

**Oyster River Cooperative School District
REGULAR MEETING**

February 1, 2023**ORMS – Recital Hall****7:00 PM**

- o. CALL TO ORDER 7:00 PM**
- I. 6:30 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)**
- IV. APPROVAL OF MINUTES**
- Motion to approve 01/18/22 Regular and Non-public Meeting Minutes
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
- B. Board**
- VI. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- Youth Climate Leadership Presentation
- B Superintendent’s Report**
- C. Business Administrator**
- Update on accounting software transition.
 - Update on storm effects and recovery, what systems worked correctly, which did not work as planned, opportunities.
- D. Student Representative (Paige Burt)**
- E. Finance Committee Report**
- F. Other:**
- VII. UNANIMOUS CONSENT AGENDA {Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}**
- Policy for second read/adoption: BGA – Policy Development System and Procedure BGA-R – Policy Review/Evaluation/Adoption and Policy for Deletion: BGC – Policy Review and Evaluation. *Motion to Approve for second read/adoption: Policy BGA – Policy Development System and Procedure BGA-R Policy Review/Evaluation/Adoption and for deletion Policy BGC – Policy Review and Evaluation.*
- VIII. DISCUSSION & ACTION ITEMS**
- School Nutrition Director Letter of Retirement. *Motion to accept the School Nutrition Director’s Letter of Retirement.*
 - Elementary Assistant Student Service Director resignation. *Motion to accept the elementary Assistant Student Service Director’s letter of resignation.*
 - Procedures for management of electric vehicle chargers at OR Middle School.
 - Comprehensive update on status of School Board Goals and to identify which goals to recommend for changes. *Motion to act on adjusted recommended changes to School Board goals.*
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)**
- XI. CLOSING ACTIONS**
- A. Future meeting dates:** February 7, 2023 – Deliberative Session – 7:00 PM MS Recital Hall
February 15, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall
March 1, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II (c)**
- 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

**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 additional 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:

- | | |
|---------------------------|----------------------------|
| • Michael Williams, Chair | Term on Board: 2020 - 2023 |
| • Denise Day, Vice-Chair | Term on Board: 2020 - 2023 |
| • Brian Cisneros | Term on Board: 2021 –2024 |
| • Daniel Klein | Term on Board: 2021 - 2024 |
| • Yusi Turell | Term on Board: 2021 - 2024 |
| • Matthew Bacon | Term on Board: 2022 - 2025 |
| • Heather Smith | Term on Board: 2022 - 2025 |

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:

- 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.
- The hiring of any person as a public employee.
- 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.
- 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.
- 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 Board
Regular Meeting Minutes

January 18, 2023

DRAFT

SCHOOL BOARD PRESENT: Michael Williams, Denise Day, Brian Cisneros, Dan Klein, Yusi Turell, Heather Smith, Matt Bacon

STUDENT REPRESENTATIVE: Paige Burt

ADMINISTRATORS PRESENT: Dr. Morse, Suzanne Filippone, Catherine Plourde, Sue Caswell, Rachael Blansett, Rebecca Noe, Shannon Caron

STAFF PRESENT:

GUEST PRESENT:

ABSENT:

I. CALLED TO ORDER at 7:00 PM by Michael Williams

II. APPROVAL OF AGENDA

Brian Cisneros moved to approve the agenda, 2nd by Matt Bacon.

Denise Day made the following addition:

Under Discussion & Action Items include Policy BGAR along with BGA for first read and motion.

Motion passed with addition 7-0 with the student representative voting in the affirmative.

III. PUBLIC COMMENTS – A member of the community spoke during District Reports.

IV. APPROVAL OF MINUTES

Denise Day moved to approve the January 4th, 2023 Regular Meeting Minutes, 2nd by Brian Cisneros.

Heather Smith made the following correction:

In the adjournment, remove “with the student rep voting in the affirmative” since Paige had left prior to the end of the meeting.

Motion passed with correction 7-0 with the student representative voting in the affirmative.

Denise Day moved to approve the January 4th, 2023 Non-Public Meeting Minutes, 2nd by Brian Cisneros.

Motion passed 7-0 with the student representative voting in the affirmative.

Denise Day moved to approve the December 21st, 2022 Workshop Notes, 2nd by Brian Cisneros. Motion passed 7-0 with the student representative voting in the affirmative.

Brian Cisneros moved to approve the January 11th, 2023 Budget Hearing Minutes, 2nd by Denise Day. Motion passed 7-0 with the student representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

Rebecca Noe of ORHS announced the Indoor Track Team competed this past weekend and she’s very proud of their accomplishments. She acknowledged distance runners Haley Kavanagh and Mackenzie Cook; high jumper Daniel Dorehty; and sprint medley relay runners Avery Bavingardt, Talia Banafato, Erin Carty, and Haley Kavanagh all of whom have qualified for Nationals. On February 2nd there will be two events at ORHS: our first Community Dinner from 5:00-6:30 pm and 8th Grade Parent Night from 6:00-7:30 pm.

Rachael Blansett announced the reconvening of the community DEIJ group. A meeting will be held on Tues., Jan. 31st at 6 pm with more information to be available soon.

B. Board

Heather Smith shared that over the weekend the middle school performed Seussical Jr. six times, and all showings were fabulous! The cast and crew consisted of 70+ 5th-8th graders and she acknowledged Sarah Kuhn, Juliann Woodbury, and Alexander Taylor for all their hard work during the performance and leading up to it.

