

Oyster River Cooperative School District  
REGULAR MEETING

**October 5, 2016**

**ORMS 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 9/21/16 regular meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
- Suzanne/High School Students request for two Overnight Field Trips
- B. Board**
- VI. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent's Report**
- October 1 Enrollment
- C. Business Administrator**
- FY '18 Calculations
- D. Student Senate Report**
- E. Other:**
- Commissioner Barry – Reporting out on the state's educational initiatives
- VII. DISCUSSION ITEMS**
- Budget Goal FY18
- VIII. ACTIONS**
- A. Superintendent Actions**
- B. Board Action Items**
- Motion to appoint Catherine Plourde as Affirmative Action Officer
  - Motion to approve budget goal.
  - Motion to approve two ORHS Field Trips: 11/17-11/20 Model UN Conference, Princeton, NJ and 2/10-2/12 Model UN Conference, Boston, MA
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
- A. Future meeting dates:** 10/13/16 Late Start Forum – ORHS Auditorium 6:00 PM  
10/17/16 Town of Durham Council Meeting  
10/19/16 Regular School Board Meeting  
10/24/16 Town of Lee Selectman Meeting
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**
- NON-MEETING SESSION: RSA 91-A2 I {If Needed}**
- 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**

**September 21, 2016**

**Oyster River High School**

**6:30 p.m.**

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Denise Day, Sarah Farwell, Dan Klein, Kenny Rotner, Maria Barth, Al Howland, and Student Representative Troy LaPolice

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen

There were two members of the public present

**I. CALL TO ORDER:** The Board thanked Todd Allen and Corey Parker for the athletic field's tour.

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

**II. APPROVAL OF AGENDA:** Denise Day moved to approve the agenda, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES:**

**Motion to approve September 7<sup>th</sup> Regular Meeting Minutes:**

Denise Day moved to approve the September 7<sup>th</sup> meeting minutes, 2<sup>nd</sup> by Dan Klein

**Revisions:**

**Page 3 Fifth paragraph:** Replace “crisis response planning” with “crisis response planning and training”

**Page 9:** Replace paragraph 6 with “Board Goal 5: Kenny Rotner really appreciates the work that has gone into formulating the wellness goal. Students need to be engage in the process of developing a wellness training program.”

**Page 10 Public Comments:**

**Dean Rubine:** Replace his second sentence with “He is recommending the start times be 8:45 – 3:45 at the middle school and high school, and 7:45 – 2:25 at the elementary schools

**Page 8 substitute “interview team” instead of “observation team” in the fourth paragraph and in the fifth paragraph motion.**

**The Motion passed 7-0 with the above revisions and the Student Representative voting in the affirmative.**

**APPROVAL OF MANIFESTS:**

Payroll Manifest #6: \$818,685.15

Vendor Manifest #7: \$683,182.82

**V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:**

**A District:** None

**B Board:** None

**VI. DISTRICT REPORTS:**

**Assistant Superintendent/Curriculum and Instruction Report:** None

**Superintendent's Report:** Superintendent Morse referenced correspondence received from Mr. Yeager regarding the property across the street from the High School to gage the District's interest. They are doing due diligence to make sure that this property is looked at thoughtfully and thoroughly.

Superintendent Morse reported that he has begun the process with the Moharimet Staff on the Principal search. It was a great meeting.

He addressed a couple of rumors: The track has not gone over budget. There was a guaranteed maximum price on the project.

There was also a rumor that the Wellness Plan around suicide wasn't funded adequately. In contrast, they have funded appropriately for the work that the District is doing.

Superintendent Morse urges anyone to contact him with any questions they may have and he is happy to answer them.

The busing is on track and the major issues around transportation have been solved. Lisa Huppe has been very thorough in responding to parent's concerns. Superintendent Morse added that there is road construction going on that they have no control over and they won't have the ability to get the kids home in the allotted time.

**Unofficial Opening Day Enrollment for the 2016-17 School Year:**

Superintendent Morse reported that enrollment is up and Mast Way has an increase of 39 students over last year. He will present the official enrollment numbers to the Board after the October 1<sup>st</sup> date.

He also noted that there are two full classrooms in the modulars at Moharimet School.

**Business Administrator:** Sue Caswell reviewed the proposed FY18 Budget Calendar with the Board:

FY18 Proposed Budget Calendar:

September 7	School Board Goals FY18 Budget
Superintendent Department Reviews:	
October 5	Middle School/High School
October 6	Mast Way/Moharimet (1:00)
October 7	Facilities/Technology
October 11	Transportation/Food Service
October 13	SAU/District, SPED
November 7	Draft Budget Distribution
November 10	Workshop Session with the Board 8:00 – 1:00 Town of Lee Safety Complex
November 16	Regular Board Meeting Budget Discussion
November 30	Budget Workshop with Board 7:00 HS Library
December 7	Regular Board Meeting Set Budget 7:00 p.m. High School Library
January 9	Town Budget Forum – Lee Safety Complex 6:00 p.m.
January 16	Town Budget Forum – Madbury Town Hall 7:00 p.m.
January 23	Town Budget Forum – Durham Town Hall 7:00 p.m.
January 11	Public Hearing – 7:00 High School Auditorium
February 7	First Session/Deliberative Session 7:00 High School Auditorium
March 14	Second Session/Voting by Ballot

**Kenny Rotner moved to accept the budget calendar for the 2017-18 year, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Student Senate Report:** Student Representative Troy Lapolice reported that they have been working on Spirit Week. It is a process that involves a lot of work. Freshman class officers have been elected.

