

**Oyster River Cooperative School District
REGULAR MEETING**

June 20, 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 06/06/18 regular and nonpublic meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

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

VI. DISTRICT REPORTS

- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - Wellness Report – Tracy Schroeder
- B. Superintendent's Report**
 - Acknowledgement of 2018 Retirees
- C. Business Administrator**
 - Budget Update FY18
 - Desktop Computer Lease, J. Olstad
- D. Student Senate Report**
- E. Other:**

VII. DISCUSSION ITEM

- RFP for architect and construction manager for the middle school facility.
- China Trip Request for April 2019
- Revised Use Agreement
- 2018-19 Board Goals

VIII. ACTIONS

- A. Superintendent Actions**
- B. Board Action Item**
 - Motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months.
 - Motion to approve the Desktop Computer Lease.
 - Motion to approve China Trip for 2019.
 - Motion to approve request to generate an RFP for an architect and construction manager for the middle school facility.
 - Motion to accept high school special education teacher resignation.
 - Motion to approve List of Policies for first read: IMGGA – Service Animals, {Policy & Procedure}, BBBE – Unexpired Term Fulfillment, BBBF – Student Representative to the School Board, BCA -School Board Member Ethics and for second read: IMGGA – Service Animals {Policy & Procedure}, ACA – ORCSD Racism Policy

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 06/27/18 – Manifest Meeting - SAU Conference Room 3:30 PM
07/11/18 – Manifest Review Meeting – SAU Conference Room– 3:30 PM
07/18/18 – Regular Meeting – ORHS – Library 7:00 PM

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

- Personnel Issue

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: 2018 –2021 |
| • Thomas Newkirk | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2018 - 2021 |
| • Daniel Klein | Term on Board: 2018 - 2021 |

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

Oyster River Cooperative School District

Regular Meeting

June 6, 2018

Oyster River High School

7:00 p.m.

SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Kenny Rotner, Dan Klein, and Michael Williams. **Absent:** Al Howland
Student Representative: Patty Andersen

ADMINISTRATORS: Superintendent Morse, Todd Allen, Suzanne Filippone, Sue Caswell, Carrie Vaich Roy, David Goldsmith, and Jay Richard

There were 5 members of the public present.

I. CALL TO ORDER:

APPROVAL OF MANIFESTS:

Payroll Manifest #22 \$920,050.76

Vendor Manifest #26: \$68,879.99

II. APPROVAL OF AGENDA

Tom Newkirk recommended two revisions to the agenda: go into a nonpublic initially to discuss a personnel matter and the Board's Calendar.

Denise Day moved to approve the agenda with the above revisions, 2nd by Brian Cisneros.

Motion passed 6-0 with the Student Representative voting in the affirmative.

Kenny Rotner moved to enter into nonpublic session under the RSA 91-A:3 II 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 has the right to a meeting and requests that the meeting be open, in which the request will be granted, 2nd by Denise Day. Upon roll call vote, the motion passed 6-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS: Dean Rubine from Lee noted that he has attended a lot of great high school events in recent weeks.

IV. APPROVAL OF MINUTES:

Motion to approve 6/6/18 regular meeting minutes:

Denise Day moved to approve the regular minutes of June 6th, 2nd by Brian Cisneros. Motion passed 6-0 with the Student Representative voting in the affirmative.

Brian Cisneros moved to approve the Workshop Committee Minutes, 2nd by Denise Day. Motion passed 5-1-0 with Michael Williams abstaining.

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:

A. District: Andy Lathrop, Athletic Director, announced that the cooperative football proposal has passed 13-0. Next week on June 13th there will be an informational meeting with Coach Pafford from Portsmouth. It has been a long process, but we are ready to move forward. He will keep the Board updated on how many students from Oyster River will be playing as it gets closer. Practice begins on August 13th for fall sports.

Carrie Vaich from Mast Way commended Deb Hastings who ran the Mast Way Art Show. Each student has a piece of art work on display. Field Day with Kathy Baker will be on Monday. Pam Felber will be leading them into two expression sessions. On Tuesday, June 19th will be the traditional fourth grade breakfast. On the last day of school, there will be step up day with each grade. This helps to alleviate any anxiety that they may have. The building project is coming along nicely.

Suzanne Filippone, Principal of the high school, noted that there have been many events. The seniors have been very active on their senior trips. Graduation is Friday evening at 6:00PM and she hopes to see everyone there.

B. Board: Denise Day commented that there have been many events and they are just amazing. She thanked the teachers for all their efforts. It is a wonderful opportunity to see all their work.

Michael Williams spoke that their family is graduating from PEP this month. It is a great program in the District.

Tom Newkirk commended Sean Kelly for all the great work on A Mouth of The River. It is very interesting and well written.

VI. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Report:

Todd Allen reported that he along with Superintendent Morse was invited by Jarika Olberg to join in a song at the Middle School Choral Concert. He thanked her for putting this together.

Next Gen Science: Assistant Superintendent Todd Allen presented the K-5 Science Curriculum: Aligning with Next Generation Science Standards to the Board:

Committee Progress to Date:

In the spring of 2016 a K-5 Science Committee was formed.

The goal for 2016-17 was to investigate K-5 Next Generation Science Standards to establish staff readiness and to identify shifts needed for full alignment with district curriculum.

During the 2016-17 school year committee, members attended conferences reviewed resources and engaged the K-5 staff in dialogue about NGSS readiness.

In the spring of 2017 the committee concluded that K-5 staff readiness for and interest in NGSS was high.

The goal for 2017-18 has been to align the K-5 Science curriculum with the NGSS Standards for a fall 2018 implementation.

The K-5 Committee, working collaboratively with all K-5 teaching staff, have completed the first state of NGSS alignment and are ready for implementation in the fall of 2018.

The goal for 2018-19 will be to provide the necessary professional development to staff and to acquire the necessary resources to support this curricular shift. Each grade level team will target one unit per year for full development over the next three years.

Practices in Mathematics, Science and English Language Arts:

Math:

- M1 Make sense of problems and persevere in solving them.
- M2 Reason abstractly and quantitatively.
- M3 Construct viable arguments and critique the reasoning of others.
- M4 Model with mathematics.
- M5 Use appropriate tools strategically.
- M6 Attend to precision.
- M7 Look for and make use of structure.
- M8 Look for an express regularity in repeated reasoning.

Science:

- S1 Asking questions for science.
- S2 Developing and using models.
- S3 Planning and carrying out investigations.