Chair Michael Williams followed up on policy pertaining to board officer removal. Current policy is clear about electing officers for term length, but not for removal. He reviewed other schools' policies in which removal requires two-thirds majority vote or a public hearing. He felt it would be worthwhile to have a policy that clarifies the process.

VI. DISTRICT REPORTS

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

Suzanne Filippone let the board and community know that they are in the process of updating competencies for the website.

A gentleman from the public entered for comment and Michael invited him to speak.

William Hall of Durham said he recently attended a NH Energy Conference and the new ORMS building was talked about in glowing terms, specifically about its efficiency. He shared how fortunate we are to have gotten the vote before the COVID outbreak and the construction prices before the shutdown. He provided the board with the conference handout, which included photos of ORMS.

DEIJ Goals Spring Semester – Rachael Blansett

DEIJ Coordinator Rachael Blansett presented part 2 of her presentation that first aired in December. In the “New Semester Overview” she recapped the fall semester which focused on building connections, learning about the district, and identifying needed professional development. She announced the second semester will be based on five new spring goals some of which include a visit with Tona Brown, developing DEIJ competencies, and updating transgender and gender expression policy procedure. A big focus has been the creation of professional development for teachers, which consists of 16 total sessions covering 6 different topics. Workshops will be held primarily on a monthly basis after-school. A tentative timeline is as follows:

January: Demystifying Diversity, Equity & Inclusion

February: Let’s Talk about Race (in the Classroom)!

March: LGBTQ+ Cultural Competency Training 101

April: The Power of Accessibility: Universal Design for Learning 101

May: Putting the “Class” in Classroom: Income-based Inequities in Learning

June: Bias Bootcamp

When asked about faculty participation, Rachael said the PD is optional to teachers, but attendance is strongly encouraged. Denise Day asked if board members could attend, and Dr. Morse highly encouraged it remarking it would be great to have board insight. Rachael agreed with Dr. Morse and told members they are welcome to attend, but to be mindful the content is designed to fit a “teacher focus” lens.

Yusi Turell thanked Rachael for all her work and appreciated that teachers' needs were represented in the professional development plans. She was interested in knowing if there were DEIJ indicators for the school and community at large to evaluate the work. Dr. Morse said that an evaluation for the district would be separate from Rachael's evaluation since her work focuses largely on teacher professional development. However, he will work with Rachael on developing what district wide DEIJ indicators might look like.

It was asked if the professional development series was designed as a sequence and Rachael said while there is some build and succession, the sessions are not completely synchronized, and you can attend based on topic of need or interest.

B. Superintendent's Report

Evaluation Instrument for DEIJ Coordinator

Dr. Morse discussed the DEIJ Coordinator Evaluation Instrument with the board emphasizing the "other" performances that are not articulated in the job description and goals. He stated that Rachael has done a phenomenal job testifying before legislature on two occasions and being part of regional and state-wide panels. She continues to have a presence that is growing outside of her hired role.

Dr. Morse shared an updated color-coded Emergency Plan with the board. It provides protocols for various emergencies and how teachers react. He thanked SRO Mike Nicolosi and administrators for their work.

Dr. Morse commended members of the board for their participation in school events, for example most recently Heather and Matt attended the Seussical Jr performances. He said it is great for board members to have a presence and show active support around parents and the community.

ORHS Youth Risk Behavior Survey – Rebecca Noe & Shannon Caron

Counseling Director Shannon Caron and Principal Rebecca Noe presented the Preliminary November 2021 results of the ORHS Youth Risk Behavior Survey. The student data is very important in driving school and district programming and interventions. It allows for reflection to see what is working and what needs to be introduced moving forward. Post COVID the counseling department has witnessed a shift toward addressing more students with mental health needs, which has stemmed from the long period of isolation. Shannon thanked the board for all their support and for creating the new LADC position at the high school, which has been utilized by many students.

For their presentation of data, Shannon and Rebecca focused on mental health, substance abuse, bullying and sexual behaviors. The number of students reported feeling sad or hopeless every day for 2 or more weeks with impact to their activities was up more than 11% from 2019. Furthermore, 45.5% of the students who participated in the survey reported they never or rarely got mental health help. It was noted that suicidal ideation and attempts have increased, with females representing the larger percentage. ORHS is addressing mental health through several avenues, including an on-call counselor, community-building activities, programming, suicide prevention training with staff and referrals to outside therapists.

In the area of substance abuse, vaping, marijuana, and alcohol use has trended down since 2019 and 2017, and methamphetamines, heroine, ecstasy, and prescription medication were extremely low, but not zero. The LADC officer plays a very important role in helping any student experimenting or showing signs of addiction, as well as supporting those students who live with someone who struggles with substance use. At ORHS students can access our LADC, Britta Bartlett, confidentially and receive 1:1 counseling. She conducts presentations to classes and faculty and helps teachers with the referral process. Other ways substance use is being addressed is through health classes and evening parent presentations by Breathe NH, the SRO and the LADC.

Regarding bullying, the statistics have not changed dramatically, up or down, with the exception of the number of students who had been bullied on school property declined. ORHS addresses bullying through presentations about social media, a review of the bullying law by all advisories and addressing administration as soon as the report is received.

In terms of sexual behaviors, dating violence has risen across the board, notably among females. Data shows there is an increased number of emotional control, forced sexual activity, and physical aggression in relationships, with juniors and seniors being impacted the most. The district has brought in the "Bringing in the Bystander program", has trained staff to have conversations around consent, and has utilized health classes to

address issues. In February, the Granite State Respect Week focuses on addressing, responding to, and preventing harassment in relationships.

