

**Oyster River Cooperative School District
REGULAR MEETING**

January 17, 2018

OR High School Library

7:00 PM

o. CALL TO ORDER (7:00 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 01/03/18 regular and nonpublic meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

- A. District**
- B. Board**

VI. DISTRICT REPORTS

- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - School Calendar Minimum Standards Discussion
- B. Superintendent's Report**
- C. Business Administrator**
- D. Student Senate Report**
- E. Other:**

VII. DISCUSSION ITEMS

- Football
- Workshop Date for Homework and Questions the Board wants answered.

VIII. ACTIONS

- A. Superintendent Actions**
- B. Board Action Item**
 - Motion on cooperative football proposal
 - Motion to adopt FY19 Budget for Deliberative Session
 - Motion to approve Default Budget
 - Motion to approve Warrant Articles for Deliberative Session
 - Motion to approve MS26
 - Motion to approve the List of MS/HS Spring Coaches and Volunteers
 - Motion to approve List of Policies: ADC – Use of Tobacco Products Strictly Prohibited..., IHCD – Advanced Course Work..., DGD – School District Credit Cards, Procurement Cards, or other Purchasing Cards

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 01/22/18 – Superintendent w/Durham Town Council Budget Update,
01/29/18 – Superintendent w/Town of Lee Select Board Budget Update
01/31/18 – Manifest Review Meeting – 6:30 PM – ORHS Library
02/05/18 – Superintendent w/ Town of Madbury Select Board Budget
02/06/18 – Session I–Deliberative Session 7:00 PM– ORHS Auditorium
02/07/18 - Manifest Review 12:00 noon – SAU Conference Room

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

- Superintendent Evaluation

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:

- | | |
|--------------------------|----------------------------|
| • Brian Cisneros | Term on Board: 2015 –2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day, Vice-Chair | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • 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

January 3, 2018

ORHS Library

7:00 p.m.

SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Kenny Rotner, Dan Klein, Al Howland, Michael Williams and Student Representative: H.J. Wilson

ADMINISTRATORS: Sue Caswell, Todd Allen, Superintendent Morse, Suzanne Filippone, David Goldsmith, Jay Richard

There were 3 members of the public present.

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

APPROVAL OF MANIFESTS:

Payroll Manifest #13 \$1,455,724.49

Vendor Manifest #13 \$68,294.21

II. APPROVAL OF AGENDA:

Proposed change to move scheduling and football to the beginning of discussion items.

Denise Day moved to approve the agenda as amended, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS: None

IV. APPROVAL OF MINUTES:

Motion to approve 12/20/17 regular meeting minutes: Denise Day moved to approve the 12/20/17 meeting minutes with the below revisions, 2nd by Brian Cisneros.

Revisions:

Page 3 at the bottom change to "Denise Day commended the various music performances. They were very well done."

Page 9 right before football insert "Kenny Rotner excused himself."

Page 11 football vote should be 4-2

Page 11 above Section VIII "Kenny Rotner rejoined the meeting"

Page 11 2nd paragraph end of line two replace Dan Klein's comment with "Dan Klein said that there is a strong possibility that there will be

requests for expert presentations at the forum and asked how it would be handled”

Motion passed 7-0 with the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:

A. District: None

B. Board: Brian Cisneros talked about the SB193 passing the house and asked how will it affect Oyster River. Superintendent Morse explained that it is a legislation that proposes diverting public funds to private use. It has significant impact. It is unknown how it will impact Oyster River, but it will have consequences across the state.

VI. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Reports:

Todd Allen mentioned that in SB193 one of the components is that it affects 300% of the poverty level and it is skewed to the lower end of the economic scale. Statewide it will have an impact.

Todd explained that our school calendar is built around hours not days. 990 hours are required at the middle and high school and at the elementary level it is 945 hours for the state minimum. Superintendent Morse also noted that we still have two professional development days in the spring that could be redirected to student days if need be as well. We started the year with 1068 hours. He will address this further at the January 17th meeting and also the subject of Blizzard Bags.

Todd announced that there is a Community Reception on January 25th at 4:00 PM in the Multi-purpose room at the high school to honor Superintendent Morse for being named the 2018 Superintendent of the Year in NH.

B. Superintendent's Report:

Superintendent Morse noted that January 31st is the first strategic planning focus group with the Board and elected officials. He would like to send out invitations to the Durham Town Council and elected officials in Madbury and Lee.

The Leadership Team met yesterday with Andrew Smith on Diversity Training. The number one question from staff is what is the next step. There will be meetings for the staff at each of the schools in January. We are in the process of setting up two parent forums. They will be in February and the dates are to be determined.

They will be scheduling a School Board Workshop date in February to address homework.

C. Business Administrator: None

D. Student Senate Report: The Student Representative reported that National History Day is on Friday. There is a nationwide contest and the students have been working very hard to get them completed. Finals week is rapidly approaching. The snowball semi-formal dance is coming up for all four grades.

E. Other: None

VII. DISCUSSION ITEMS

Master High School Schedule:

The team worked last year and this year extensively on the schedule process.

Tom Houseman read the ORHS Mission Statement: ORHS promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society and our world.

Mark Miliken had a discussion of how to align a master schedule with what they value.

The schedule committees goal: to create a schedule that aligns with our mission statement:

Committees began meeting in January 2017

Researched articles on school schedules and student learning

Power of One student presentation to committee

Visited other area schools

Enriching student's software conferences and webinars

Staff surveyed
Students surveyed
Brown bag lunch sessions staff and students
Presentation to Student Senate
Work session held with Special Education Department

There were committee members from each department

Shawn Kelly explained that it was a struggle to figure out a schedule that works with each department. They also tried to address student stress, homework, course load, length of classes.

He reviewed the Master Schedule. There are three rotating days: Bobcat Day, Blue Day and White Day. The Blue and White Days no longer have all classes meeting in a day. There is a flex/advisory period on Bobcat Days. Bobcat Day is a six-period day.

Flex Advisory:

A committee will be formed to determine optimal uses and protocols for this period of time. Uses may include:

Advisory, office hours, time for relearning and reassessment, time for enrichment time for teacher collaboration, social emotional learning.

Professional Development: Staff will be provided with professional development for teaching in longer periods.

Denise Day thanked John, Shawn, and Mark for all their work on the schedule. Al Howland asked if the flex advisory would be completed by fall. They replied that they would like to schedule some students this year, so they could be up and running by the fall. He thinks that it will make it a much more active experience.

Superintendent Morse explained that this is the foundation around the homework issue and lessening the stress on our students. Suzanne explained that they will be rolling this schedule out to parents and students next.

NEASC Accreditation:

Suzanne Filippone talked to the Board about the NEASC Accreditation. The NEASC conducted an accreditation visit of the high school from March 19-22, 2017. The Association's purpose is to "serve the public and the educational

community by establishing and maintaining high standards of educational excellence and utilizing evaluation processes which focus on self-improvement through effective peer review". During the visit the accreditation team worked with all stakeholders of ORHS and ORCSD to learn about our school and community. The team reported their findings on the following standards: core values, beliefs and learning expectations, curriculum, instruction, assessment of student learning, school culture and leadership, school resources for learning and community resources for learning.

On November 6, 2017 we were notified that Oyster River High School has been awarded continuing accreditation with NEASC.

Kenny Rotner excused himself from the meeting.

Football: Athletic Director Andy Lathrop reviewed the proposed football agreements from both Dover and Portsmouth with the Board. He noted that they are very similar.

The main requirements that must be present in the application are:

Funding of the sport

Coaches eligibility

Transportation arrangements to practices and contests

Use of facilities

Procedures for dissolution of the agreement by a school

Administration of the program.

The only visible difference occurs in the general information section in reference to cost. Dover intends to charge a flat rate of \$460 per player and Portsmouth will divide the total budget of football equally among all participants, which works out to a \$500-\$600 range. Both schools will receive payment directly from the participant. Any cooperative agreement is a "no cut" sport.

Kenny Rotner rejoined the School Board meeting.

FY19 Proposed Budget:

Sue Caswell described the proposed budget with the Board.