## **VII. DISCUSSION ITEMS:**

**A Calendar Options Update:** Josh Olstad, Director of IT, updated the Board on calendar options. These implementations more effectively allow communication with the community by modifying the District and individual building calendars to make them more user friendly.

**Guild Negotiations Update:** The entire proposed contract has been made available to the Board since the last meeting.

**Al Howland moved to approve the three year Teacher Guild Agreement, 2<sup>nd</sup> by Denise Day. Motion passed 6-0-1 Kenny Rotner abstaining and the Student Representative abstaining.**

### **2016-2017 Board Goals:**

#### **Proposed Board Goal:**

**Al Howland moved to approve the board goals, 2<sup>nd</sup> by Maria Barth**

**Al Howland moved to withdraw his motion, 2<sup>nd</sup> by Maria Barth**

**Goal 1: Develop a communication strategy that engages the community in a dialogue on key issues. Al Howland moved to approve Goal 1, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Goal 2: Inform the public of the condition of the Oyster River Middle School Facility and to engage in a dialogue with all stakeholders to determine community priorities. Al Howland moved to approve Goal 2, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Goal 3: Develop a plan to add Chinese instruction to the middle school and high schools. Develop a plan to expand Spanish and French instruction at the middle school. Sarah Farwell moved to approve Goal 3 2<sup>nd</sup> by Dan Klein. Motion passed 7-0.**



**Goal 4: To make decisions regarding start times for all schools for the 2017-18 school year. Al Howland moved to approve Goal 4, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Goal 5: Engage the community and students in a dialogue about the mental health and wellness of our student population. Develop a K-12 trauma action plan for School Board Review. Kenny Rotner moved to approve Goal 5, 2<sup>nd</sup> by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Goal 6: The Middle School staff will complete the Competency Plan across all subjects and grades to include Standards and present recommended progress report format to the School Board for approval. Al Howland moved to approve Goal 6, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Motion to approve transfer of funds: Al Howland moved to approve transfer of end of year fund balance of June 30, 2016 in the amount of 200,000 to the Facilities Development Capital Reserve Fund, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**MS25/DOE25: Kenny Rotner moved to pass the MS25/DOE25, 2<sup>nd</sup> by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Late Start/One Run System Direction:** Superintendent Morse discussed with the Board the Public Forum that will be held on October 13<sup>th</sup> with the Community. More and more school systems are having the same conversations surrounding a later start time at the high schools.

The Board discussed the draft power point that Superintendent Morse will be presenting at the Public Forum. The Board discussed showing the impact of changing the times has on sleep.

The Board had a conversation about making a final decision to any start time changes for 2017-2018 at the first board meeting in November. After the public forum they will need to determine if the November 5<sup>th</sup> meeting is reasonable to make a decision.

The Public Forum date will be announced via school messenger.

**VIII. ACTIONS:**

**A. Superintendent Actions:** None

**B. School Board Action Items:**

**Motion to approve revision to ORHS Activity Advisor Nomination and Volunteer Coaches:**

**Advisors:**

<b>Nate Oxnard</b>	<b>SPARC/Project First Robotics</b>	<b>\$1,656.50</b>
<b>Sara Cathey</b>	<b>SPARC/Project First Robotics</b>	<b>\$1,581.50</b>

**Volunteers:**

<b>Brian Contorchick</b>	<b>Athletic Department Intern</b>
<b>Abbey Raiche</b>	<b>Athletic Department Intern</b>

**Al Howland moved to approve the above revision to ORHS Activity Advisor Nomination and Volunteer Coaches, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Policy:**

**Sabbatical Leave GCBD-R and R1**

**Sarah Farwell moved to adopt Policy GCBD-R Sabbatical Leave, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**IX. SCHOOL BOARD COMMITTEE UPDATES:**

Maria Barth mentioned that the Policy Committee has worked very hard at the last meeting on the Extended Learning Opportunity Policy. It will be coming to the board for a first read. It has financial implications.

Maria also reported that the NHSBA deadline for resolutions are due by October 21. She is proposing two: a building aid resolution and a policy for background checks. These would need to be approved at the October 19<sup>th</sup> meeting.

Denise Day reported that the Long Range Planning Committee met and discussed the K1 discrepancy numbers.

Dan Klein announced that the Sustainability Steering Committee is receiving updates from the green team leaders. They are working on a new process for



making funds available to teachers for sustainability projects. There is a meeting for the full committee on October 17<sup>th</sup>.