Board members raised a variety of questions and concerns in response to the data provided. It was noted that outside therapists have long waiting lists in terms of new referrals. There was discussion about programs across buildings being consistent, especially from middle to high school, and there was concern for the higher numbers of dating violence. Dr. Morse asked Shannon what her greatest need would be if more resources were available. She felt the biggest need was in mental health. Having a licensed mental health counselor on staff would allow counselors to have better availability to all students. At the moment, students in crisis becomes the priority over those with other needs, such as academic counseling. Shannon and Rebecca once again showed appreciation for the board and all their support.

C. Business Administrator - None provided

D. Student Representative Report

Paige Burt reminded the community of the Jan. 26th MOR Coffee House being held from 6:30-8:30 pm. The cost is \$5 at the door. She reported the Paint Night fundraiser went well, and she gave a shout out to art teacher Maria Rosi. Paige also announced the first annual staff-student Bobcat Battle: Lip Sync competition of the Ages taking place on Thurs., Feb. 16th. All proceeds will benefit the Nurse's Fund which helps families in need in our community. Students can sign up individually, in a pair or as a group by Feb. 3rd and song selection is on a first serve basis. She advised students to see your class advisor if you have any questions.

E. Finance Committee Report – None provided

F. Other – None provided

VII. UNANIMOUS CONSENT AGENDA – Michael Williams asked if any items needed to be discussed separately and the board had no concerns.

- Extension of ORMS previously approved Maternity Leave of Absence to the end of January 2023 to March 31, 2023.

Michael Williams made a motion to approve the extension of ORMS previously approved Maternity Leave of Absence to the end of January 2023 to March 31, 2023, 2nd by Matt Bacon. Motion passed 7-0 with the student representative voting in the affirmative.

VIII. DISCUSSION & ACTION ITEMS

Business Administrator's Letter of Retirement

With deep sadness, Dr. Morse presented Sue Caswell's letter of retirement to the board. He remarked she has been an amazing partner over the 11 years, and they've done phenomenal work together tackling several budgets.

Heather Smith made a motion to accept the Business Administrator's Letter of Retirement, 2nd by Brian Cisneros.

Brian Cisneros stated that losing someone with Sue's knowledge is a loss for the district. He shared the personal impact she has had on his path to becoming a business administrator too. Brian said Sue's the best and she leaves tough shoes to fill.

Chair Michael Williams commented that when the role is done really well it's easy to overlook. Sue has been instrumental to the district.

Motion passed 7-0 with the student representative voting in the affirmative.

2023 Warrant Article

Brian Cisneros made a motion to approve and sign the 2023 Warrant Article as presented at the Public Hearing for the Deliberative Session, 2nd by Matt Bacon.

Michael Williams provided instructions to the board.

Motion passed 7-0 with the student representative voting in the affirmative.

Motion to adopt the FY24 budget and sign the MS26 for the Deliberative Session

Brian Cisneros made a motion to adopt the FY24 Budget and sign the MS26 for the Deliberative Session, 2nd by Matt Bacon. Motion passed 7-0 with the student representative voting in the affirmative.

Retirement Incentive Recipients

Dr. Morse made the recommendation for the List of participants to receive the retirement incentive. The List of Participants will be recognized by the district at a future meeting.

Brian Cisneros made a motion to accept the recipients that participated in the Retirement Incentive Opportunity, 2nd by Matt Bacon.

Brian Cisneros wanted the audience to be clear that the incentive was voluntary, and it was a teacher's choice to participate.

Motion passed 7-0 with the student representative voting in the affirmative.

Policy for first read: BGA – Policy Development System and BGA-R – Board Policy Procedure, and Policy for Deletion: BGC – Policy Review and Evaluation. Consolidated BGC with BGB to create procedure BGA-R and delete BGC.

Denise Day made a motion to approve for first read Policy BGA – Policy Development System and procedure BGA-R Policy Review/Evaluation/Adoption and Policy for Deletion: Policy BGC – Policy Review and Evaluation, 2nd by Matt Bacon. Motion passed 7-0 with the student representative voting in the affirmative.

Michael Williams made the following revision to Policy BGA to line (A) under Policy Adoption, Dissemination and Review:

“The board may adopt, amend, or repeal written policies at any meeting by a majority vote of full Board, provided that notice of the proposed action was given.”

Michael Williams moved to amend policy BGA- Policy Development System motion, 2nd by Brian Cisneros. Amended motion passed 7-0 with the student representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES

The Manifest Committee met and completed the following manifests.

Payroll Manifest #12 Total is \$1,044,690.47
 Payroll Manifest #13 Total is \$1,591,003.63
 Vendor Manifest #14 Total is \$1,396,562.65
 Vendor Manifest #15 Total is \$ 694,508.06

Heather Smith shared that the Sustainability Committee discussed goals at their recent meeting. There has been progress with composting in most of the schools while the middle school is still working out the details of their plan. She reported there is, however, consistent unusable amounts of composting due to contamination, so they are working on campaigns for addressing the issue. Heather shared details of the Community Dinner, which will be held on Feb. 2nd from 5:00-6:30 pm at ORHS. The dinner will include spaghetti, a locally sourced salad, and dessert at a cost of \$8 per adult or \$20 per family. Representatives of local sustainability groups will also be in attendance. The next sustainability meeting will be held on Feb. 9th at 4:30 pm at ORMS.