- S4 Analyzing and interpreting data.
- S5 Using mathematics, information and computer technology, and computational thinking.
- S6 Constructing explanations (for science) and designing solutions (for engineering).
- S7 Engaging in argument from evidence.
- S8 Obtaining, evaluating and communicating information.

English Language Arts

- E1 They demonstrate independence.
- E2 They build strong content knowledge.
- E3 They respond to the varying demands of audience, task, purpose, and Discipline.
- E4 They comprehend as well as critique.
- E5 They value evidence.
- E6 They use technology and digital media strategically and capably.
- E7 They come to understanding other perspectives and cultures.

Next Generation Science Standards:

Use observations to describe patterns of what plants and animals (including humans) need to survive.

Construct an argument supported by evidence for how plants and animals (including humans) can change the environment to meet their needs.

Use a model to represent the relationship between the needs of different plants and animals (including humans) and the places they live.

Communicate solutions that will reduce the impact of humans on the land, water, air, and/or living things in the local environment.

MS Competencies:

Todd Allen reported that they have been meeting several times this year and they would like to propose a 4-point rubric grade system, adding an exemplary category for grades 5-8 in the fall. Jay Richard detailed that they have worked on this for years. They would also like to implement a student led conference for next year. Teachers and parents will sit down together and work on goals for the upcoming year. It will be very definitive for parents. Students will lead the conference directed by team teachers. The fifth-grade teachers currently have student led conferences.

Denise Day moved to adopt the competency system as presented above, 2nd by Dan Klein. Motion passed 6-0 with the Student Representative voting in the affirmative.

**B. Superintendent's Report
Racism Policy Addendum**

Superintendent Morse reviewed the Racism Policy Addendum with the Board. **Michael Williams moved to approve the Racism Policy Addendum for a first reading, 2nd by Dan Klein. The Motion passed 6-0 with the Student Representative voting in the affirmative.**

Strategic Plan Summary:

Superintendent Morse reported on the Focus Group Process:
In an effort to expand stakeholder input regarding the Strategic plan, NESDEC, with the assistance of members of the Oyster River Cooperative School District and the Oyster River Central Office, conducted 9 focus group sessions during January and February 2018.

Stakeholder Focus Group Process:

The focus group session process included the following preliminary steps:
Introduction of NESDEC facilitators.
Brief statement regarding NESDEC's background.
Explanation of the determination on the part of the District Leadership and School Committee that it was crucial to gain community input concerning key themes that should be emphasized in the Strategic Plan.
Information on enrollment projections based on District demographics.
Listing and brief explanation of current District initiatives.
Explanation of Strategic Planning process.

Next the focus Group participants were asked to identify the following:
Key strengths which the District should maintain over the next three to five years.
Key challenges which the District must confront over the next three to five years.
Common themes were combined and then each focus group member was asked to rate the themes based on level of importance.

NESDEC Focus Group Preliminary Composite Summary – Oyster River:

Once the focus group sessions were completed, NESDEC reviewed the listings, identified and combined common themes, and totaled the points allocated to each theme by the focus groups.

The total point score for each of these is listed below:

Academics:	1544
Supporting all students Facilities/Operations:	643
Facilities/Operations:	610
Staff and Leadership:	597
Community:	408

Subtopics identified in each theme area:

Academics:

Consistency of curriculum.

Program expectations.

Core competencies.

Technology.

Extracurricular and enrichment options.

Staffing: K-12 collaboration and alignment, continued growth for staff and students, continuous improvement.

Communication.

Supporting all students:

Social emotional learning/mental health.

Equity and inclusion of all subgroups.

Diversity awareness and focus.

Health and wellness.

Student centered.

Professional development.

Staffing.

Communications.

Operations and Facilities:

Middle School facility.

Continuous improvement and upgrade of infrastructure and facilities.

Technology.

Staffing.

Communications.

Community.
Support and engagement.
Community resources.
Partnerships.
Staffing.
Communications.

ORCSD Handbook Summary of Changes: Superintendent Morse presented the intended changes of the ORCSD Handbooks.

Mast Way/Moharimet Proposed Changes/Updates:
Staff List.
of tutors in buildings.
Testing Results.
Lunch Schedule/Costs.
District Calendar.
PTO Board Names.
Policy Updates asked to be included.

Middle School Proposed Changes/Updates:
New Electronics Devices Policy.

High School Proposed Changes/Updates:
District Calendar.
Select new 21st Century Skill to be our theme for the year.
Staff List Update.
New Master Schedule Update.
Add a Restorative Justice Component to our discipline procedure.
Review Plagiarism Policy.

Denise Day moved to approve the above changes/updates in the handbooks, 2nd by Brian Cisneros. Motion passed 6-0 with the Student Representative voting in the affirmative.

Election Venue Planning: Superintendent Morse reported that he talked with Todd Selig, Durham Town Administrator, about the possibility of changing the venues for election. ORHS remains the only local facility with the necessary size, proximate expanse of parking and internal resources available to accommodate voting for local, school, state, and national elections for the Town

of Durham and the Oyster River Cooperative School District. Superintendent Morse suggested having Todd Selig and Chris Regan attend a Board meeting to have an informed discussion around voting in the schools. Tom Newkirk discussed that people can bring guns into the schools while voting or even during parent conferences and that we need to do something about this.

Homework: Superintendent Morse reported that they had an excellent conversation with the high school staff at the work shop on homework. He drafted a memo expressing appreciation to the staff and students who presented on May 23 regarding homework. The mental health and wellness of our students and staff has been a priority over the past three years. To that end, we changed start time to provide the opportunity for more sleep, we are instituting a new high school master schedule that has the potential to influence student and teacher workload. We asked the facilities at both the middle school and high school to focus on the issue of homework as we moved forward.

Superintendent Morse also remarked that the choice model was supported by the Board and the master schedule presents amazing opportunities for the faculty. We don't know what the impact of the new master schedule will have on homework. A lot of the issue around homework is executive function. There was a conversation around consistency at the high school. It is easier to manage at the middle school with teams. They will be continuing their discussion on homework into the next year and presenting to the Board in April 2019.

Brian Cisneros moved to approve John MacArthur's intent to retire, 2nd by Denise Day. Motion passed 5-1-0 with Kenny Rotner abstaining.