2018-19 Budget By Location as of 11/6/17:

	2016-17 Expended	2017-18 Approved	2018-19 Proposed	Difference
Mast Way	\$3,487,221	\$3,817,929	\$4,130,205	\$312,276
Moharimet	\$3,776,792	\$3,939,762	\$3,992,650	\$ 52,888
Middle School	\$6,933,182	\$6,993,369	\$7,184,117	\$190,748
High School	\$7,999,845	\$8,631,603	\$8,962,138	\$330,535
SAU/ADM	\$3,891,857	\$3,114,546	\$3,104,847	\$ - 9,699
Transportation	\$1,835,814	\$2,055,994	\$2,018,364	\$ -37,630
Facilities	\$3,848,419	\$3,972,043	\$4,441,379	\$469,336
Special Education	\$8,671,309	\$9,176,036	\$9,031,221	\$-144,815
Total	\$41,598,639	\$42,943,401	\$44,199,061	\$1,255,660

General Fund 10 Total:	\$44,199,061	
Article 3 ORBDA	\$ 54,083	
Article 4 ORPaSS	\$ 64,876	
Total with Warrant Article:	\$44,318,020	3.20%

Superintendent Morse will present the budget next week at the public hearing and open it up to questions.

The Default Budget is: \$45,555,984 which is the same as last year with certain adjustments required by previous action of the District or by law.

Assign Presentation of Warrant Articles:

Denise Day: ORPaSS Agreement
Dan Klein: ORBDA Agreement
Al Howland: Budget
Brian Cisneros: Distinguished Service Award

Tom Newkirk moved to approve the above assignments of Warrant Articles, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

VIII. ACTION ITEMS:

A. Superintendent: None

B. Board Action Items:

ORHS Maternity Leave: Brian Cisneros moved to approve ORHS Maternity Leave of Absence from May 11, 2018 to end of the year, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Moharimet Paraprofessional Unpaid Leave of Absence: Brian Cisneros moved to approve a Moharimet Paraprofessional unpaid leave of absence for the rest of the year, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

**Motion to approve list of policies for second read/adoption:
ADC - Use of Tobacco Products Strictly Prohibited... This will be discussed further at the Policy Committee next week.**

Denise Day moved to approve Policy JICH and R Drug and Alcohol Use by Students for adoption, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Tom Newkirk reported that the Facilities Committee met and is on the way to evaluating the set of possibilities.

X. PUBLIC COMMENTS: None

XI. CLOSING ACTIONS

A. Future Meeting dates:

1/9/18 Public Hearing ORHS Auditorium

1/10/18 Public Forum on Football

1/17/18 Regular School Board Meeting at the High School Library

**XII. NON-PUBLIC SESSION RSA 91-A:3 II (a) Superintendent's Evaluation
Kenny Rotner moved to enter into non-public session at 8:40 p.m. under RSA 91-A:3 II (a) Superintendent's Evaluation, seconded by Denise Day. Upon roll call vote the motion passed 7-0.**

NON-MEETING SESSION RSA 91-A2 (If Needed)

Respectfully submitted,
Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

January 3, 2018 ORHS C-120

NON-PUBLIC MEETING
MINUTES

School Board Attendees:

Tom Newkirk
Kenny Rotner
Denise Day
Michael Williams
Dan Klein
Allan Howland
Brian Cisneros

Administrators Present:

The Board discussed the Superintendent's annual evaluation.


Tom Newkirk made a motion to re-enter public session at 9:56 pm, 2nd by Brian Cisneros. Upon Roll call vote the motion passed 7-0.

Dan Klein made a motion at 9:57pm to adjourn, 2nd by Brian Cisneros. Motion passed 7 - 0.

Respectfully Submitted,
Michael Williams
Board Member

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

INTEROFFICE MEMORANDUM

To: The ORCSD School Board and Superintendent Morse
From: Todd Allen, Assistant Superintendent 
Date: January 17, 2018
RE: NH Minimum Standards for Public School Calendars

Given that it is mid-January and the ORCSD has experienced 4 weather cancellations to date for the 2017-18 school year, now is a good time to review the school calendar minimum standards requirements. Below is a quick overview of the NH Minimum Standard requirements, a summary of the structure of the ORCSD calendar and a brief description of the concept of "Blizzard Bags" and the legal requirements of utilizing this option.

In the state of New Hampshire school calendars are required to meet the following minimum standards pursuant to RSA 189:1 and RSA 189:24.

- Elementary schools must have at least 945 hours of instructional time.
- Middle and high schools must have at least 990 hours of instructional time.
- The school year for Seniors can be reduced by 30 hours with a minimum of 960.
- The instructional day at the elementary level can not exceed 5.75 hours or 6.0 hours for a middle and high school student.
- The calendar must build into it at least 60 hours in duration to provide for instructional time lost do to weather cancellations. This can include scheduled snow days, teacher professional days, workshops and parent conferences.
- At least 30 of the additional 60 hours built into the calendar must be available for use if needed to reschedule make up time.

The ORCSD District calendar meets the above standards.

- The district calendar contains 178 instructional days and 7 teacher professional days for a total of 185 days.
- At the elementary level the instructional day is 5.5 hours long x 178 instructional days = 979 hours.
- At the middle level the instructional day is 6 hours long x 178 instructional days= 1068 hours.
- At the high school the instructional day is 5.933 hours long x 178 days= 1056 hours.

The issue of "Blizzard Bags" has been raised within the ORCSD as a method of making up lost learning time due to weather. The following requirements must be met within the "Blizzard Bag" plan of any district.

- All "Blizzard Bag" plans must be approved by the Commissioner of Education.
- Once a "Blizzard Bag" plan is approved, school districts can utilize them for a maximum of 5 days per year.

- The plan for “Blizzard Bags” must have a procedure in place to include the participation of all students including those without access to technology.
- The academic work required on a “Blizzard Bag” day must be equivalent to the effort and rigor of a typical school day.
- Teachers must be available to participate on the days of implementation. This can not be just the grading of the work afterwards. Teachers must be available to support students remotely during the day of implementation.
- 80% of students must participate for an individual “Blizzard Bag” day to count as a school day.
- Training must be provided to all teachers for conducting online or remote lessons.

“Take-Aways” regarding ORCSD calendar and minimum standards:

- The current ORCSD calendar exceeds minimum standard which gives us more flexibility under the calculation of hours than we have traditionally utilized.
- As long as we maintain 5 snow days in our calendar, short of extreme circumstances, we should generally be able to have the last day of school occur on or before the 5th built in snow day. For 2017-18 that day would be no later than June 21st. In 2016-17 it was June 23rd. The option of converting teacher workshop days in March and May into instructional days is also possible if needed to maintain the end date of no later than the 5th scheduled snow day.

INFORMATION ON COOPERATIVE FOOTBALL

*Presented by:
Andy Lathrop*

What implied or expressed obligations would this agreement mean for future boards? NHIAA compliance, etc.

What would the costs be to either the District and or parents?

What impact would the cooperative have on Title IX compliance?

What impact would the cooperative have on other ORCSD programs?

What issues related to liability would the cooperative create?

Besides Portsmouth and Dover, are other Districts interested in a cooperative?

Questions from the ORCSD School Board regarding Cooperative Football

What implied or expressed obligations would this mean for future boards? NHIAA compliance?

BY-LAW ARTICLE IV Classification

Sect. 9: Cooperative Teams (CM 5.2017):

"If the cooperative team application is approved, upon completion of the two (2) year period, the schools may reapply for the continuation of the cooperative team. There shall be no limit to the number of two (2) year periods for which schools can apply for approval of a cooperative team."

- While it is the NHIAA's hope that all schools entering into these agreements will pursue their own program, it is not mandated that they do so.
- Both schools involved in the cooperative agreement must reapply to the specific sport committee and must also be approved by the classification committee and the NHIAA Council.
- There is no limit to the amount of two year cycles you can apply for.

How football impacts Title IX Compliance

Important factors in Title IX compliance:

1. The percentage of male and female participants.
2. Equal access to equipment, facilities and coaching.
3. Equal opportunity for any scholarship awards offered at awards days, graduations, etc.
4. In conversations with Attorney Melissa Hewey, a nominal number of football players added to the % would not cause Title IX violations.