X. PUBLIC COMMENTS - None provided

XI. CLOSING ACTIONS

A. Future Meeting Dates: January 23, 2023 – Superintendent Lee Selectman Budget Update @ 6:00 PM
 February 1, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall
 February 7, 2023 – Deliberative Session – 7:00 PM MS Recital Hall

February 15, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall

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

- Superintendent Evaluation

NON-MEETING SESSION: RSA 91-A2 I {If Needed}

Michael Williams made a motion to enter Non-Public Session at 8:36 pm under RSA 91-A:3II(c), 2nd by Matt Bacon. Motion passed 7-0 by roll call vote.

XIII. ADJOURNMENT:

Heather Smith made a motion to adjourn the meeting at 10:01pm, 2nd by Brian Cisneros. Motion passed 7-0.

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

Respectfully Submitted,
Karyn Laird, Records Keeper

Oyster River Cooperative School Board
Non-Public Meeting Minutes: January 18, 2023

Michael Williams moved to enter nonpublic session at 8:36 p.m. in accordance with RSA 91-A:3 II (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, 2nd by Matt Bacon. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Michael Williams
Brian Cisneros
Denise Day
Heather Smith
Dan Klein
Matthew Bacon
Yusi Turell

Administrators Present:

8:36 p.m. - nonpublic session began.

The Board had a discussion pertaining to the superintendent evaluation.

There were no motions during nonpublic session.

The Board returned to public session at 10:00 PM.

YOUTH CLIMATE LEADERS ACADEMY

Presented by ORHS Sustainability Club



WHAT IS THE YOUTH CLIMATE LEADERS ACADEMY?





PROJECT 1

Transportation

Goal 1: Idling

→ Reduce student and parent idling taking place at the end of the school day

Goal 2: Personal Cars

→ Reduce the number of single occupancy vehicles driving to school each day



PROJECT 2

Food Waste

Goal 1: Input

- Support sustainable agriculture practice and legislation.

Goal 2: Output

- Reduce contamination in recycling and compost bins.

Goal 3: Output

- Reevaluate compost contract.
-



PROJECT 3

Education, Outreach, and Engagement

Goal 1: Culture

→ Addressing the current school sustainability culture/lack there-of

Goal 2: Communication

→ Improving collaboration at the school and district level

Goal 3: Social Media

→ Supporting the web of communication through multiple media forms





Susan Caswell
Business Administrator

ORCSD
36 Coe Drive
Durham, NH 03824
Tel. (603) 868-5100
Fax (603) 868 6668
scaswell@orcscd.org

TO: Oyster River School Board
FROM: Sue Caswell, Business Administrator
DATE: February 1, 2023
RE: Financial Software Conversion Update

We are making progress as we continue to engage in training on the new version of our financial software. The staff at the SAU office have been working with Tyler Technologies since August to get ready for the conversion in January. We have engaged in over 350 hours of training to prepare for this conversion.

We processed our first payroll on January 6, 2023, and our first manifest for the January 18, 2023, Board meeting. We have experienced a few hiccups with the new system and have been working through them. Employees have been very patient with the new look of their payroll information. The process gets a little better each time we run a payroll.

Sabrina Lichtenwalner and Tim Gehling have done the lion's share of the work to make this successful. They have spent many long days in training and worked additional hours to keep up with their regular workload. They are both always pleasant and optimistic in their roles.

Special thanks to Theresa Proia for her willingness to help whenever needed. She never hesitated to volunteer her time to help with solving issues, imputing data, and contacting employees for missing information. We are so fortunate to have these dedicated employees at the SAU office.

Oyster River School District
33 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

TO: Dr. Morse, Superintendent
Sue Caswell, Business Administrator
FROM: Jasmine Daniels, Facilities Director
DATE: January 26, 2023
RE: Update on Storm effects and recovery

A winter storm reached the towns of Durham, Madbury, and Lee the weekend of January 20th with expectations of heavy snow, possible power loss, and building challenges. To prepare for the storm, Facilities inspected all generators, HVAC systems, and consulted with snow removal teams. During the storm we encountered some challenges discussed below, but we successfully worked through these items in time to reopen school on January 25th, 2023.

Storm Effects

On January 20th all buildings indicated a power loss with blinking lights, electrical shortages, and software interruptions. These short time spans of loss were backed up by generator power located at each building. During this time each building would transfer between utility power and generator power every 20 minutes or so for approximately 1 hour. By the late afternoon all buildings were on consistent utility power. On Monday January 23rd around 3pm, all schools were on full generator power apart from Mast Way Elementary. Mast Way experienced a transfer between utility power and generator power approximately 4 to 5 times until 6pm in which they transferred to full generator power.

System Success and Failures

The first system failure was reported at 3:20pm on January 23rd with no heat at Oyster River Middle School. The building still had electrical power shown through the operational lights, functioning kitchen equipment, and outlet inventory. Granite State arrived at the Middle School within 20 minutes and informed us one air handler failed. He showed us how to reset the system and indicated it was due to the continuous transfer between utility power and generator power. The system could not handle the multitude of transfers in power, and he asked if the generator could be overridden and stay on full generator power until we could verify power would fully be restored. We knew this could potentially cause an issue with the circuits as the transfer switch is programmed to automatically switch over when power is available. The custodial team agreed to reset the system each time it was needed to prevent future issues to the system. They had to reset the system 3 additional times.