C. Business Administrator:

Additional adequacy aid update: Sue Caswell, Business Administrator updated the Board on the NHSBA additional adequacy aid. This is a result of a miscalculation in the statewide assessments for school years 2015 and 2016. NHDOE worked with the legislature to draft and pass SB539 and payments are expected to be made sometime next week.

Durham	\$2787.08
Lee	\$2090.31
Madbury	\$2090.31
Total payment to the District:	\$6967.70

Middle School Laptop Lease:

Joshua Olstad prepared a breakdown of the proposed lease that will start in the 2018-2019 school year. The lease is for four years and at the end we will purchase the devices for \$1.00 each. This lease covers the proposed 1:1 laptop program for ORMS (700 devices) as well as the planned replacement of laptops at the elementary level (270) devices. I have provided a breakdown that shows the yearly cost for ORMS as well as both elementary schools. The total yearly lease cost is \$103,929.68.

	Number of Devices	Yearly Lease Cost
ORMS	700	\$75,000.80
MW	130	\$13,928.72
MOH	140	\$15,000.16
Totals	970	\$103,929.68

Brian Cisneros moved to approve the lease as presented, 2nd by Dan Klein. Motion passed 6-0 with the Student Representative voting in the affirmative.

D. Student Senate Report:

Student Representative Patty Anderson reported on the recent events in the District: last Monday was the undergraduate awards ceremony, senior art show was last week, senior awards ceremony is tomorrow evening. The 1968 concert was Sunday and Monday and was not just a concert, but an experience. The science showcase was last Monday night. The softball team made the playoffs. SALT had their first annual spring carnival last week. It raised money for the best buddies program. The NH Scholars went to a Fisher Cats game last week. Step Up day for everyone is on the 18th. Friday exams start on June 15th.

E. Other:

Youth Risk Behavior Survey: Ryan Long and Heather Machanoff presented the Youth Risk Behavior Survey update to the Board.

There are six types of behaviors that contribute to the leading causes of death and disability among youth and adults:

Behavior that contribute to unintentional injuries and violence.
Sexual behavior related to unintended pregnancy and sexually transmitted diseases, including HIV infection.
Alcohol and other drug use.
Tobacco use.
Unhealthy dietary behaviors.
Inadequate physical activity.

22.6% of ORHS students reported symptoms of depression. Females were twice as likely at 30.6% compared to males at (14.7%). This is lower compared to the seacoast region at 30.5% and state-wide at 28%.

Heather noted that they use the report to highlight topics of what the students are reporting and what areas we need to focus on. This is a community report and they would like to engage the community more.

Brian Cisneros asked how do you find students that may be at risk. Heather responded that the Connect Training approach is in place for students.

The Haven NH Sexually Violence Program are currently going to the elementary schools and talking to them. They are coming in next week to talk about what they can do in the middle school.

VII. DISCUSSION ITEMS:

School Board Meeting Calendar: There are three meetings scheduled for August. It was proposed that the August 1st meeting be adjusted to a manifest meeting and have the other two meetings in August as schedule.

Tom Newkirk moved to approve the above proposal, 2nd by Brian Cisneros. Motion passed 6-0 with the Student Representative voting in the affirmative.

VIII. ACTIONS:

A. Superintendent Action Items: None

B. Board Action Items:

Motion to approve two middle school world language teachers for 2018-19 school year. Denise Day moved to approve the motion, 2nd by Brian Cisneros. Motion passed 6-0 with the Student Representative voting in the affirmative.

**Motion to approve list of policies for a second reading:
Denise Day moved the following to approve for adoption:**

**JICJ - Technology Devices – K-8 Cell Phone/Personal Devices
IGE - Parental Objections to Specific Course Material
IHAM - Health Education and Exemption from Instruction
IMDA - Recognition of Our National Heritage**

2nd by Brian Cisneros. Tom Newkirk suggested a report a year from now on the how the cell phone policy is working. Motion passed 6-0 with the Student Representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Tom Newkirk reported that the Facilities Committee will meet on Friday to review the draft that Dan Klein has written. He is anticipating that it will be brought to the Board in July.

X. PUBLIC COMMENT:

Dean Rubine from Lee thanked the Board for approving the cell phone policy. He saw Grease and it was great. There is the silent movie this Saturday at the music hall and it always a great night and tickets are available.

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

June 20: Regular Meeting ORHS 7:00 p.m.
June 27: Manifest Meeting SAU Conference Room 3:30 p.m.
July 11: Manifest Meeting SAU Conference Room 3:30 p.m.

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

Consideration of the acquisition, sale or lease of real 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.

Kenny Rotner moved to enter into nonpublic session at 9:20 p.m. under RSA 91-A:3 II (d), 2nd by Denise Day. Upon roll call vote, the motion passed 6-0.

The Board returned to public session at 9:30 p.m.

Denise Day made a motion to approve funding to subdivide the property owned by the District, 2nd by Dan Klein. Motion passed 6 – 0.

Respectfully yours,
Laura Grasso Dobson, Recording Secretary

Oyster River Cooperative School Board

June 6, 2018 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Kenneth Rotner moved to enter into nonpublic session at 7:02 p.m. in accordance with RSA 91-A:3 II (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 shall be granted. 2nd by Denise Day. Upon roll call vote, the motion passed 6-0.

School Board Attendees:

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

Administrators Present:

Dr. James C. Morse

The Superintendent presented a proposal related to a retirement of an employee.

The School Board returned to public session at 7:21 p.m.

Respectfully Submitted,
Dr. James C. Morse

Oyster River Cooperative School Board

June 6, 2018.1 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Kenny Rotner moved to enter into nonpublic session at 9:20 p.m. in accordance with RSA 91-A:3 II (d) – Consideration of the acquisition, sale or lease of real 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, 2nd by Denise Day. Upon roll call vote, the motion passed 6-0.

School Board Attendees:

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

Administrators Present:

Superintendent Morse
Susan Caswell

The School Board discussed the next step to move forward on property owned by the District.

The chair declared the Board back to public session, where a motion was made.

Michael Williams made a motion to adjourn at 9:31 pm, 2nd by Brian Cisneros. Motion passed 6-0

Respectfully Submitted,
Dr. James C. Morse, Sr.
Superintendent

2017-2018 Wellness Committee report

Wellness Committee members: Kim Wolph, Heather Machanoff, Todd Allen, Brian Zottoli, Eileen Moran, Katherine Moore, Jesse Morrell, Theresa Proia, Alan Howland, Tracy Schroeder

The ORCSD Wellness Committee meets 4 times per year. Its charge is to assess and evaluate our compliance with the District Wellness Policy, as well as addressing issues identified as pertinent to the wellness of our district.