**X. PUBLIC COMMENTS:** Dean Rubine from Lee wants the Board to be more transparent about the start times.

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:**     **9/24 High School Athletic Fields Dedication**  
  **10/5 Regular Meeting – ORMS Library**  
  **10/13 Late Start Forum – ORHS Auditorium**  
  **6:00 p.m.**

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II:** None

**NON-MEETING SESSION: RSA 91-A2 I (a) Strategies with Respect to Collective Bargaining.**

**XIII. ADJOURNMENT:**

**Maria Barth moved to adjourn the public meeting at 8:45, 2<sup>nd</sup> by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

October 1 Enrollment Totals for  
School Board Meeting 10/5/16  
By Schools

SCHOOL	TOTAL
Mast Way	320
Moharimet	373
Middle School	656
High School	<u>766</u>
Sub Total	2115
Pre K Total	<u>29</u>
TOTAL	2144

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
BUSINESS ADMINISTRATOR'S OFFICE

SAU #5  
36 COE DRIVE  
DURHAM NH 03824

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

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To: School Board & Superintendent  
From: Sue Caswell, Business Administrator  
Date: October 5, 2016  
Re: FY2018 Calculations

This memorandum is written to provide budget information to you as you begin a discussion regarding FY2018 budget goals setting.

There are some increases we do know of and we can give you some figures based on assumptions. We do know that a new retirement rate has been set which will add an estimated \$280,000 to the overall budget. The impact of the proposed Guild contract has an increase of \$527,076. The first full year of the bond payment on the track and field upgrade will add \$156,013 to the budget.

Keep in mind that we have moved the process back to accommodate the setting of the guaranteed maximum rate (GMR) for health insurance. We should have this figure before we meet on November 10. To give you an idea of how much this impacts the budget we have calculated a 10% increase to be approximately \$490,000.

Using these estimating assumptions I have outlined what our increases might look like for FY2018.

Retirement	\$280,000
Guild Contract	\$527,076
Track & Field Bond	\$156,013
Health at 10%	\$490,000
Total	\$1,453,089

It should be noted that this estimate does not include increases for other bargaining and non-bargaining unit employees which includes program directors, central office, maintenance and technology staff. Typically, we follow negotiated contracts to guide decisions for non-bargaining employees.

It also does not include additional efforts to address our capital needs. Our goal for our Strategic Plan for facilities has been to continue to increase our efforts until we reach 3% of the aggregate budget.

We also cut one bus out of this year's budget and only purchased two replacements for the transportation department.

Additional revenues from tuition students will help to offset these expenses. We estimate an additional \$350,000 in tuition revenues.



**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**

**OFFICE OF THE SUPERINTENDENT**

**36 Coe Drive**

**Durham, New Hampshire 03824**

**Telephone: 603-868-5100**

**Facsimile # 603-868-6668**

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**Fiscal Year 2018 Budget Goal  
Draft For School Board Adoption: October 5, 2016**

Budgeting is directly related to our academic vision. The proposed 2017-18 ORCSD budget reflects the priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements and health insurance costs.

The general budget goal will not have an overall impact that exceeds 3.25%.

However, the budget goal does not factor in new revenue from the Barrington tuition agreement that will be used to offset staffing, health care and retirement costs due to the increase in student enrollment.

This does not include any petitioned warrants.

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

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INTEROFFICE MEMORANDUM

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To: ORCSD School Board  
From: Jim Morse, Superintendent  
Date: September 28, 2016  
RE: Affirmative Action Officer

I would like to nominate Catherine Plourde to be the Affirmative Action Officer for the 2016-17 school year.

Thank you.



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

Today's Date: 9/26/16

Teacher/Organization: Model U.N. Subject: Princeton Model United Nations Conference 2016

Trip Date & Time: Depart on Nov. 17th at 7 (am/pm)  
Return on Nov 20th at \_\_\_\_\_ (am/pm)

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

Trip Destination/Address: Princeton, NJ

Instructional Objective: To attend model U.N. Conference

Number of Students attending: 5 \*

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

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

Chaperone Name(s): Gabrielle Anderson

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

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

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

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

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

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

Principal's Approval: [Signature]

We may leave Nov. 16th in the evening

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

Today's Date: 9/19/16 → Gab Anderson + Corey  
Teacher/Organization: Model U.N. Subject: Blais  
Trip Date & Time: Depart on 2/10 at 10:00 (am/pm)  
(Date) (Time)  
Return on 2/12 at 3:30 (am/pm)  
(Date) (Time)  
Trip Contact Name & Phone Number: Gabrielle Anderson (Name) (Phone #)  
Trip Destination/Address: Park Plaza, Boston MA  
Instructional Objective: Model U.N. Conference

Number of Students attending: \_\_\_\_\_ \*

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

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

Chaperone Name(s): Corey Blais and Gabrielle Anderson

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

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

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

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

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

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

Principal's Approval: [Signature]