The second system failure was at Oyster River High School at 3:32pm indicating there was no heat in the counseling offices and library. Darrell, Oyster River Maintenance technician, was able to go to the school and reset four units and bring the system back to regular temperature. While the custodians were conducting their walkthroughs at 8:36pm they reported the temperatures had gone down in both the counseling offices and library again. I called Siemens to remote access in and see if there were any alerts or alarms, we could not find internally. The on-call tech informed us Pump 2 was down on the boiler system. The tech was able to advise me on how to reset the system to get through the night, but he would have to come in the morning to do a full repair. He arrived Tuesday January 24th at 5am to fix the unit. The system took a couple of hours to reheat each room/area that was impacted. By noon, all rooms were back to regular temperature and there were no more issues reported.

On Tuesday January 24th at 5:18 am, a large tree fell on the west side of the Service building, damaging a phone pole, blocking the entrance, and exposing fallen wires that connect the districts internet connection. The tree and debris were removed at approximately 1pm that afternoon. The fiber wires were unharmed, but the building did undergo minor damages to the structure. We are currently still waiting for the pole to be repaired and the wires to be rehung.

Opportunities and Prevention

After the snowstorm we were able to access for potential improvement opportunities to minimize the risk of winter challenges. As a team we have discussed a better communication plan throughout the buildings for faster response. It is impossible to be at all buildings at the same time, therefore educating each custodian on steps to take in each instance such as resetting the unit if power is loss would aid in temporary but quick recovery for the building.

One thing that Oyster River has excelled in is the consistent inspections on all units. Regular routine inspections are one of the most effective ways to prevent building failures. Although all the generators had fuel, filter changes, and regular tests, we see an opportunity to add additional measures within our power sources to prevent potential delays.

Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
February 1, 2023 - Second Read

Title	Code
Policies for First Read	
Policies for Second Read/Adoption - Unanimous Consent	
Policy Development System	BGA
Procedure	BGA-R
Policies for Deletion/Replacement	
Policy Review and Evaluation	BGC
Policies in Process	
Discipline Polices to be reviewed	JIDD
Graduation	IKF
Early Graduation	IKFA
Website Accessibility and Grievance	KEE

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BGA
Draft to School Board: April 4, 2012 First Read School Board Second Read/Adoption: April 18, 2012 Recently adopted – no changes: October 24, 2012 <u>Policy Committee Review: April 8, 2021 & 1/12/23</u> <u>School Board First Read: January 18, 2023</u> <u>School Board Second Read/Adoption: February 1, 2023</u>	Page 1 of 2 <u>Category: Recommended</u>

POLICY DEVELOPMENT SYSTEM

The Oyster River Cooperative School Board endorses for use in this District the policy development, codification, and dissemination system of the New Hampshire School Boards Association.

This system is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuously and easy-to-use policy manual.

Policy Adoption, Dissemination and Review

- A. The Board process for policy approval and shall take place over two meetings with a first and second read. The Board may adopt, amend, or repeal written policies at any meeting by a majority vote of full Board members in attendance, provided that notice of the proposed action was given. For purposes of notification, the meeting agenda delivered to each Board member is deemed sufficient.
- B. On matters of unusual or unexpected urgency, the Board may waive the second meeting limitation and take immediate action to adopt a new policy or revise an existing policy
- C. The Board will allow an opportunity for public comments on policy proposals.
- D. All policies will be titled, dated, and coded consistent with the classification system used by the New Hampshire School Boards Association.
- E. Board action regarding the adoption, revision or repeal of policies will be included in the minutes of the meeting at which the official action is taken.
- F. Policies and amendments will be effective immediately upon adoption unless a specific effective date is provided in the adopted final policy.
- G. All written policies and administrative rules and regulations will be open ~~for~~ and available for public inspection, upon request.
- H. Updated policies will be available on the District website and one master copy in the SAU central office.
- I. All Board policies will be reviewed and evaluated by the school board on a regular and continuing basis. The Board's policy manual will be updated due to actions taken as a result of this review and evaluation.
- J. The Superintendent or designee is responsible for notifying the Board of all policy updates and revisions provided by the New Hampshire School Boards Association. The Board will then schedule time for review of such updates and will taken action accordingly regarding the adoption, revision or repeal of such policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BGA
Draft to School Board: April 4, 2012 First Read School Board Second Read/Adoption: April 18, 2012 Recently adopted – no changes: October 24, 2012 <u>Policy Committee Review: April 2, 2021 & 1/12/23</u> <u>School Board First Read: January 18, 2023</u> <u>School Board Second Read/Adoption: February 1, 2023</u>	Page 2 of 2

A member of the SAU staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board’s policy reference files, to draft policy proposals as instructed by the Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

Cross Reference:

BGA – R – Policy Adoption/Review and Evaluation -

BG – Board Policy Process

~~BGB – Policy Adoption~~

~~BGC – Policy Review and Evaluation~~ Combined to create a procedure to this policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BGB <u>BGA-R</u>
Draft to School Board: April 4, 2012 School Board Second Read/Adoption: April 18, 2012 Recently adopted – no changes: October 24, 2012 <u>Policy Committee Review: April 8, 2021& 1/12/23</u> <u>School Board Review: January 18, 2023</u> <u>School Board Second Rerad/Adoption: Feb. 1. 23</u>	Page 1 of 1

POLICY REVIEW/EVALUATION/-ADOPTION

The Oyster River School Board, in an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decisions, will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing provide evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing responsibility of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to develop a policy review cycle for purposes of administrative updating and Board review.