Component # 1 – Nutrition Education

ORCSD promotes healthy eating habits at all schools. At the elementary level nutrition basics are provided through the teachers, nurse, and food service. Nutrition education introducing the 5 main food groups and basic concepts of nutrition is done through direct instruction, and is reinforced through food service offerings, posters, special promotions such as “Eat a Rainbow” week, field trips to UNH greenhouses, etc. Our food service director works with classrooms at the elementary level to design menus that are served in the cafeterias. Cooking classes were offered at the 5th grade level and were extremely well received. Our food service director continues to expand on Farm to School resources.

Component # 2 –Physical Activity

All students at the elementary and middle school take PE as part of the curriculum. State standards are followed. In addition, identified students participate in APE. Students at the elementary level have 30-40 minutes of recess a day. In addition, many curricular activities incorporate physical activity-maple sugaring, gardening. PE teachers at both schools collaborate with classroom teachers to fulfill core curriculum standards. There are multiple programs that provide opportunities for after school activities-Girls on the Run, Coyote Club, Karate, etc. Mast Way runs a physical activity club twice a week at 8 am and is available to all students.

Component # 3 – Nutrition Standards

ORCSD has an excellent Food Service Director who goes beyond nutrition guidelines and standards. There is an active Farm to School program. Community dinners highlighting food served at our schools happen multiple times per year. All schools have a salad bar. There are no vending machines at the elementary schools and those at the high school provide only approved foods and beverages. There are no food-based fund raising at the elementary school level. Bake sales are not allowed during the school day at any of the schools.

Component # 4 – School Environment

ORCSD promotes wellness and healthy lifestyles in our students and staff through our Wellness Policy. All schools have designated cafeterias. All schools have gardens and are involved in recycling and composting. Breakfast is provided at all schools. Meal times at the elementary level range from 11am - 1:30pm. There are multiple opportunities for children to be involved in physical after school activities. Staff wellness programs include a Wellness Fair, incentivized health challenges. The high school worked on community building this year to help improve staff morale.

Component # 5 – Evaluation

Our Wellness Policy was drafted in 2011 and has not been updated since that time. There was discussion of the need for review and updating our policy. Mast Way and Moharimet have Wellness Committees that meet to discuss ways that the school can promote wellness. In addition, the committees evaluate our compliance with the District Wellness Policy.

Mental Health:

ORCSD has identified student and staff mental health as a priority to be addressed. The Mental Health Committee has been working on S.H.A.P.E. this year, a program devised to assess our mental health services in the district. In addition, at the elementary level we are implementing DESSA (Devereaux Student Strengths Assessment, a standardized, strength-based measure of the social and emotional competencies of children in kindergarten through 8th grade which will be used in conjunction with our social emotional learning curriculum. Open Circle Curriculum is being implemented at the elementary level. To start, a few teachers from Moharimet and Mast Way will be going through training this summer to learn about social emotional theory, teaching skills for self-awareness, relationships, problem solving, how to integrate SEL into academics throughout the school day, and more.

This is one year into our change in school start times for the Middle and High School. Jesse Morrell administered the Sleep survey on May 21, 2018 and will compare it to the same survey that was given to students in May of 2017. Results will be analyzed and will be reported to the school board some time in August or September of 2018.

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Dr. James C. Morse, Sr.
DATE: June 11, 2018
RE: 2017 - 2018 Retirees

2017 - 18 Retirees			
School/Position	Last	First	Years of Service
ORMS - Grade 7 Mathematics	MacArthur	John	35
Moharimet School Nurse	Schroeder	Tracy	14
ORMS - Special Eduction	Heuchling	Sara	7- Para/5.5 Teacher

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT					
FISCAL YEAR 2017-18					
FINANCIAL STATUS AS OF: 6/14/18					
	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
SALARIES:					
Administrator	1,428,184	1,383,255	54,929	(10,000)	101%
Teacher	15,790,099	12,874,052	2,851,603	64,444	100%
Para	2,375,680	2,016,441	131,063	228,176	90%
Tutor	201,944	161,478	9,602	30,864	85%
Custodian	762,347	747,100	36,587	(21,340)	103%
Secretary	384,588	365,374	22,284	(3,070)	101%
District Hourly	733,077	704,333	29,470	(726)	100%
Maintenance	191,103	185,940	6,686	(1,523)	101%
Drivers	792,119	575,055	113,639	103,425	87%
Misc & Summer	165,202	148,034	2,335	14,833	91%
Subs - Professional	347,559	243,789	4,362	99,408	71%
Subs - Para	37,000	44,652	0	(7,652)	121%
Subs - Secretary	6,000	9,226	0	(3,226)	154%
O/T	25,580	3,756	0	21,824	15%
Med & Dent Payback	494,012	454,538	160	39,314	92%
TOTAL SALARIES	23,734,494	19,917,023	3,262,720	554,751	97.7%
BENEFITS:					
Health Ins	5,277,711	4,665,062	524,471	88,178	98%
Dental Ins	138,584	123,470	22,662	(7,548)	105%
Life Ins	58,517	54,377	9,048	(4,908)	108%
LTD Ins	63,282	45,087	7,279	10,916	83%
FICA	1,793,048	1,465,693	249,600	77,755	96%
Retirement - Non Professional	332,417	317,210	14,219	988	100%
Retirement - Professional	2,765,495	2,336,507	495,725	(66,737)	102%
Annuity	141,876	131,506	0	10,370	93%
Tuition Reimb	0	6,747	0	(6,747)	
Unemployment Comp	19,500	4,284	0	15,216	22%
Workers Com	141,296	141,296	0	0	100%
TOTAL BENEFITS	10,731,726	9,291,239	1,323,004	117,483	98.9%
ALL OTHER OPERATING EXPENSES:					
Mast Way	191,373	211,613	12,712	(32,952)	117%
Moharimet	188,296	139,406	13,017	35,873	81%
Middle School	361,524	288,528	23,753	49,243	86%
High School	680,311	566,821	43,622	69,868	90%
District	2,028,238	1,998,556	0	29,682	99%
Transportation	438,959	383,612	2,000	53,347	88%
Technology	534,416	562,261	100	(27,945)	105%
Facilities	2,371,189	2,250,667	23,437	97,085	96%
SPED	1,682,875	1,449,072	69,492	164,311	90%
TOTAL OPERATING	8,477,181	7,850,536	188,133	438,512	94.8%
GRAND TOTAL	42,943,401	37,058,798	4,773,857	1,110,746	97.4%
Comment Section:	\$16,000 long term sub not encumbered				

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Joshua Olstad, IT Director
DATE: June 14, 2018

RE: DT Lease

The proposed lease will replace all desktop computers in classrooms. The current computers are on a lease that ends in the 18-19 school year. The computer is an all in one where the entirety of the computer fits within the monitor. This design takes up less space and limits the number of cables running from the computer. The purpose of this computer is for classroom administrative use by the teacher, substitute, or teaching intern. The lease is a four year with \$1 buyout in the end. This matches the laptop lease that was approved at the last board meeting.