** Enrollment and participation numbers based on registration for the 2017-18 in Powerschool*

ORHS 2017-18 Enrollment	Projected Athletic Participation Numbers for 17-18	% of Registered Athletes by Gender
Female- 399	Registered Female Athletes- 229	57% of the female population participates in athletics
Male- 391	Registered Male Athletes- 244	62% of the male population participates in athletics
<u>5% Difference</u>		

Projections with 20 Football players Added (18 Male and 2 Female)

** Enrollment and participation numbers based on registration for the 2017-18 in Powerschool*

ORHS 2017-18 Enrollment	Projected Athletic Participation Numbers for 17-18	% of Registered Athletes by Gender
Female- 399	Registered Female Athletes- 231	58% of the female population participates in athletics
Male- 391	Registered Male Athletes- 262	67% of the male population participates in athletics
<u>9% Difference</u>		

Projections with 12 Football players Added

(11 Male 1 female)

** Enrollment and participation numbers based on registration for the 2017-18 in Powerschool*

ORHS 17-18 Enrollment	Projected Athletic Participation Numbers with Football	% of Registered Athletes by Gender
Female- 399	Registered Female Athletes- 230	58% of the female population participates in athletics
Male- 391	Registered Male Athletes- 255	65% of the male population participates in athletics
<u>7% Difference</u>		

Projections with 8 Football players Added

(8 Male)

** Enrollment and participation numbers based on registration for the 2017-18 in Powerschool*

ORHS 17-18 Enrollment	Projected Athletic Participation Numbers with Football	% of Registered Athletes by Gender
Female- 399	Registered Female Athletes- 229	58% of the female population participates in athletics
Male- 391	Registered Male Athletes- 252	64% of the male population participates in athletics
<u>6% Difference</u>		

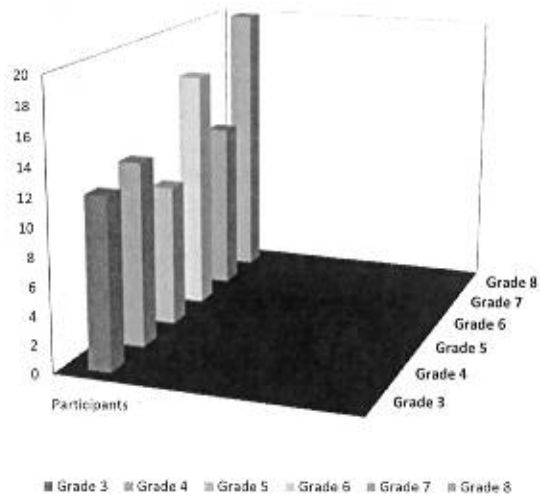
SPORTS OFFERINGS FOR MALE AND FEMALE ATHLETES

GENDER	# OF OFFERINGS	SPORTS OFFERED
MALE	13	Baseball, Basketball, XC, Golf, Hockey, Indoor Track, Lacrosse, Outdoor Track, Skiing, Soccer, Swimming, Tennis *Wrestling (1 wrestler, piggy back with Exeter)
FEMALE	14	Softball, Basketball, XC, Golf, Hockey, Indoor Track, Lacrosse, Outdoor Track, Skiing, Soccer, Swimming, Tennis, Volleyball, Field Hockey. * Female athletes have two more offerings in the fall than do males. Field Hockey and Volleyball.

ORYA FOOTBALL

* NOT ALL ARE OR SCHOOL DISTRICT STUDENTS

BREAKDOWN OF FOOTBALL NUMBERS BY GRADE

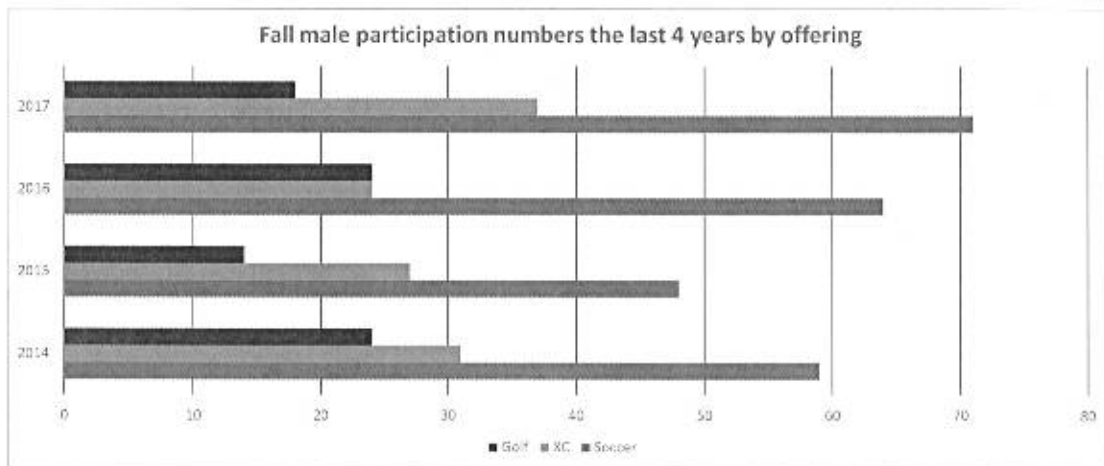


What issues related to liability would the cooperative create?

Based on the letter sent to Dr. Morse from the attorney, any assumed liability when adding football would be low.

According to the insurance carrier, when a district is insured for its athletic activities, it is assumed football is a part of them.

What impact would the Cooperative have on other ORCSD Programs?



What costs would be incurred by the District and or Parent's?

If Oyster River approves a cooperative football agreement with either Portsmouth or Dover, it would be based on a per player cost, payed directly to the lead school by the parents of the participant.

THESE COSTS ARE ESTIMATES AT THIS TIME.

DOVER HIGH SCHOOL: \$460.00 PER PLAYER FIXED COST PER YEAR.

PORTSMOUTH HIGH SCHOOL: TOTAL BUDGET DIVIDED BY NUMBER OF PLAYERS FROM PHS AND ORHS. SHOULD AVERAGE BETWEEN \$500-\$600.

COST COMPARISON TO ORHS HOCKEY/SKI TEAMS

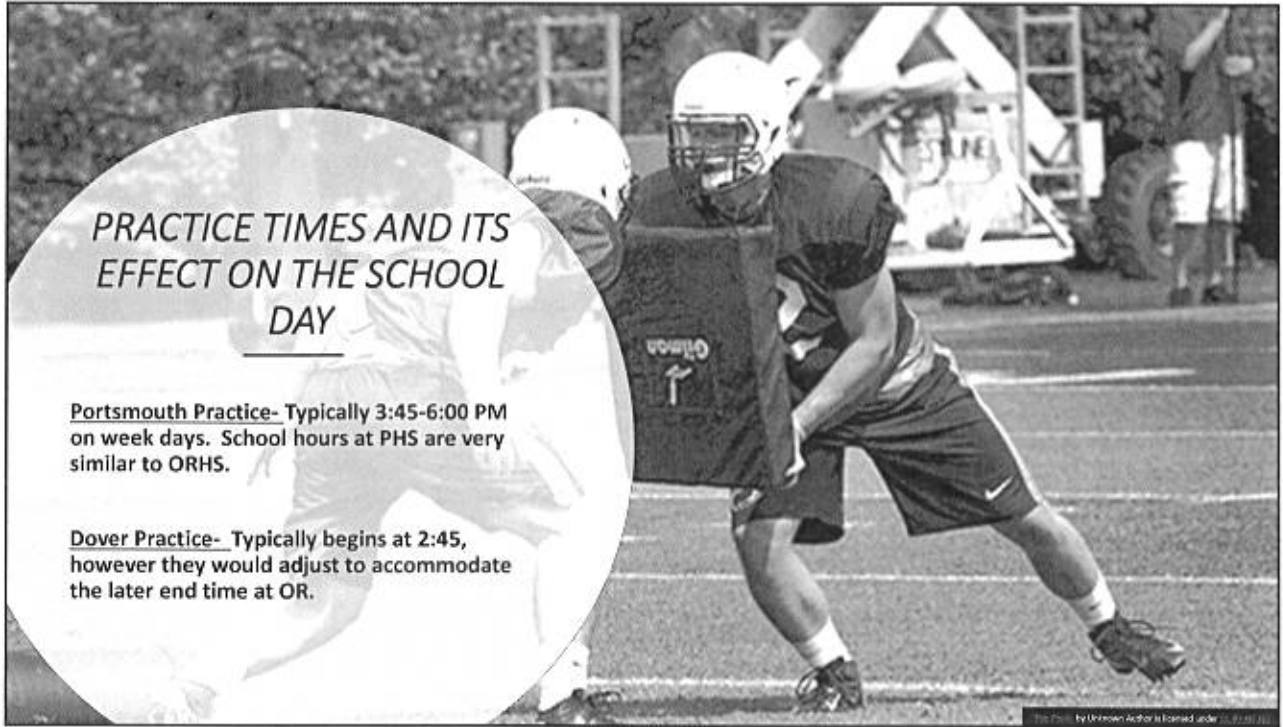
COST IS PER PLAYER

GIRLS HOCKEY: 17-18 Season \$675.00 (Varsity only program)
Average cost after applied funds from the Boosters: \$341.50

BOYS HOCKEY: 17-18 Season \$997.20 (JV and Varsity program)
Average cost after applied funds from the Boosters: \$275.00

ALPINE SKIING: 17-18 Season \$349.00 (Varsity only program)
This is the actual cost per player.