For the Oyster River Cooperative School Board except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place over at least ~~at~~ two regular or ~~special-extra~~ meetings of the Board:

1. Announcement and publication of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the District marked with the date of adoption and/or amendment.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new or revise existing policies. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Cross Reference:

BG – Board Policy Process

BGA – Policy Development System

~~BGC – Policy Review and Evaluation to be deleted used for procedure~~ BGA-R

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BGC
Draft to School Board: April 4, 2012 First Read School Board Second Read/Adoption: April 18, 2012 Recently adopted – no changes: October 24, 2012 <u>Policy Committee Review: April 8, 2021 & 1/12/23</u> <u>School Board First Read: January 18, 2023</u> <u>School Board Second Read/Adoption: February 1, 2023</u>	Page 1 of 1

POLICY REVIEW AND EVALUATION

**This policy was consolidated with Policy BGB to create a procedure to Policy BGA.
This policy will be deleted.**

~~The Oyster River School Board, in an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decisions, will review its policies on a continuing basis.~~

~~The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.~~

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Cross Reference:

- ~~_____ BG — Board Policy Process~~
- ~~_____ BGA — Policy Development System~~
- ~~_____ BGB - Policy Adoption~~
- ~~_____~~

17 January, 2023

Susan Caswell
Business administrator
Oyster River Cooperative School District

JAN 17 2023

Dear Susan,

I am writing to inform you of my plan to retire at the end of this school year.

As I consider starting this new chapter in my life, I would like to thank you and the entire Oyster River Community for providing me with so much support and a multitude of opportunities.

The past decade has been the most satisfying and memorable time of my 30-year career in child nutrition. Throughout my career, I have enjoyed working in all four of the districts I managed or directed, and truly felt that I left each one with a better program than was previously there. However, Oyster River has truly been the highlight of my life in this business, and it was due to the incredible support of our administration, the school board, and the entire community. I know I will miss so many people that I enjoyed working with, my fabulous kitchen managers and workers (who feel like part of my family), the Oyster River administration and staff, and so many parents that I've become close to, but the time has come to start spending more time with family.

I am happy to assist you with the transition in any way I can to ensure that your new director has a seamless experience. All key information will be handed over to them. Please do not hesitate to contact me if you require any additional information.

Once again, thank you for the opportunity to be part of the ORCSD team.

Sincerely,



Doris Demers, DTR, SNS.

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

INTEROFFICE MEMORANDUM

To: ORCSD School Board
From: Dr. Jim Morse, Superintendent
Date: January 25, 2023
Re: Electric Chargers at New ORMS

As part of the ORMS school construction project, six 48-amp electric car chargers were installed. These chargers are equivalent to those one would install at their home. They are not commercial high-speed chargers that Tesla, ChargePoint, or other companies use. Given the installed are home chargers they charge at a rate of 30 – 40 miles per hour on a 48-amp circuit.

We investigated installing chargers with credit card readers but the cost to do so did not make economic sense. Such devices cost about \$30,000 each. The ‘home style’ chargers were approximately \$500 each.

The issue before the School Board is whether the district should charge for electricity use or not charge for electricity use.

Background

When we laid out the plans for the new middle school, one of the major pillars was sustainability. Electric car chargers were part of the plan to support the transition from traditional gasoline vehicles to electric vehicles. As a result of adding these chargers, it gave us the 1 point needed to achieve gold LEED Status. For security reasons the ORMS chargers are set on a timer from 6am to 5pm. We did not want these to become ‘public’ chargers given how close they are to the school. Currently there are four staff members at the middle school using these chargers.

Estimated Cost

Fortunately, I have experience with my Tesla home charging unit which provides me detailed data via my Tesla app. I used 186 kwh over the last 31 days or 6 kwh per day. I’ve set my home cost at .26 per kwh, which is a little higher than my actual cost, and spent \$48 over the past 31 days. This data is based on use during the months of December/January when electric vehicles are least efficient due to cold weather.

Currently the district is charged .36 cents per kwh for the usage at the ORMS. Other schools are under a fixed .066 cents kwh as they are part of a fixed rate agreement. The reason for the difference is ORMS did not exist when we entered the electrical use agreement. We received a recent communication from Eversource stating that the kwh charges are being reduced significantly over the next several months. *{Please see reverse side}*

Given my experience, we can assume the cost at less than .06 kwh. The charging units are on a timer that comes on at 6am and shuts down at 5pm. Quantifying the electrical use per day, I’d estimate the cost at approximately \$2 per day, based on current kwh. This assumes that the car being charged is at 20% when it starts charging and tops out at 80%, generally the rule of thumb used with electric vehicles. Most people will be using the school chargers to ‘top’ off their car batteries rather than fully charge. In my experience, given I charge at home, my Tesla is almost never below 50%. Should the Board decide to charge, Assistant Principal Bill Sullivan has agreed to monitor use, register users, and collect whatever fee the Board decides.

Dear valued customer,

Customers that receive energy supply from Eversource will see a decrease in their rate by approximately 13% on February 1. This is a result of the decrease in the average six-month energy supply rate from \$0.29046 to \$0.25316 per kWh. Those who only take Delivery Service from Eversource will see an increase in the delivery portion of their bill due to an increase to the Stranded Cost Recovery Charge.