Model	QTY	Yearly Payment
Dell Optiplex 3050 All In One	127	\$25,604,76





Prepared For: **Oyster River Cooperative SD
SAU 5**

June 13, 2018

Thank you for giving Dell Financial Services L.L.C. ("DFS") the opportunity to provide a technology financing solution. Enclosed is a financing proposal for your new technology needs. We look forward to discussing this opportunity in further detail with you. If you have any questions, please contact me at the phone number or email address below.

Term	48
Option	TELP
Payments:	Annual
Consolidation:	Monthly
Payments Due:	Advance
Interim Rent:	None
Rate Factor	4
	Payments

Connection Quote Number	Summary Product Description	Product Price	Quantity	Extended Price	Rate Factor	4 Payments
24591915.05	Dell Opti 3050 AIO	\$749.99	127	\$95,248.73	0.25982	\$25,604.76

Proposal Expiration Date:
July 13, 2018

PLEASE NOTE:
Personal Property Taxes (PPT) do not apply to this lease.

Leasing and financing provided by Dell Financial Services L.L.C. or its affiliate or designee ("DFS") to qualified customers. Offers may not be available or may vary in certain countries. Where available, offers may be changed without notice and are subject to product availability, credit approval, execution of documentation provided by and acceptable to DFS, and may be subject to minimum transaction size. Offers not available for personal, family or household use. Dell and the Dell logo are trademarks of Dell Inc. Proposal is property of DFS, contains confidential information and shall not be duplicated or disclosed in whole or part. Proposal is not a firm offer of financing. Pricing and rates based upon the final amount, configuration and specification of the supplied equipment, software, services or fees. Prorata payment may be due in the first payment cycle. Proposal excludes additional costs to customer such as shipping, maintenance, filing fees, applicable taxes, insurance and similar items. Proposal valid through the expiration date shown above, or if none is specified, for 30 calendar days from date of presentation.

End of Term Options:
Tax Exempt Lease Purchase (TELP):
• Exercise the option to purchase the products for \$1.00.
• Return all products to lessor at the lessee's expense.

Cheryl Aldridge
Inside Sales Account Management IV
Dell | Financial Services
office + 1 512 724 3461
cheryl_aldrige@dell.com



Prepared For:

Oyster River Cooperative SD
SAU 5

June 13, 2018

Additional Information:

LEASE QUOTE: The Lease Quote is exclusive of shipping costs, maintenance fees, filing fees, licensing fees, property or use taxes, insurance premiums and similar items which shall be for Lessee's account. Lessee will pay payments and all other amounts without set-off, abatement or reduction for any reason whatsoever. Additionally, Lessee shall declare and pay all sales, use and personal property taxes to the appropriate taxing authorities. **If you are sales tax exempt, please provide a copy of your Exemption Certificate with the Lease Contract.** If Lessee provides the appropriate tax exemption certificates to DFS, sales and use taxes will not be collected by DFS. However, if your taxing authority assesses a **personal property tax** on leased equipment, and if DFS pays that tax under your lease structure, **Lessee must reimburse DFS for that tax expense in connection with the Lessee's lease.**

PURCHASE ORDER: The Purchase Order must be made out to Dell Financial Services L.L.C., One Dell Way, RR8-23, Round Rock, TX 78682. The Purchase Order will need to include the quote number, quantity and description of the equipment. Please be sure to indicate that the PO is for a lease order and shows the type of lease, the term length, and payment frequency. The date of the lease quote referenced should be included. Please be sure to include any applicable shipping costs as a line item and include your address as the SHIP TO destination.

INSURANCE: The risk of loss on the equipment is borne solely by the Lessee. Lessee shall be required to purchase and maintain during the Term (i) comprehensive public liability insurance naming Lessor as additional insured; and (ii) "all-risk" physical damage insurance in a minimum amount of the Purchase Price, naming DFS as first loss payee.

APPROPRIATION COVENANT: The Lease will contain an appropriation of funds clause. The Lessee will covenant that it shall do all things legally within its power to obtain and maintain funds from which the payments may be paid.

DOCUMENTATION: In addition to a duly executed Agreement, other documents as reasonably requested by DFS may be required, such as but not limited to, opinions of counsel, IRS tax exemption forms (if applicable), and audited financials.

PROPOSAL VALIDITY / APPROVALS: This is a proposal based upon market conditions and is valid for 30 days, is subject to final credit approval, review of the economics of the transaction, and execution of mutually acceptable documentation.

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Dr. Jim Morse
DATE: June 15, 2018

RE: Request to Authorize RFP/Q to Obtain Services of an Architect and Construction Manager for a New Middle School

To date, all services provided by an architect or construction manager have been paid through the contracted services account. I anticipate the costs associated with a new middle school to exceed the capacity of the contracted services account.

As the Board moves forward on a new middle school project it is critical that we have the services of the architect and construction manager who ultimately would be responsible, should a new school be authorized by the voters, to carry the project forward to completion. Cost estimates and concept designs should be made by professionals committed to the project.

Funds needed to pay for these services have been placed in the operating budget under the Facilities account from the savings we experienced in health insurance costs. The amount placed in Mr. Rozicki's budget was \$298,000. Additionally, I will be asking the Board to authorize a warrant article that asks the public at the deliberative session to move \$250,000 for the Capital Reserve Trust Fund to the Expendable Trust Fund, shifting the authority to spend from the voters to the School Board. Finally, we will need to ask the voters via a warrant article that any sale from Orchard Drive would be placed in the Expendable Trust Fund rather than the Capital Reserve Trust Fund.

I do not anticipate costs incurred this year to come anywhere close to the funds we have available. My Guesstimate is the district will need to expend somewhere in the \$100,000 range.