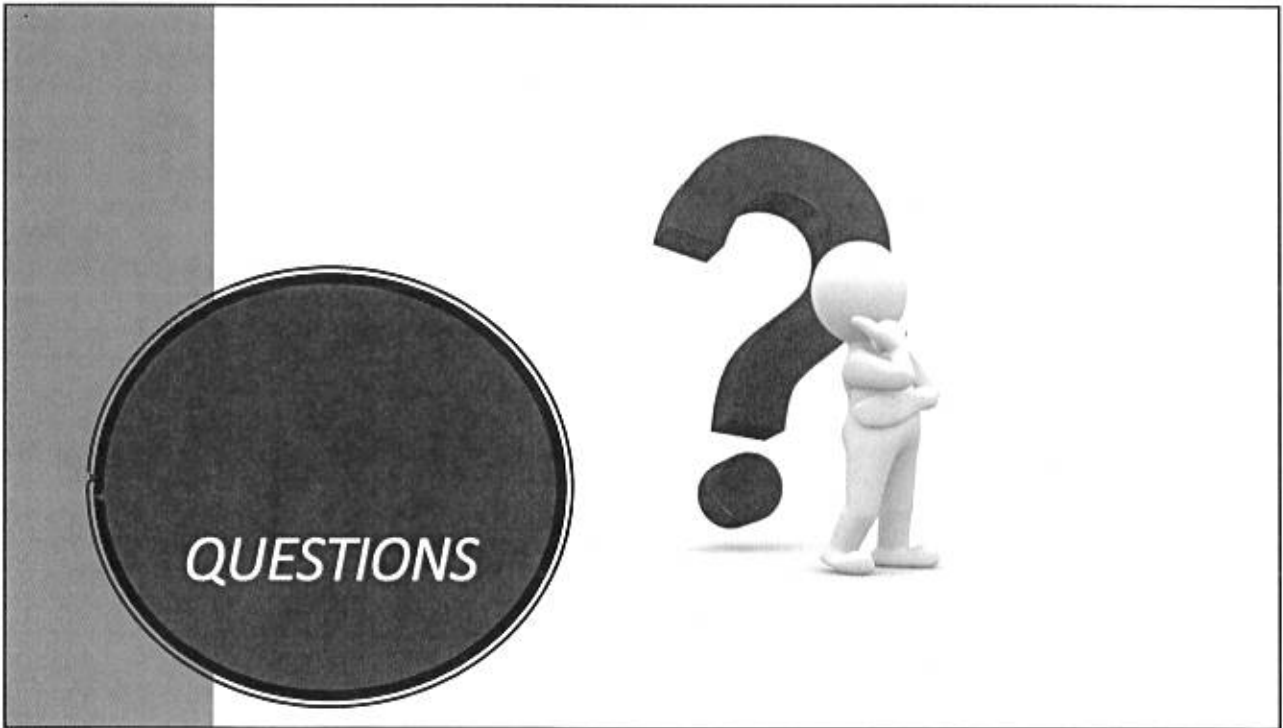




PRACTICE TIMES AND ITS EFFECT ON THE SCHOOL DAY

Portsmouth Practice- Typically 3:45-6:00 PM on week days. School hours at PHS are very similar to ORHS.

Dover Practice- Typically begins at 2:45, however they would adjust to accommodate the later end time at OR.



QUESTIONS

FOOTBALL RESEARCH

- B. Sports not utilizing the NH Index Plan are the sports of golf, football, unified sports and any sport in which team standings are not kept for seedings purposes.
- Golf and Unified Sports will be awarded one (1) point for a win and zero (0) points for a loss, regardless if the match is played home or away.
 - **Football:** Please refer to By-Law Article XX: Football, Sects. 6, 7 and 8.

Sect. 8: Out-of-State Schools

- A. Out-of-state schools will be aligned in the same manner as New Hampshire schools.
- B. Limitations on out-of-state contests, held by particular sports committees, will remain at the discretion of those committees, within the division minimum and maximum number of games.

Sect. 9: Cooperative Teams (CM 5.2017): The formation of a cooperative team must be consistent with the NHIAA's long standing dedication to fairness and competition. Cooperative teams provide opportunities for students to participate in NHIAA sanctioned sports for the common good of all student-athletes involved in interscholastic athletics. It is understood that cooperative teams are the result of thoughtful, deliberate discussion and decision-making among the leaders of schools and the districts involved. If the school boards, superintendents, school principals, and athletic administrators of the petitioning schools are of one mind that a cooperative proposal is good for their students, schools, and communities, the NHIAA will consider their position. Recognizing that student athlete participation in "individual sports" are afforded opportunities to compete, cooperative agreements for individual sports will not be considered.

PURPOSE: The objective of cooperative teams is to provide educational based athletic opportunities for schools that may not be able to provide those experiences for their students.

The approval of cooperative teams will be consistent with the NHIAA's dedication to fairness in competition. Therefore, schools may apply for the establishment of a cooperative team under the following conditions:

- A. An application shall be filed with the NHIAA no later than the last day to play "the previous year" of the sport of which the cooperative team is being sought. (See Application Guidelines – AD Forms Online)
- The application must provide but not be limited to:
- Funding for the sport
 - Coaches eligibility
 - Transportation arrangements to practices and contests
 - Use of facilities
 - Procedure for dissolution of the agreement by a school
 - Administration of the program
- B. No more than three (3) schools can form a cooperative team.
- C. Each school participating on a cooperative team must be a member of the NHIAA.
- D. The combined 9-12 enrollment of all the schools involved will not exceed the 9-12 enrollment of the largest member high school in New Hampshire.
- E. The name of the cooperative team must include the name of all of the schools involved.
- F. The school boards and the administrations of all of the participating schools must approve the establishment of a cooperative team.
- G. **PROCESS FOR APPROVAL:** Each sport specific committee will make a recommendation regarding the formation of a cooperative team. If endorsed by the sports specific committee, the application is presented to the NHIAA Classification Committee. If approved, the final action on the application will come from the NHIAA's Executive Council.

- H. Upon approval of the cooperative team, the Classification Committee will place the team within a division based upon the combined enrollment of all of the schools involved. If a cooperative team wishes to petition their classification status, they may do so by following By-Law Article IV: Classification, Sect. 4: Petitioning. *Cooperative teams being added in the second year of a classification cycle will be classified solely on their combined enrollment, and afforded the ability to petition during the reclassification cycle.*
- I. The Classification Committee reserves the right to review the status of all cooperative teams.
- J. One (1) school administration (principal and athletic director) shall be designated as the NHIAA liaison for the cooperative team. The eligibility standards (beyond what currently is required by the NHIAA) for a student athlete participating in a cooperative team shall be agreed upon by the administrations involved.
- K. Every cooperative team will acknowledge a NO CUT POLICY on the application form.
- L. Any appeal of decisions regarding cooperative teams follows the same process as outlined in By-Law- Article V: Due Process Procedures.
- M. If the cooperative team application is approved, upon completion of the two (2) year period, the schools may reapply for the continuation of the cooperative team. There shall be no limit to the number of two (2) year periods for which schools can apply for approval of a cooperative team.
- N. Unified Sports: Cooperative team procedures may be waived for the creation of Unified Sports Teams. The NHIAA Executive Director is empowered to grant permission for schools to create and or renew cooperative Unified Sports Teams when such consolidation allows for schools to have Unified Teams who lack a large enough intellectually disabled population of student athletes to be able to meet the minimum requirements to field a team as defined in the Unified Sports By-Law and Policy and Procedures Manual. A school denied approval to establish or renew a cooperative team in Unified Sports by the Executive Director may appeal for approval to the Classification Committee. The decision of the Classification Committee is final and cannot be appealed. Cooperative teams shall be required to submit the renewal information to include the number of athletes and partners at each school. (CM 5.2015)



PORTSMOUTH SCHOOL DEPARTMENT

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

STEPHEN ZADRAVEC
SUPERINTENDENT OF SCHOOLS

GEORGE SHEA
ASSISTANT SUPERINTENDENT

STEPHEN T. BARTLETT
BUSINESS ADMINISTRATOR

October 25, 2017

James Morse, Superintendent
Oyster River Cooperative School District
36 Coe Drive
Durham, NH 03824

Dear Jim:

On behalf of our athletic department, this letter is to express Portsmouth's interest in pursuing an agreement with Oyster River to form a high school cooperative football team. We would welcome any conversation across our athletic departments to pursue that possibility.