The energy supply rate is a pass-through cost to customers with no profit to Eversource. The Energy Supply 6-month average rate will be in place from Feb. 1 through July 31. *The Energy Service rate does not apply to customers on competitive supply or municipal aggregation.*

Below is the month-by-month rate of the energy supply rate approved by the NH Public Utilities Commission:

Energy Service Rates by Month	
Month	Rate (\$/kWh)
February 2023	\$0.48321
March 2023	\$0.32083
April 2023	\$0.21612
May 2023	\$0.17003
June 2023	\$0.14779
July 2023	\$0.18098

This winter, the price of electricity remains high compared to previous winters due primarily to the global demand for natural gas. Natural gas is the primary fuel source for electric generation in New England.

We recognize the significant financial burden high winter bills have on our business customers who are already facing higher prices and supply chain issues.

We encourage customers to carefully manage their energy use this winter and to shop and compare energy supply prices with energy suppliers. A list of registered energy suppliers can be found on the [NH Dept. Of Energy](#) website.

Take advantage of our energy [efficiency programs](#) and flexible [payment plans](#) to help manage your bill.

Please contact me directly if you have any questions.

Gregory F. Rahe, CEM
Strategic Account Executive

EVERSOURCE

1700 Lafayette Road
Portsmouth, NH 03801
603-436-7708 x555-5635 office

2022-2023 Oyster River Cooperative School Board Goals Update

Last updated: January 26, 2023

Theme	Goal	Progress	Next Step	Completion
1: Supt Transition	1.1: Develop a process and timeline for the superintendent search with board approval of the search plan by April 30, 2023.	Planning committee (SSPC) established and have been meeting. NESDEC determined as search firm. Catherine Plourde identified as contact/point person for the district.	Meet in March/April with NESDEC to set up parameters of the search.	
2: Communications	2.1 Hire a Communications Employee	Genevieve Brown joins the District on October 24, 2022.		October 24, 2022
	2.2: Web site update to ensure all orcsd.org web content is current and improve navigation. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023 with feedback period. Complete full launch by April 1, 2023.	Josh Olstad and Genevieve Brown has completed investigating options. District determined Campus Suite as new website host. Updated timeline, finished draft by April 20, 2023, and launch by June 19, 2023.	Validate content, decide on site mapping and design, and migrate information.	Spring 2023
	2.3: Consolidate and organize district calendars. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023. Complete full launch by April 1, 2023.	Genevieve and Josh will work together to accomplish this work. Continuing to do this. Gen is processing update requests from schools. Josh to send to Campus Suite – same timeline as website.	Map calendars and consolidate information for soft launch.	Spring 2023
	2.4: Best practices guidelines/handbook and/or templates for teachers created and distributed by February 1, 2023.	Genevieve started gathering templates and research in December 2022.	Consolidated best practices and templates based on specific building needs. Delivery by end of February. Handbook to follow.	Spring 2023

Theme	Goal	Progress	Next Step	Completion
	2.5 Train staff in Best Practices and guidelines by June 30, 2023.	Genevieve will begin this work once guidelines are in place.		
	2.6 Inventory Oyster River Related Social Media Platforms by June 30, 2023.	Genevieve, Josh and Suzanne will do this inventory together. Genevieve has populated a spreadsheet inventory with 92 different accounts		

Theme	Goal	Progress	Next Step	Completion
3: Curriculum, Instruction, and Competency-Based Learning & Reporting	3.1: The School Board will review student and parent response to ORMS reporting changes based on 1 st semester feedback and identify next steps in ORMS reporting by March 31, 2023.	Changes have been made to MS reporting format and a meeting with parents will be scheduled after the marking period on November 7 th .	Feedback will be gathered at end of 1 st ranking period. Presentation to School Board about results by March 31, 2023.	February 15, 2023
	3.2: Share how competencies are used and reporting occurs between the middle school and high school with students and parents, so they are prepared as they make the transition to high school, including a report to the School Board by March 31, 2023.	October meeting scheduled with Suzanne, Becca, and Jay to begin process. January and February meetings with Suzanne, Jay, Becca, Shannon and Stephanie regarding 8 th grade transition.	Report to School Board by March 31, 2023.	
	3.3: Competencies for each class/course for grades 5-12 will be updated on the ORCSD website by December 30, 2022.	All competencies have been reviewed and updated as needed for courses.	Middle School is working with Genevieve to determine format due to website migration.	HS completed
	3.4: Study position (and direction if known) of peer school districts regarding dissemination of competencies and relationship between competencies and reporting at the elementary, middle, and high school levels with report to the School Board by May 31, 2023.	Suzanne is reaching out to peer school districts to gather further information.	On-going with data collection by Suzanne.	

4: Diversity, Equity, Inclusion, and Justice (DEIJ)	4.1: School Board review of proposed metrics/goals with DEIJ Coordinator by 2 nd meeting in December.	Completed and presented to School Board by Rachael and Jim on January 18, 2023.	Done. DEIJ Coord. & Superintendent completed goals & metric	January 18, 2023
	4.2: Hold year-in-review school board workshop with administrators and DEIJ Coordinator in June 2023.	No action yet	Year in review in June	

2022-2023 Oyster River Cooperative School Board Goals

Approved by the Oyster River School Board on July 20, 2022.

The School Board establishes these goals to define and communicate priorities and to guide its work throughout the school year. These goals will be reviewed in the School Board's annual self-evaluation. Goals may align and support the strategic plan or may target other timely matters of district interest.