The purpose of the actions above will be to allow the Board to make timely decisions on expenditures necessary to prepare for a successful middle school vote.

Thank you.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: **6/12/18**

Teacher/Organization: **David Ervin** Subject: **ORHS Studio Orchestra and students studying Chinese.**

Trip Date & Time: **Depart on 4/18/19 at 7:00AM**
(Date) (Time)
Return on 4/28/19 at 7:00 PM
(Date) (Time)

Trip Contact Name & Phone Number: **David Ervin (603)534-4145**
(Name) (Phone #)

Trip Destination/Address: Chengdu, X-ian, Beijing **China**

Instructional Objective: **Cultural Exchange**

Number of Students attending: **40**

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


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

Chaperone Name(s): **David Ervin, Ruili He and 8 Parent Chaperones TBD**
Cell Phone Numbers active during trip: **Yes David Ervin (603)534-4145**

Transportation: Bus; **Yes to Airport**

**Please make arrangements for bus transportation with the Principal's secretary.

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

Calendar Approval: 
Principal's Approval: **Jay Richard**

SPACE USE AGREEMENT
Oyster River Cooperative School

THIS SPACE USE AGREEMENT (hereinafter "AGREEMENT") for the School Year _____, made this _____ day of _____, 20__ by and between _____ address _____ (hereinafter referred to as Organization"), and the Oyster River School Board, (hereinafter referred to as "the Board").

The parties recognize the primary goal of the Board is to meet the K-12 educational needs of the students of Oyster River during the designated school times and school calendar. The parties also recognize a need for adequate space to support the Recreation Program, a Town program created to meet the needs of Oyster River residents.

To support the ~~After-School~~ _____ Program and be considerate of the school department's primary mission and needs, the parties agree to the following:

1. Goals, Description and Term

The goal of the AGREEMENT is to provide the space necessary at the premises known as the _____, located at _____ for the use of the _____ program as set forth by the provisions contained herein.

The term of this AGREEMENT shall be for the _____ school year. _____ shall pay the School _____ in consideration of this AGREEMENT.

The parties agree to review the AGREEMENT for consideration for the _____ School Year no later than April 13, _____.

2. Room Designations & Room Usage

The School shall provide a list of rooms for use by _____ for the PROGRAM that will be agreed upon by the Space Use Committee:

For the _____ School Year:

Room _____ shall be made available at approximately ____ p.m. but no later than ____ p.m., Monday through Friday for the PROGRAM. Space in Room _____ shall be made available for RECREATION'S items and resources necessary for the PROGRAM.

Room _____ shall be made available at ____ p.m., Monday through Friday for the PROGRAM. In the event that Room _____ is unavailable, the School will provide an alternative room to _____ at ____ p.m., with-sufficient space for the PROGRAM and provide the Program Supervisor two hours' notice.

In addition, adequate space shall be made available at 2:45 p.m., Monday through Friday, for use by _____ as homework rooms.

When available and with prior approval of the Principal, additional space will be provided (gymnasium, library, etc.) to _____ per the building use policy.

The parties agree to meet and discuss any desired modifications to room designation and/or use, deemed necessary to meet changes in enrollment or instructional needs. Changes that would impact _____ Programs capacity would be agreed upon by the Space Use Committee.

PROGRAM personnel shall not be allowed in the food service area or do any cooking.

3. Utilities & Resources

The School shall provide all utilities in the above rooms and school facilities after school.

A telephone line will be provided in Room _____. All chargeable calls will be reimbursed to the District by the PROGRAM.

The PROGRAM rooms shall be cleaned by the School custodial staff. PROGRAM personnel will straighten up rooms before custodians come in to clean the area.

Tables and chairs, currently available in the school and not being used to meet other school needs, will be provided by the school.

_____ has provided: _____
which are the property of _____.

4. Condition of Premises

_____ and the School mutually agree to replace any items of the other that are removed, damaged or destroyed during their time in the designated rooms. In addition, any such items moved shall be returned to their original location.

5. Policies

_____ shall ensure that staff, students, and all participants in the PROGRAM shall follow all policies and rules of the Oyster River Cooperative School District to ensure the safety of all participants and the care of the facilities.

_____ shall further ensure that the PROGRAM is operated in a manner that conforms to the School Board's Policy AC (Nondiscrimination/Equal Opportunity) and permits the District to meet its obligations under federal and state non-discrimination laws.

~~Students in the PROGRAM shall follow the School Program Policies and the rules of the School District to ensure the safety of the students and~~

~~the care of the facilities.~~ The School District Rules can be found in the Parent Student Handbook on the District website under the school tab for each school, and the School Board Policies at: <http://www.orcsd.org/schoolboard/policies>

6. Access to Premises

_____ shall be provided with the necessary means to access the premises for the PROGRAM and will contact school personnel when entering the school and when leaving the school at the end of the day.

7. School Liaison and Communications

The School shall identify a staff member to act as liaison with the _____ Program Supervisor ("Program Supervisor"). The School shall receive a yearly staff stipend of \$ _____ payable upon the signing of this AGREEMENT.

The Program Supervisor, or an appropriate designated representative, shall act as the Supervisor of the PROGRAM. When the Program Supervisor is absent or not in the school, school personnel will be notified as to whom from the PROGRAM is in charge.

Prior to the start of the school year the School liaison will:

- a) Provide the _____ Program Supervisor with a list of the teachers assigned to each PROGRAM Participant;
- b) Provide the _____ Program Supervisor with the bus assignments for each PROGRAM Participant;
- c) Train the PROGRAM staff on school policies (fire drills, lockdowns, etc.); and
- d) Review the Policies and Procedures of Oyster River with the Program Supervisor.

Throughout the year the School liaison will:

- a) Provide the Program Supervisor with a list of the PROGRAM Participants that are registered;
- b) Contact the Program Supervisor as soon as possible when the Administrative Unit has decided on an "early release and/or no after school programs" during inclement weather; and
- c) Meet as needed with the Program Supervisor.

Daily the School liaison will:

- a) Provide the Program Supervisor with the school absentee list;
- b) The Program Supervisor will confirm **PROGRAM** attendance; and
- c) Once the School liaison has dismissed buses, the Program Supervisor will be responsible for dismissal of all students in the PROGRAM.

The School liaison and Program Supervisor will meet on the second Tuesday of every month.

The Program Supervisor will attend School Board meetings when requested.

The Principal and School Board will be provided with PROGRAM parent/guardian communications (newsletters, calendars, notices, etc.).