Thanks,

Stephen Zadavec

Superintendent of Schools

"THE PURPOSE OF THE PORTSMOUTH SCHOOLS IS TO EDUCATE ALL STUDENTS BY CHALLENGING THEM TO BECOME THINKING, RESPONSIBLE, CONTRIBUTING CITIZENS WHO CONTINUE TO LEARN THROUGHOUT THEIR LIVES."

AN EQUAL OPPORTUNITY EMPLOYER • EQUAL EDUCATIONAL OPPORTUNITIES

1 JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE 03801-5297 • (603)431-3080 • FAX (603)431-6753

WILLIAM R. HARBON, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

LIBBY SIMMONS
Business Administrator
lsimmons@dover.k12.nh.us



CHRISTINE BOSTON, Ed.D.
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Director of Curriculum, Instruction and
Assessment
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JEFFREY E. MYERS
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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

Dr. James Morse
Oyster River School District
36 Coe Dr.
Durham, NH 03824

Dear Jim:

This letter is to confirm action taken by the Dover School Board at the November 13, 2017 School Board meeting. After discussion, the Board authorized Dover School District Athletic Director Peter Wotton to enter discussions with the Oyster River Cooperative School District regarding a potential cooperative football team. Any additional action on this matter would require Dover School Board approval.

Please do not hesitate to contact me if you require additional information.

Sincerely,

William R. Harbron, Ed.D.
Superintendent of Schools

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Oyster River Cooperative School District

2018-2019 BUDGET BY LOCATION as of 12/20/17

	2016-17	2017-18	2018-19	DIFFERENCE
	EXPENDED	APPROVED	PROPOSED	
MAST WAY	3,487,221	3,817,929	4,130,205	312,276
MOHARIMET	3,776,792	3,939,762	3,992,650	52,888
MIDDLE SCHOOL	6,933,182	6,993,369	7,184,117	190,748
HIGH SCHOOL	7,999,845	8,631,603	8,962,138	330,535
SAU/ADMIN	3,891,857	3,114,546	3,104,847	-9,699
TRANSPORTATION	1,835,814	2,055,994	2,018,364	-37,630
TECHNOLOGY	1,154,200	1,242,119	1,334,140	92,021
FACILITIES	3,848,419	3,972,043	4,441,379	469,336
SPECIAL EDUCATION	8,671,309	9,176,036	9,031,221	-144,815
TOTAL	41,598,639	42,943,401	44,199,061	1,255,660
				2.92%

General Fund (10) TOTAL

44,199,061

Article 3 - ORBDA

54,083

Article 4 - ORPaSS

\$64,876

Total with warrant article

44,318,020

3.20%



Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Instruction					
1100-1199	Regular Programs	\$17,867,281	\$801,283	\$0	\$18,668,564
1200-1299	Special Programs	\$6,812,091	\$0	\$0	\$6,812,091
1300-1399	Vocational Programs	\$17,300	(\$1,300)	\$0	\$16,000
1400-1499	Other Programs	\$796,754	\$2,188	\$0	\$798,942
1500-1599	Non-Public Programs	\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs	\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs	\$0	\$0	\$0	\$0
1800-1899	Community Service Programs	\$0	\$0	\$0	\$0
Instruction Subtotal		\$25,493,426	\$802,171	\$0	\$26,295,597
Support Services					
2000-2199	Student Support Services	\$3,693,115	\$16,596	\$0	\$3,709,711
2200-2299	Instructional Staff Services	\$1,027,232	\$170,140	\$0	\$1,197,372
Support Services Subtotal		\$4,720,347	\$186,736	\$0	\$4,907,083
General Administration					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
2310 (840)	School Board Contingency	\$0	\$0	\$0	\$0
2310-2319	Other School Board	\$130,995	(\$5,000)	\$0	\$125,995
General Administration Subtotal		\$130,995	(\$5,000)	\$0	\$125,995
Executive Administration					
2320 (310)	SAU Management Services	\$0	\$0	\$0	\$0
2320-2399	All Other Administration	\$1,138,242	\$20,412	\$0	\$1,158,654
2400-2499	School Administration Service	\$1,803,054	\$42,114	\$0	\$1,845,168
2500-2599	Business	\$598,704	\$13	\$0	\$598,717
2600-2699	Plant Operations and Maintenance	\$4,173,417	\$320,586	\$0	\$4,494,003
2700-2799	Student Transportation	\$2,004,072	(\$32,669)	\$0	\$1,971,403
2800-2999	Support Service, Central and Other	\$1,243,161	(\$21,105)	\$0	\$1,222,056
Executive Administration Subtotal		\$10,960,650	\$329,351	\$0	\$11,290,001
Non-Instructional Services					
3100	Food Service Operations	\$50,000	(\$20,000)	\$0	\$30,000
3200	Enterprise Operations	\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal		\$50,000	(\$20,000)	\$0	\$30,000
Facilities Acquisition and Construction					
4100	Site Acquisition	\$0	\$0	\$0	\$0
4200	Site Improvement	\$0	\$0	\$0	\$0
4300	Architectural/Engineering	\$0	\$0	\$0	\$0



2018
MS-DSB

Appropriations

4400	Educational Specification Development	\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction	\$0	\$0	\$0	\$0
4600	Building Improvement Services	\$0	\$0	\$0	\$0
4900	Other Facilities Acquisition and Construction	\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal		\$0	\$0	\$0	\$0

Other Outlays

5110	Debt Service - Principal	\$1,285,000	\$0	\$0	\$1,285,000
5120	Debt Service - Interest	\$302,983	(\$51,722)	\$0	\$251,261
Other Outlays Subtotal		\$1,587,983	(\$51,722)	\$0	\$1,536,261

Fund Transfers

5220-5221	To Food Service	\$730,047	\$0	\$0	\$730,047
5222-5229	To Other Special Revenue	\$641,000	\$0	\$0	\$641,000
5230-5239	To Capital Projects	\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	\$0	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
5254	To Agency Funds	\$0	\$0	\$0	\$0
5310	To Charter Schools	\$0	\$0	\$0	\$0
5390	To Other Agencies	\$0	\$0	\$0	\$0
9990	Supplemental Appropriation	\$0	\$0	\$0	\$0
9992	Deficit Appropriation	\$0	\$0	\$0	\$0
Fund Transfers Subtotal		\$1,371,047	\$0	\$0	\$1,371,047

Total Operating Budget Appropriations		\$44,314,448	\$1,241,536	\$0	\$45,555,984
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Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
2320-2399	Contractual obligations and benefits increases
2500-2599	Contractual obligations and benefits increases
5120	Contractual obligations and benefits increases
3100	Contractual obligations and benefits increases
2200-2299	Contractual obligations and benefits increases
1400-1499	Contractual obligations
2310-2319	Contractual obligations and benefits increases
2600-2699	Contractual obligations and benefits increases
1100-1199	Contractual obligations and benefits increases
2400-2499	Contractual obligations and benefits increases
1200-1299	Contractual obligations and benefits increases
2000-2199	Contractual obligations and benefits increases
2700-2799	Contractual obligations and benefits increases
2800-2999	Contractual obligations and benefits increases
1300-1399	Contractual obligations and benefits increases

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT THE
STATE OF NEW HAMPSHIRE

2018

SCHOOL WARRANT

COPY

To the Inhabitants of the Oyster River Cooperative School District of Durham, Lee, and Madbury qualified to vote upon District affairs:

You are hereby notified to meet at the Oyster River High School in said district on the 6th day of February 2018, at 7:00 o'clock in the evening for Session I of the Annual School District Meeting for discussion of Articles 3 through 5 and for any amendments thereto. Warrant articles whose wording is prescribed by law shall not be amended and no warrant article shall be amended to eliminate the subject matter of the article at Session I.

