policy Committee Review: June 8, 2016	Page 1 of 1
School Board First Read: June 15, 2016	Category: Priority
School Board Second Read/Adoption: July 13, 2016	

ADMINSTERING MEDICATION TO STUDENTS

The [Oyster River Cooperative School District](#) Superintendent shall be responsible for establishing specific procedures to control medications administered in schools.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

[Cross Reference: JLCD-E & E1 – Parent Request Form/Physician Medication Order](#)

Legal References:

- RSA 200:40-b, Glucagon Injections
- RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted
- RSA 200:43, Use of Epinephrine Auto-Injector
- RSA 200:44, Availability of Epinephrine Auto-Injector
- RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity
- RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted
- RSA 200:47, Use of Asthma Medications by Students - Immunity
- N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students
- N.H. Code of Administrative Rules - Section Ed. 311.02(d); Medication During School Day

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

PARENT'S REQUEST FOR MEDICATION ADMINISTRATION
 (PLEASE COMPLETE A SEPARATE FORM FOR EACH MEDICATION)

Student's Name _____ Grade ____ Teacher _____

Medication _____ Dose _____ Time(s) _____ and _____

Start Date _____ End Date _____

Reason for Medications _____

Changes: 1) _____ 2) _____

Date: _____ Initials: _____ Date: _____ Initials: _____

Do you want medication given on field trips? Yes ____ No ____

Do you want your child called out of class if medication is forgotten? Yes ____ No ____

Additional Comments _____

Medication must be properly identified and delivered directly to the school by an adult in order to be safely administered.

Prescription medication should be accompanied by a written doctor's order and be in an original pharmacy container which identifies student, medication, dosage, time of administration, duration date, and physician's name.

Over the counter medication, in its original container, should be labeled with student's name, time to be administered, and parent written permission.

All student medications are to be kept in the nurse's office. Inhalers, insulin for insulin pumps, and single dose emergency medications may be carried by a student if the student's physician/primary health provider provides a written order stating a medication may be kept with the student in the event of a medical emergency.

I understand that a new request must be filed each school year. By signing this statement, I hereby agree to indemnify and hold harmless The Oyster River Cooperative School District, its agents, and employees from any and all liability as a result of this authorization.

Signature of Parent/Guardian _____ Date _____

Please Return to your school nurse: FAX #: ORHS=603-868-1355, ORMS=603-868-3469, MOH=603-742-7569, MW=603-659-8612

Oyster River Cooperative School District
Physician Medication Order

Date: _____ School: _____

Student's Name: _____ DOB: _____

Diagnosis: _____
(If not a violation of confidentiality)

*Medication: _____

Directions: _____

*If the above medication is an asthma inhaler, Epi-pen, or insulin, does the student have permission to carry and/or self-administer his/her own medication? _____

Duration of time medication is to be administered: _____

Possible side effects: _____

Health Provider Signature: _____

Provider telephone number: _____

- 1) No prescription medication will be given at school without this completed form.
- 2) The medication must be brought in its original container labeled by the pharmacy or health care provider.
- 3) All medication brought into school must be kept in the Health Office during school hours.

Please return to the school nurse:

FAX #: ORHS=603-868-1355, ORMS=603-868-3469, MOH=603-742-7569, MW=603-659-8612

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBGA
Date of Adoption: June 30, 1993 Code and Title Change-Adopted School Board: May 2, 2012 <u>Policy Committee Review: June 8, 2016</u> <u>School Board First Read: June 15, 2016</u> <u>School Board Second Read/Adoption: July 13, 2016</u>	Previously: GBE Page 1 of 1 <u>Category: Recommended</u>

STAFF HEALTH

All Oyster River Cooperative school personnel shall be required to submit a pre-employment medical examination by a licensed physician, with a written recommendation indicating that the individual is medically capable of performing his/her designated assignments within thirty (30) days of such employment. If the results are not received by the 30th day of employment, the employee may be subject to suspension without pay until the results are received.

In addition, prior to employing any person as a school bus operator a certificate shall be required setting forth the results of a D.O.T. physical examination conducted within thirty (30) days of such employment, and a like certificate shall be required each year thereafter.

Legal Reference: NH RSA 1971
200:36 & 200:37 - Medical Examinations

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCBD
Date of Adoption: February 12, 1987 Policy Committee Review – No Changes – February 20, 2013 <u>Policy Committee Review – June 8, 2016</u> <u>School Board First Read: June 15, 2016</u> <u>School Board Second Read/Adoption: July 13, 2016</u>	Page 1 of 1

SABBATICAL LEAVE

Purpose:

Sabbatical Leaves will be granted at the sole discretion of the Board for the purpose of full-time graduate study at an accredited college or university or other approved educational activities of benefit to the school children, of enabling staff members to develop professionally in a manner consistent with the Individuals job assignment or Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District.