8. Indemnification

To the fullest extent permitted by law, _____ agrees to indemnify and hold harmless the Board, its officers, agents, employees, students, and volunteers (“Indemnitees”) from and against all liability, including claims, demands, losses, damages, and expenses of every kind and description (including defense and attorneys’ fees, court costs, administrative costs, mediation costs, and costs of damage to property) -for personal injury, bodily injury (including death), property damage, or other fees arising out of or resulting from the performance of this agreement or any third party’s use of the premises to the extent that any such claim, damage, loss, or expense is caused in whole or in part by an act or omission of _____ or anyone for whose act or omission _____ is liable. For the avoidance of doubt, this indemnity obligation shall include any failure by _____ to comply with Board policies and rules (including Board Policy AC – Nondiscrimination/Equal Opportunity). _____’s obligations under this paragraph shall bind any and all successors, assigns, agents, employees, heirs, or anyone else claiming to represent _____, and shall survive termination of this Agreement.

~~RECREATION will provide the School District with indemnification and an additional insured certificate for claims caused by the RECREATION’S negligence and which arise out of the services described in the AGREEMENT. Likewise, the School District will provide the RECREATION indemnification and an additional insured certificate for claims caused by the School District’s negligence and which arise out of the services described in the AGREEMENT.~~

9. Insurance

During the term of this agreement _____ shall maintain in effect a policy of general public liability insurance with limits of at least \$1,000,000 for bodily injury (per occurrence) and \$1,000,000 for property damage (per occurrence) _____ shall cause the Oyster River School to be named provide the School with an endorsed Certificate of Insurance naming the School as additionally insured on such insurance policy, and shall not cause such policy to be terminated or materially changed without giving the Board at least 10 days’ prior notice. _____ shall maintain workers compensation insurance as required by state law. _____ shall provide the Board with proof of insurance upon request.

10. Parties Bound

This AGREEMENT is binding upon the employees and agents of the parties.

11. Notice

All notices to be given with respect to this AGREEMENT shall be in writing.

12. Modification of AGREEMENT

This AGREEMENT contains the entire agreement between the parties and shall not be modified in any manner except by writing executed by the parties.

The invalidity or unenforceability of any provision shall not affect the validity or enforceability of the other provisions.

1413. Volunteers Directors, Personnel, Others

_____ shall conduct a background check on all persons serving in any capacity as representatives, counselors, teachers, etc. for the PROGRAM, whether as a volunteer or paid; and _____ shall not allow any person who does not pass a background check to serve in such capacity upon the premises for any purpose. Notwithstanding, the Board, by and through the Building Principal, reserves the right, in its sole discretion, to have any person, counselor, teacher or volunteer of the Program removed from school district property for conduct that threatens the health, safety or welfare of any person/student or under circumstances where that person's conduct does to reflect the core values of the School District. Any such removal will be coordinated with the Supervisor of the PROGRAM and/or _____ Director.

IN WITNESS WHEREOF, the parties have hereunto executed this SPACE USE AGREEMENT this day of 20__

OR School Board Chair

Witness

_____ Program Representative

Witness

OR School Principal

Witness

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Dr. Jim Morse
DATE: June 15, 2018

RE: 2018-2019 Recommended School Board Goals

As we enter the 2018-19 school year there are two major issues I recommend to the Board for consideration:

Board Goal #1: A New Middle School – the Next Steps

In 2017-18 the Board authorized the creation of the Superintendent's Middle School Facility Committee. The committee reviewed thirteen different options. Options considered included renovation of the current school, reconfiguration of grade levels so that grade 5 or grades 5 & 6 were added to the elementary schools, and/or grades 7 & 8 were added to the high school, which would involve renovation at the middle school and the two elementary schools and an addition to the high school. New construction at the current location or new construction in a new location. The recommendation from the committee to the Board will be to construct a new middle school either on the same site or at a new site. The Board will need to deliberate on the recommendations, but to do so, will need additional information.

The number 1 goal, related to a new middle school, will be to choose an architect and a construction manager. Knowing who will design and who will build a new middle school will provide us the answers to the questions that follow. We should put out a request for qualifications this summer.

Once an architect and construction manager are chosen we should have the answers to the following questions by the Deliberative Session in February 2019.

What would the cost be to renovate ORMS to meet needs?

This question will be important to have answered because one can predict it will be asked. Almost anything can be accomplished with enough money, but is the current school worth the investment? Will money spent on renovation solve academic needs, address safety concerns, deal with traffic congestion, fix antiquated HVAC systems and meet ADA requirements?

If a new site for the middle school was chosen, what is the estimated acquisition and development costs of a new location?

Also, what are the implications for transportation? What are the staff and student implications if the middle school was not on Coe Drive? What is the impact to students who walk? Where would we educate 660 middle school students during construction?

If the current ORMS site is used, what are the estimated costs associated with that site?

Estimated total square footage is approximately 120,000 square feet.

Other than land acquisition and development, is the estimated cost of new construction, whether on Coe Drive or another location, the same?

Can we have a conceptual drawing of a new middle school for the February deliberative session with estimated costs?

ARE THERE OTHER QUESTIONS THE BOARD NEEDS ANSWERED IN ORDER TO MAKE A DECISION RELATIVE TO BUILDING NEW AT THE CURRENT LOCATION OR BUILDING NEW AT A DIFFERENT LOCATION?

Board Goal #2: The Adoption of the 2019 – 2024 Strategic Plan

In order to seamlessly transition to a newly adopted 2019-2024 Strategic Plan, the Board needs to have a draft before them by Thanksgiving 2018. The Board will then have December 2018 through April 2019 to work with the proposed draft for the goal of adoption at the 1st meeting of May 2019.

Milestones:

Administration reviews focus group feedback and drafts major themes and subthemes.

Administration presents draft to faculty and support staff for review in September and October.

Revised draft presented to the Board at the second meeting in November on the 14th.

The Board workshops the draft plan at the December 5th meeting.

The draft is returned to administration in December for return to the Board by January 16, 2019.

The Board discusses the revised strategic plan. If additional revisions are necessary, the cycle will repeat until the Board is ready to adopt the 2019-2024 Strategic Plan.

Board Goal #3: Reports on Various Initiatives Underway

Report of the Start Time Student Survey at the August 29, 2018 meeting.

Report on Diversity Plan at the September 26, 2018 meeting.