Official ballot voting for school district officers (articles 1 and 2) and on articles 3-5 will occur at town polling locations on Tuesday, March 13, 2018:

Town of Durham	Oyster River High School	7:00 am to 7:00 pm
Town of Lee	Lee Safety Complex	7:00 am to 7:00 pm
Town of Madbury	Madbury Town Hall	11:00 am to 7:30 pm

ARTICLE 1: To choose a Moderator for the coming year.

ARTICLE 2: To choose three School Board members one each for Durham, Lee and Madbury for the ensuing three years.

ARTICLE 3: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Bus Drivers Association and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2018-2019	\$ 54,083
2019-2020	\$ 36,855
2020-2021	\$ 41,223

and further to raise and appropriate the sum of \$ 54,083 for the 2018-2019 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

ARTICLE 4: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Paraeducators and Support Staff and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2018-2019	\$ 64,876
2019-2020	\$ 64,939
2020-2021	\$ 75,239

and further to raise and appropriate the sum of \$ 64,876 for the 2018-2019 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

ARTICLE 5: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$45,625,555. Should this article be defeated, the operating budget shall be \$ 45,555,984 (Default Budget) which is the same as last year with certain adjustments required by previous action of the District or by law; or the District may hold one special meeting in accordance with RSA 40:13, X, and XVI to take up the issue of the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)*

Note:

Fund 10 = \$ 44,199,061 (regular operating budget); Fund 21 = \$ 785,494 (expenditures from food service revenues); Fund 22 = \$ 600,000 (expenditures from federal/special revenues); Fund 23 = \$ 41,000 (expenditures from pass through funds).

Given under our hands at said Durham NH this _____ day of January 2018:

Thomas Newkirk, Chairperson

Denise Day, Vice-chair

Kenneth Rotner

Brian Cisneros

Daniel Klein

Allan Howland

Michael Williams



School Budget Form
Oyster River

Appropriations and Estimates of Revenue for the Fiscal Year from:
July 1, 2018 to June 30, 2019

Form Due Date: 20 Days after the Annual Meeting

This form was posted with the warrant on: _____

SCHOOL BOARD CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature	Date
Thomas Newkirk	Chair		
Denise Day	Vice Chair		
Allan Howland	Member		
Kenneth Rotner	Member		
Daniel Klein	Member		
Michael Williams	Member		
Brian Cisneros	Member		

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:
<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090
<http://www.revenue.nh.gov/mun-prop/>



School Budget Form

Account	Purpose	Article	Expenditures Prior Year	Appropriations Current Year as Approved by DRA	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
Instruction						
1100-1199	Regular Programs	05	\$17,115,919	\$17,867,281	\$18,626,081	\$0
1200-1299	Special Programs	05	\$6,400,010	\$6,812,091	\$6,689,068	\$0
1300-1399	Vocational Programs	05	\$15,844	\$17,300	\$16,000	\$0
1400-1499	Other Programs	05	\$791,292	\$796,754	\$814,143	\$0
1500-1599	Non-Public Programs	05	\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs	05	\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs		\$0	\$0	\$0	\$0
1800-1899	Community Service Programs		\$0	\$0	\$0	\$0
Instruction Subtotal			\$24,323,065	\$25,493,426	\$26,125,292	\$0
Support Services						
2000-2199	Student Support Services	05	\$3,503,599	\$3,693,115	\$3,866,005	\$0
2200-2299	Instructional Staff Services	05	\$964,293	\$1,027,232	\$1,042,438	\$0
Support Services Subtotal			\$4,467,892	\$4,720,347	\$4,908,443	\$0
General Administration						
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	05	\$130,084	\$130,995	\$127,857	\$0
General Administration Subtotal			\$130,084	\$130,995	\$127,857	\$0
Executive Administration						
2320 (310)	SAU Management Services		\$0	\$0	\$0	\$0
2320-2399	All Other Administration	05	\$1,076,714	\$1,138,242	\$1,163,861	\$0
2400-2499	School Administration Service	05	\$1,714,058	\$1,803,054	\$1,847,266	\$0
2500-2599	Business	05	\$569,781	\$598,704	\$608,317	\$0
2600-2699	Plant Operations and Maintenance	05	\$3,929,649	\$4,173,417	\$4,550,510	\$0
2700-2799	Student Transportation	05	\$1,797,915	\$2,004,072	\$1,978,607	\$0
2800-2999	Support Service, Central and Other	05	\$1,157,351	\$1,243,161	\$1,324,640	\$0
Executive Administration Subtotal			\$10,245,468	\$10,960,650	\$11,471,201	\$0
Non-Instructional Services						
3100	Food Service Operations	05	\$0	\$50,000	\$30,000	\$0
3200	Enterprise Operations		\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal			\$0	\$50,000	\$30,000	\$0
Facilities Acquisition and Construction						
4100	Site Acquisition	05	\$0	\$0	\$1	\$0
4200	Site Improvement	05	\$1,083,350	\$0	\$1	\$0
4300	Architectural/Engineering	05	\$0	\$0	\$1	\$0
4400	Educational Specification Development	05	\$0	\$0	\$1	\$0



COPY

School Budget Form

Account	Purpose	Article	Expenditures Prior Year	Appropriations Current Year as Approved by DRA	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
5251	To Capital Reserve Fund		\$0	\$0	\$0	\$0
5252	To Expendable Trust Fund		\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Fund		\$0	\$0	\$0	\$0

Total Proposed Special Articles
--



School Budget Form

COPY

Account	Purpose	Article	Expenditures Prior Year	Appropriations Current Year as Approved by DRA	Appropriations Ensuing FY (Recommended)	Appropriations Ensuing FY (Not Recommended)
1100-1199	Regular Programs	04	\$0	\$0	\$8,311	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
1200-1299	Special Programs	04	\$0	\$0	\$53,019	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
1300-1399	Vocational Programs	03	\$0	\$0	\$1,236	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
2000-2199	Student Support Services	04	\$0	\$0	\$735	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
2200-2299	Instructional Staff Services	04	\$0	\$0	\$2,474	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
2600-2699	Plant Operations and Maintenance	04	\$0	\$0	\$337	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
2700-2799	Student Transportation	03	\$0	\$0	\$52,847	\$0
	<i>Purpose: Shall the District vote to approve within the prov</i>					
Total Proposed Individual Articles			\$0	\$0	\$118,959	\$0



School Budget Form

Account	Source	Article	Actual Revenues Prior Year	Revised Revenues Current Year	Estimated Revenues Ensuing Fiscal Year
Local Sources					
1300-1349	Tuition	05	\$1,822,334	\$2,300,000	\$2,900,000
1400-1449	Transportation Fees	05	\$23,137	\$25,000	\$25,000
1500-1599	Earnings on Investments	05	\$7,344	\$6,000	\$6,000
1600-1699	Food Service Sales	05	\$843,421	\$623,547	\$678,994
1700-1799	Student Activities		\$0	\$0	\$0
1800-1899	Community Services Activities		\$0	\$0	\$0
1900-1999	Other Local Sources	05	\$184,654	\$40,000	\$40,000
Local Sources Subtotal			\$2,680,890	\$2,994,547	\$3,649,994
State Sources					
3210	School Building Aid	05	\$523,742	\$523,742	\$523,742
3215	Kindergarten Building Aid		\$0	\$0	\$0
3220	Kindergarten Aid		\$0	\$0	\$0
3230	Special Education Aid	05	\$156,584	\$108,298	\$108,000
3240-3249	Vocational Aid	05	\$2,551	\$2,500	\$2,500
3250	Adult Education		\$0	\$0	\$0
3260	Child Nutrition	05	\$6,532	\$6,500	\$6,500
3270	Driver Education		\$0	\$0	\$0
3290-3299	Other State Sources		\$8,062	\$0	\$0
State Sources Subtotal			\$697,471	\$641,040	\$640,742
Federal Sources					
4100-4539	Federal Program Grants	05	\$673,914	\$641,000	\$641,000
4540	Vocational Education		\$0	\$0	\$0
4550	Adult Education		\$0	\$0	\$0
4560	Child Nutrition	05	\$101,542	\$100,000	\$100,000
4570	Disabilities Programs		\$0	\$0	\$0
4580	Medicaid Distribution	05	\$338,792	\$325,000	\$325,000
4590-4999	Other Federal Sources (non-4810)		\$0	\$0	\$0
4810	Federal Forest Reserve		\$0	\$0	\$0
Federal Sources Subtotal			\$1,114,248	\$1,066,000	\$1,066,000
Other Financing Sources					
5110-5139	Sale of Bonds or Notes		\$0	\$0	\$0
5140	Reimbursement Anticipation Notes		\$0	\$0	\$0
5221	Transfers from Food Service Special Revenues Fund		\$0	\$0	\$0
5222	Transfer from Other Special Revenue Funds		\$284,675	\$0	\$0
5230	Transfer from Capital Project Funds		\$0	\$0	\$0
5251	Transfer from Capital Reserve Funds		\$0	\$0	\$0
5252	Transfer from Expendable Trust Funds		\$0	\$0	\$0
5253	Transfer from Non-Expendable Trust Funds		\$0	\$0	\$0
5300-5699	Other Financing Sources		\$0	\$0	\$0