Selection Committee:

Applicants will be selected by a selection committee consisting of: the superintendent (or assistant superintendent), a principal (or his/her representative) from each school, a School Board member, and one teacher from each school. Teachers will serve for three-year terms, staggered so that at least one term expires each year. Any teachers on the committee who submit an application for sabbatical leave must resign from the committee and a replacement will be chosen. Teachers will be eligible to serve on the committee after serving three years in the District. Teacher representatives to the committee will be elected by peers from their own school.

At the end of the sabbatical a written report and evaluation of the work for which the sabbatical is granted should be submitted to the committee for approval. Once approved, the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee and School Board will occur within 45 days of returning to school.

Cross Reference:

GCBD-R – Sabbatical Proposal



SABBATICAL PROPOSAL

(This sheet must be the cover to your sabbatical proposal)

NAME: _____

SABBATICAL TITLE: _____

SCHOOL: _____

YEARS TAUGHT IN DISTRICT: _____ GRADE LEVEL/SUBJECT _____
(Minimum 6 years)

HAVE YOU RECEIVED SABBATICAL BEFORE? _____ IF SO, WHEN? _____

Discuss your proposal with your principal and obtain their signature:

 Principal's Signature

Length of sabbatical: ____ FULL YEAR ____ HALF YEAR

According to Board policy, "Sabbatical leaves will be granted at the sole discretion of the Board for the purpose of enabling staff members to develop professionally in a manner consistent with Individual, Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District."

To that end, applicants for sabbatical leave must answer the following questions and submit their responses to the questions along with this cover document to the Superintendent's Office by the contractual date. The sabbatical questions are:

1. What essential question is guiding this sabbatical proposal?
2. Provide a detailed summary of the project to be undertaken.
3. Why do you believe this proposal will be of value to the Oyster River School District?
4. What evidence do you have that supports the need for this work?
5. How is this proposal aligned with Individual, Building and/or District goals?
6. What is the expected impact on students and/or school community?
7. How will you evaluate the success of your work?
8. How is this proposal unique and beyond the normal scope of your school role?
9. Describe how you intend to share the results of your work during the sabbatical leave with the professional staff.

Note: Board policy states that at the end of the sabbatical a written report and evaluation of the work for which the sabbatical was granted should be submitted to the committee for approval. Once approved the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee will occur within 45 days of returning to school.

Policy Committee Meeting Minutes

Wednesday, June 8, 2016 @ 3:30 PM

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

Visitors: Jay Richard

Called to order at 3:35 by Maria Barth.

Jim explained that he has invited Jay Richard to this meeting due to a parent concern surrounding the use of cell phones at school. Jay clarified that the wording being questioned is actually contained in the middle school student handbook and not the actual policy. The word "encouraged" was never part of the policy. Jay provided a draft revision of this wording for the 2016-17 handbook deleting the word "encouraged" and also provided a rubric that he uses to help students make good electronic decisions. The policy committee reviewed the revised language and made the suggestion that the actual policy JICJ – Technology Devices, be referenced first, with a copy to be included in the handbook, and then state the expectations of ORMS with the revised language following in the handbook. Additional discussion and questions asked. Jay left the meeting.

The policy committee reviewed the technology policy JICJ and removed "unauthorized" from the title and change the word "Communication" to Technology and added two policies to the cross reference: JICK – Bullying and JICL – Student Computer and Internet Use and procedure. Ready for first read.

Policy JLCD – Administering Medication to Students, JLCD-E – Parents' Permission Form and JLCD-E1- Physician's Medication Order were all sent to the District Nurses for review and revision. It was determined that all of the current policies and forms will be replaced with the newest revised version. The policy committee agreed that since this has already been reviewed and updated by the nursing staff that the policy and forms are ready for first read.

Policy GBGA – Staff Health – This policy was reviewed by the HR Coordinator for the District and updated to meet current State standards. Policy committee member asked if this policy was even necessary. Todd looked up the RSA that is referenced and confirmed that this policy is needed. This policy will go before the School Board as a first read.

Policy GBCD – Sabbatical Leave – Jim explained that this language is currently being reviewed through the negotiation process and asked Todd to explain the steps that have been taken to update this information. Todd explained that a committee was formed to review the existing policy and to then revise so that a clear process and application could be established. He stated that the committee developed a clearer definition of what a sabbatical leave is, who is eligible, and establish criteria that the individual needs to complete. The committee is in the process of developing a rubric to evaluate the results of an individual who took the sabbatical leave. Policy committee asked if we had something in writing that specifies a certain time frame that an individual would need to remain following a sabbatical leave. Would this become part of the Strategic Plan. A few minor changes were added to the policy to clarify the wording. This is ready for a first read.

Meeting ended at 4:30 PM – Next meeting August 17, 2016.

Respectfully submitted,

Wendy L. DiFruscio