The goals are presented in priority order with Theme 1 deemed most important.

Theme 1: Superintendent Transition

- Rationale: Hiring an outstanding superintendent is one of the School Board's three core functions (along with fiscal and policy management). While this will not be the most time consuming of the 2022-2023 goals, an effective superintendent search in 2023-2024 is critical to the future success of the district.
- Strategic Plan Sections:
 - *Succession plan*: By 2024, a succession plan will be developed and approved by the School Board for the Superintendent's transition.
- **Goal 1.1: Develop a process and timeline for the superintendent search with board approval of the search plan by April 30, 2023.** This may be accomplished by appointment of an *ad hoc* school board subcommittee and may include contacting outside resources to inform the recommendation.
 - Leadership responsible: School Board, committee appointees
 - Contributors: Superintendent

Theme 2: Communications Rationale: Communications has been a topic of Board concern for several years. Effective communication is a necessary enabler for the Board's other goals and for the district to work well with students, parents, staff, and community members.

- Strategic Plan Sections: Not applicable.
- **Goal 2.1 Hire a Communications Employee**
 - Leadership responsible: Superintendent, Assistant Superintendent, Technology Integrators, IT Director
- **Goal 2.2: Web site update to ensure all orcsd.org web content is current and improve navigation. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023 with feedback period. Complete full launch by April 1, 2023.**
 - Leadership responsible: School Board, Superintendent, Assistant Superintendent, IT Director, Communications Employee and/or Consultant
 - Contributors: Principals, Department Directors, Tech Integrators
- **Goal 2.3: Consolidate and organize district calendars. Soft internal launch by December 1, 2022 for feedback; second soft launch February 2023. Complete full launch by April 1, 2023.**
 - Leadership responsible: Superintendent, IT Director, Assistant Superintendent, Communications Employee and/or Consultant

- Contributors: **Principals, Department Directors, Tech Integrators**
- **Goal 2.4: Best practices guidelines/handbook and/or templates for teachers created and distributed by February 1, 2023.**
 - Leadership responsible: Superintendent, Assistant Superintendent, IT Director, Communication Employee and/or Consultant
 - Contributors: Tech Integrators
- **Goal 2.5 Train staff in Best Practices and guidelines by June 30, 2023.**
- **Goal 2.6 Inventory Oyster River Related Social Media Platforms by June 30, 2023**
 - Leadership responsible: School Board, Superintendent, Assistant Superintendent, IT Director, Communication Employee and/or Consultant
 - Contributors: Principals, Department Directors, Tech Integrators

Theme 3: Curriculum, Instruction, and Competency-Based Learning & Reporting

- Rationale: Teaching students is at the core of the District’s mission and vision. We create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and teachers alike feel it is safe to take creative risks; and where every member of our community is known and valued. We should be constantly updating instructional practices to align with latest research.
- Strategic Plan Sections:
 - *ORMS Goal 4:* By June 2024, students will participate in competency-based education with a greater understanding and depth to their learning to support high school aspirations.
 - *ORHS Goal 3:* The high school staff and administration will continue work on competency-based education, including the review and posting of competencies. In addition, there will be in-depth discussions with the Board and community about the principles, methods, and direction of this CBE work. These discussions will form a foundation for the delineation of future goals.
- **Goal 3.1: The School Board will review student and parent response to ORMS reporting changes based on 1st semester feedback and identify next steps in ORMS reporting by March 31, 2023.**
 - Leadership responsible: School Board, Assistant Superintendent, Principal
 - Contributors: Teachers, MS Parents, Tech Integrators
- **Goal 3.2: Share how competencies are used and reporting occurs between the middle school and high school with students and parents, so they are prepared as they make the transition to high school, including a report to the School Board by March 31, 2023.**
 - Leadership responsible: School Board, Assistant Superintendent, Principals
 - Contributors: Assistant Principals, Counselling Departments (MS and HS)
- **Goal 3.3: Competencies for each class/course for grades 5-12 will be updated on the ORCSD website by December 30, 2022.**
 - Leadership responsible: Assistant Superintendent, Principals, IT Director
 - Contributors: Faculty

- **Goal 3.4: Study position (and direction if known) of peer school districts regarding dissemination of competencies and relationship between competencies and reporting at the elementary, middle, and high school levels with report to the School Board by May 31, 2023.**

Leadership responsible: School Board, Superintendent, Assistant Superintendent, Principals

Theme 4: Diversity, Equity, Inclusion, and Justice (DEIJ)

- Rationale: With proposed hiring of a DEIJ Coordinator, the board will continue to engage with the Administration, Coordinator, staff, students, and community to refine objectives and evaluation of DEIJ work in the district.
- Strategic Plan Sections:
 - *Equity & Inclusion Goal 6a*: By 2024, K-12 curriculum will be inclusive with respect to content and student experience, embracing and affirming all social identities among students and staff.
 - *Equity & Inclusion Goal 6b*: By 2024, the ORCSD will have increased staff diversity while assuring a welcoming, inclusive environment free of harassment and discrimination.
- **Goal 4.1: School Board review of proposed metrics/goals with DEIJ Coordinator by 2nd meeting in December.**
 - Leadership responsible: School Board, Superintendent, Assistant Superintendent, DEIJ Coordinator
- **Goal 4.2: Hold year-in-review school board workshop with administrators and DEIJ Coordinator in June 2023.**
 - Leadership responsible: School Board, Superintendent, DEIJ Coordinator