School Budget Form

9997	Supplemental Appropriation (Contra)		\$0	\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes	05	\$0	\$0	\$250,000
	Other Financing Sources Subtotal		\$284,675	\$0	\$250,000
Total Estimated Revenues and Credits			\$4,777,284	\$4,701,587	\$5,606,736



School Budget Form

COPY

Item	Current Year	Ensuing FY (Recommended)
Operating Budget Appropriations	\$42,303,815	\$45,625,555
Special Warrant Articles	\$2,922,420	\$0
Individual Warrant Articles	\$38,937	\$118,959
Total Appropriations	\$45,265,172	\$45,744,514
Less Amount of Estimated Revenues & Credits	\$8,045,154	\$5,606,736
Less Amount of State Education Tax/Grant	\$8,451,863	\$8,719,649
Estimated Amount of Taxes to be Raised	\$28,768,155	\$31,418,129



To: Dr. Jim Morse, Superintendent
From: Andy Lathrop
Date: January 17, 2018
Re: MS/HS Spring Coach Nominations

Message:

Please accept the following names for nominations for coaching their selected sports for the spring season.

Paid Positions:

Name	Position	Stipend	Years	Longevity	Total
Nicholas Ricciardi	Head Outdoor Track	\$5,190	13	\$375	\$5,565
Scott McGrath	Boys Assist. Outdoor Track	\$3,373	1	0	\$3,373
Natalie Bilynski	.5 Girls Assistant Outdoor Track	\$1,686.50	2	0	\$1,686.50
Alex Johnson	.5 Girls Assistant Outdoor Track	\$1,686.50	1	0	\$1,686.50
James Thibault	Boys JV Baseball	\$2,660	1	0	\$2,660
Craig Walfield	Varsity Baseball	\$4,093	6	\$150	\$4,243
Glen Miller	Varsity Softball	\$4,093	4	\$75	\$4,168
Bob Heuchling	Girls Varsity Tennis	\$3,195	13	\$375	\$3,570
Sarah Merrill	Girls Varsity Lacrosse	\$4,093	0	0	\$4,093
Robert Hailey	Boys Varsity Lacrosse	\$4,093	0	0	\$4,093
Michael Pare	Boys Tennis .05	\$1,597.50	0	0	\$1,597.50
Phil Lewis	Boys Tennis .05	\$1,597.50	0	0	\$1,597.50
MIDDLE SCHOOL					
Dave Montgomery	MS Outdoor Track	\$2,395	8	\$225	\$2,620
Sunpreet Sadana	MS Outdoor Track	\$2,395	9	\$300	\$2,695
Nate Grove	MS Baseball	\$1,997	7	\$225	\$2,222
Brian Seeley	MS Softball	\$1,997	2	0	\$1,997
Emily Geltz	MS Outdoor Track	\$2,395	1	0	\$2,395

Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
January 17, 2018

Title	Code
Policies for First Read	
Advanced Course Work/Advanced Placement Courses	IHCD
School District Credit Cards, Procurement Cards,...	DGD
Policies for Second Read/Adoption	
Use of Tobacco Products Strictly Prohibited...	ADC
Policies for Deletion	

As a reference the January 10, 2018 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCD
Date of Adoption: July 13, 1988 Previously: IGCD Policy Committee Review: May 13, 2015 School Board First Read: May 20, 2015 School Board Second Read/Adoption: June 3, 2015 Policy Committee: January 10, 2018 School Board First Read: January 17, 2018	Page 1 of 1 Category: Priority

ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

Any student who wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so provided they meet the pre-requisites. Oyster River Cooperative School District administrators and school counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or school counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses, community college, university course or other suitable means.

Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses unless approved by the superintendent in advance and budgeted for by the School Board.

[High School and Career Technical Education Center students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in a course designated by the Community College System of New Hampshire \(CCSNH\) as part of the dual and concurrent enrollment program. The Superintendent shall designate a point or points of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee\(s\) shall meet regulations for the program.](#)

Cross Reference:

[IHCD-R – Advanced Course Work/Advanced Placement Courses Procedure](#)

Legal References:

[RSA 188-E:25 through RSA 188-E:28](#)
NH Code of Administrative Rules, Section Ed 306.141 ~~(a)(6)(g)~~, Advanced Course Work

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHCD-R
<u>Policy Committee: January 10, 2018</u> <u>School Board First Read: January 17, 2018</u>	

ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES- PROCEDURE

The Superintendent or his/her designee(s) shall meet regulations for the program which include:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnership;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Requires annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Cross Reference:

IHCD – Advanced Course Work/Advanced Placement Courses

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DGD
First Read School Board: May 15, 2013 Second Read/Adoption School Board: June 5, 2013 Policy Committee Review: December 13, 2017 Back to Policy Committee: January 10, 2018 School Board First Read: January 17, 2018	Page 1 of 1 Category: Optional

SCHOOL DISTRICT CREDIT CARDS, ~~AND/OR~~ [PROCUREMENT CARDS, OR OTHER PURCHASING CARDS](#)

The Oyster River Cooperative Superintendent or his/her designee is authorized to procure a credit card, procurement or other [purchasing](#) cards in the School District's name. Any District ~~credit~~ card will be under the sole supervision of the Superintendent or the Business Administrator.

Use of a District ~~credit~~ card/[procurement card](#) shall be used only for School District purchases. Purchase shall be for items authorized by the adopted school district budget. Use of the District ~~credit~~ card/[procurement card](#) for personal or private purchases is strictly prohibited.

All charges must be [initiated with a purchase order and then](#) verified with receipts.

All received and approved ~~credit~~ card purchases will be included in manifest of invoices.

[Cross Reference:](#)

[DGD-R Procurement Card Procedure/Use Agreement/Acknowledgement](#)

ORCSD PROCUREMENT CARD OPERATIONAL PROCEDURES

The following general procedures will be followed in the use and administration of the [Oyster River Cooperative School](#) District's P-Card program:

- P-Cards will be issued to employees whose position requires them to make regular purchases for the District. Employees who are required to make periodic purchases will also be considered. Principals and/or Directors must recommend all staff that requires the use of a P-Card. The Business Administrator will be responsible to approve each card issued.
- Each employee recommended for a P-Card will receive a copy of the Procurement Card Program Cardholder Manual. The P-Card Use Agreement and the P-Card Manual Acknowledgement form acknowledging receipt and understanding of the manual must be signed and hand delivered to the SAU 5 Business Office. Once the signed forms are brought in, the employee may sign their P-Card. All signatures on the P-Card must include the phrase "See ID" behind the signature so that vendors will be required to request identification verifying that it is the cardholder making the purchase.
- The District Accounts Payable Coordinator will keep a file folder for each card issued that will include:
 - Employee Name
 - P-Card Number
 - Expiration date of the card
 - Original signed copy of the P-Card Use Agreement
 - Original signed copy of the P-Card Manual Acknowledgement form

The following operational procedures will be followed in the use and administration of the District's P-Card program:

1. Prior to the purchase, a purchase order will be entered into the finance software system and all required approvals are needed before the card is used.
2. The requisitions will use _____ as the vendor and, in the reference field, please put the actual vendor you will be using.
3. Each P-Card purchase **MUST** be documented with either:
 - A signed detailed charge slip showing the individual items purchased
 - The signed charge slip with a detailed cash register receipt, bill of materials, or packaging slip attached
 - A printout of the detailed "shopping cart" for online purchases
4. **A copy of a signed charge slip that does not itemize the details on what was purchased is not acceptable.**
5. The employee is responsible for:
 - Sending the original card receipt and detailed backup (if needed) to the Business Office within two (2) business days following the purchase.
 - Keeping a copy of the charge receipts to reconcile against their monthly statement.

6. The school copy of each purchase order will be sent to the individual who entered the requisition. The school copy will need to be signed by the school employee who can verify that the items were received and who is authorizing payment of the items.
7. After a purchase has been made with the P-Card, the employee has two (2) business days to forward the approved Purchase Order with the receipts attached to the Business Office.
8. The SAU 5 Business office will keep a separate folder for each issued card as a depository for all purchase receipts and purchase orders. The Business Office will reconcile the monthly statement for each cardholder with the original receipts and the approved purchase order corresponding to each purchase.
9. Each cardholder will be provided with instructions on how to gain online access to his/her statement in order to verify all account charges. In addition, a copy of each cardholder's monthly statement will be sent to each cardholder by the Business Office to review in order to ensure that all materials were received and that there are no outstanding disputes or returns that should not be paid.
10. All requests for temporary increases to credit limits or approved vendor purchase options need to be made to the Business Administrator or alternate plan administrator. Please allow for three (3) business days for processing.
11. School year employees who have been approved to retain possession of their card must return the card to the SAU 5 Business Office prior to their last day at work for each school year. They may retake possession of the P-Card at the start of the next school year.

ORCSD P-CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20___, between SAU #5, 36 Coe Drive, Durham, NH 03824, and _____, residing at _____ (hereinafter the "Employee").

WITNESSETH:

WHEREAS, by this Agreement the Employee has been entrusted with a procurement credit card ("P-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the District; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the P-Card as set forth herein and the District's *Procurement Card Program Cardholder Manual*.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the District and the Employee as follows:

1. The District hereby issues the Employee P-Card No. _____
2. The Employee hereby agrees to immediately return the P-Card upon request.
3. The Employee shall not use the P-Card for the purchase of any goods or service that is not authorized by the terms of this agreement and by the direct written approval of the Business Administrator, or Superintendent.
4. The Employee shall submit receipts within two (2) business days following an authorized purchase and such other reasonable documentation of goods or services purchased as requested by the Business Administrator, or Superintendent.
5. The Employee shall promptly review monthly P-Card transaction statements for accuracy and shall within three (3) days of receipt of the statement; notify the Business Administrator of any errors, omissions or discrepancies in the statement.
6. The Employee shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the card by calling 800-361-3361 or by fax notice to the bank at 888-224-5394. The Employee shall also immediately notify the Business Administrator of possible loss, theft, or unauthorized use of the card.
7. Attached herewith and incorporated by reference herein is the SAU #5 Procurement Card Program Cardholder Manual. The employee understands that the manual, this agreement and employee's signed P-Card Manual Acknowledgement Form set forth the authority and expressed limits of authority of Employee's use of the P-Card.
8. The Employee shall defend, indemnify and hold harmless the District for any improper or unauthorized expenditure placed on the P-Card. The Employee will reimburse the District for any and all costs and expenses (including attorneys' fees and expenses) incurred by the District in recovering any improper or unauthorized expenditures placed onto the P-Card by the Employee. The Employee acknowledges that the Employee's improper use of the P-Card or violation of the terms of this agreement or any policy related to the P-Card will result in disciplinary action, up to and including termination.
9. This agreement may not be modified in any way without the approval of SAU #5 by its' Business Administrator or Superintendent.

IN WITNESS WHEREOF, the parties hereto have made and executed this agreement the day and year first written above.

SAU #5

[ORCSD](#) Employee

[ORCSD](#) Business Administrator

ORCSD P-CARD MANUAL ACKNOWLEDGEMENT FORM

The Procurement Card Program Cardholder Manual (hereinafter "P-Card Manual") describes important information about SAU 5's electronic procurement card program controls and processes required to manage the day-to-day operations of the purchasing option. The P-Card Manual is intended to inform cardholders handling P-Card transactions about the formal policy guidelines, processes and responsibilities of the cardholder and other various participants. These policies ensure that P-Card purchasing is consistent with SAU 5's fiscal and internal control policies and procedures.

Since the information, policies and procedures described in the P-Card Manual are subject to change, I acknowledge that revisions to the P-Card Manual may occur in the future. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the P-Card Manual, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the manual and any revisions and updates made to it.

ORCSD Cardholder's [Employee](#) Signature

Date

ORCSD Cardholder's Name (Typed or Printed)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ADC Category: Required
Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 Policy Committee Review: April 13, 2016 School Board First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Review: December 13, 2017/Jan 10, 2018 School Board First Read: December 20, 2017 School Board Second Read/Adoption: January 17, 2018	Page 1 of 1

USE AND POSSESSION OF TOBACCO PRODUCTS STRICTLY PROHIBITED
IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

No person shall use and possess any tobacco product in any facility maintained by the Oyster River Cooperative School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, vaping products, e-cigarettes, liquid nicotine products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Cross Reference:

JICH – Student Tobacco, Alcohol and Drug Use
JICH-R – Student Tobacco, Alcohol and Drug Use - Procedure

Legal References:

RSA 155:64 – 77, Indoor Smoking Act
RSA 126 – K:6, Possession and Use of Tobacco Products by Minors
RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Policy Committee Meeting Minutes

Wednesday, January 10, 2018 @ 3:30 PM

Attendees: Kenny Rotner, Denise Day, Tom Newkirk, James Morse, Wendy DiFruscio

Visitors: Suzanne Filippone, Sean Peschel, Sue Caswell

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting by introducing Sean Peschel, the ELO Coordinator at the high school. Sean is bringing forward a revised version of Policy IHCD - Advanced Course Work/Advanced Placement Courses due to Senate Bill 101 (Dual and Concurrent Enrollment Data). Sean explained that the proposed wording qualifies our students with the state to earn both high school and college credits by enrolling in a course designated by the Community College System of New Hampshire as part of the dual and concurrent enrollment program. The committee asked some clarifying questions which were answered by both Sean and Suzanne. This policy will go to the School Board for a first read.

The Policy Committee thanked Sean for his assistance and he left the meeting at 3:40 PM. The committee asked Suzanne to remain for a quick review of Policy ADC.

Policy ADC – Use of Tobacco Products Strictly Prohibited in/on all School Facilities and/or Grounds – This policy is being brought back to the committee by the Board for clarification of some language. Denise verified that at the last meeting we were going to remove “and possession” from the title and from the first paragraph. Suzanne confirmed this, and a brief discussion was had. This policy is ready for a second read/adoption.

The Policy Committee thanked Suzanne for her assistance and she left the meeting at 3:45 PM.

At this point Jim explained that he was bringing back the addendum to the Non-Discrimination Policy that was created, and the suggested version as reviewed by legal counsel. Jim is bringing this to the committee for review only. He will be sharing the latest version with the Diversity Committee at their next meeting in January 24th. Once the Diversity committee reviews, a possible meeting at the next policy meeting with the Diversity Committee could happen to express their thoughts. The final version will go before the Board at a later date.

Susan Caswell, Business Administrator joined the meeting at 3:50 PM review the changes made to Policy DGD and the procedures surrounding Procurement cards {P-Cards} for the District. Sue explained the procedure followed for P-Card use and that they would start out small and issue P-Cards to the principals first. She noted that each person assigned a card would pull from a single account and would be required to sign a user agreement and a resolution. Both Sue and Tim would control and monitor the P-Cards usage. Sue suggested that before a P-Card purchase could happen, a purchase order would need to be completed and approved.

Policy DGD – School District Credit Card and/or Procurement Cards – was reviewed. Questions and discussion surrounding this policy and subsequent procedures were asked and answered. This policy will go to the School Board for a first read.

Policy DK – Payment Manifest – and the procedure were discussed. It was determined that the policy was fine as is, but Sue will make changes to the procedure and bring it back at the next meeting.

Tom asked the committee if the cell phone policy could be reviewed at the next meeting as well as sample policies from our comparative district be brought forward. A discussion surrounding surveys that will be generated will also be discussed.

Meeting ended at 4:15 PM – Next meeting February 12, 2018.

Respectfully submitted,
Wendy L. DiFruscio