Report on Mental Health Wellness Plan/SHAPE Results at the October 10, 2018 meeting.

Report on Influence of Technology on the Academic Program by Technology Integrators at the October 24, 2018 meeting.

Report on Mast Way Construction at the November 7, 2018 meeting.

Report of the One to One Middle School Plan and Implementation at the November 7, 2018 meeting.

Report on ORHS Competency Based Learning at the November 14, 2018 meeting.

Report on ORMS Competency Based Learning and the impact of adding "exemplary" to the rating system, student led conferences, and the revised narrative at the November 14, 2019 meeting.

Reserve January and February for Strategic Plan

Progress Report of NEXT GEN Science at either the February 6, or 20, 2019 meeting.

Literacy Report at the March 6, 2019 meeting.

Update on High School Plan at the April 17, 2019 meeting.

Report from the World Language Staff related to impact of adding Grade 6 at May 1, 2019 meeting

Report on the ORHS Master Schedule and its impact on homework at the May 15, 2019 meeting.

Report on ORMS Competency Based Learning and the impact of adding “exemplary” to the rating system, student led conferences, and the revised narrative at the June 5, 2019 meeting.

Report from ORMS regarding the impact of the new cell phone policy at the June 5, 2019 meeting

DRAFT for Discussion

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 June 20, 2018**

Title	Code
Policies for First Read	
Service Animals Policy & Procedure	IMGA & R
Unexpired Term Fulfillment	BBBE
Student Representative to the School Board	BBBF
School Board Member Ethics	BCA
Policies for Second Read/Adoption	
Racism Policy	ACA
Service Animals Policy & Procedure	IMGA & R
Policies for Deletion	

As a reference the June 13, 2018 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMGA
Policy Committee Review: June 13, 2018	Page 1 of 3
School Board First & Second Read: June 20, 2018	

SERVICE ANIMALS IN THE SCHOOLS

The following rules shall govern the use of service animals by persons in the [Oyster River Cooperative](#) schools.

A. General Conditions

1. Qualified individuals with disabilities and service animal trainers are eligible to use service animals in school.

New Hampshire law defines a "service animal trainer" as any person who is employed to train dogs or is volunteering to raise dogs for a provider of service animals for persons with disabilities or an individual trainer who helps a person with disabilities to train his or her own service animal or an individual trainer who tests an animal to verify its eligibility for the New Hampshire service animal tag.

2. Use of a service animal by a person with a disability will be allowed in school when the animal is required to perform work or tasks directly related to the individual's disability.
3. "Service animal" is defined as follows:
 - a. Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual's disability. Under state and federal law, work and tasks may include, but are not limited to: (1) assisting individuals who are blind or have low vision with navigation and other tasks; (2) alerting individuals who are deaf or hard of hearing to the presence of people or sounds; (3) providing nonviolent protection or rescue work; (4) pulling a wheelchair; (5) assisting an individual during a seizure; (6) alerting individuals to the presence of allergens; (7) retrieving items such as medicine or a telephone; (8) providing physical support and assistance with balance and stability to individuals with mobility disabilities; (9) helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effect of an animal's presence and the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of the law.
4. The District will not be responsible for the training, feeding, grooming or care of any service animal permitted to attend school under this policy (except in the limited circumstances described in Section B.2.a). It shall be the responsibility of the individual with a disability or designated handler to ensure the proper care and supervision of the service animal.
5. All service animals must be kept on a harness, leash or tether (unless this prevents the animal from performing its specific work or tasks with the individual) in which case the animal must be under other control (e.g., hand signals or voice commands), and under the control of the individual with a disability or designated handler at all times.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMGA
Policy Committee Review: June 13, 2018 School Board First & Second Read: June 20, 2018	Page 2 of 3

6. The individual (in the case of a student, the student's parent(s)) is liable for any damage to school or personal property and any injuries to individuals caused by the service animal, consistent with any applicable laws.
7. Individuals with service animals may access the same areas that individuals without disabilities are authorized to access unless such access presents a legitimate safety risk to the animal and/or others or fundamentally alters the program.

B. Administrative Review of Service Animals

1. Whenever a service animal is in the school or on school property (and it is not obvious that the dog qualifies as a service animal, e.g., guide dog for a blind person), a building administrator or other authorized school official may ask:
 - a. Whether the service animal is required because of a disability;
 - b. What work or task(s) the animal has been trained to perform;
 - c. In the case of a service animal trainer, documentation of the individual's affiliation with a recognized organization as described in Section A.1 above.
2. When it is anticipated that a service animal is going to be in the school on a regular basis with an employee, student, volunteer, service animal trainer or other frequent visitor to the school, the individual using the service animal (or in the case of a student, the student's parent(s)) are strongly encouraged to notify the building administrator in advance.
 - a. The school shall not provide staff support to care for or control a service animal but may provide limited assistance to a student using a service animal as needed in a particular instance (i.e., accompanying a young student who takes a service animal outside to relieve itself).
 - b. Any handler (trainer, parent or other person) accompanying the service animal must have approval to work in the school from the New Hampshire Department of Education and undergo the State criminal background check.
3. Service animals must be properly licensed and vaccinated in accordance with New Hampshire law.

C. Removal or Exclusion of Service Animals from School

1. A building administrator or other authorized school official may require that a service animal be removed from the school or other school property under any of the following circumstances:
 - a. The service animal poses a direct threat to the safety of individuals at school, causes a significant disruption of school activities or programs, fundamentally alters the nature of any school program, or otherwise jeopardizes the safe operation of the school in a manner that cannot be eliminated by reasonable modifications;

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMGA
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- b. The dog demonstrates that it is unable to perform reliably the work or tasks which it was represented as being able to perform (which is required to be defined as a service animal);
- c. The service animal is not under the full control of the person with a disability, or the authorized handler/trainer, and the individual does not take effective action to control the animal;
- d. The service animal is sick (i.e., vomiting, etc.), infested with parasites, has an infection of the skin, mouth or eyes, or otherwise presents a threat to the public health (applying the standard that would be applied to any other animal allowed on school premises); and/or
- e. The service animal demonstrates that it is not sufficiently trained to relieve itself outside the school building.

If a service animal is removed or excluded, the individual with a disability shall still be provided access to school facilities, programs and/or services.

D. Miniature Horses

Miniature horses are not defined as service animals under state or federal law. However, miniature horses which have been individually trained to perform specific work or tasks on behalf of an individual with a disability may be permitted in the schools in certain circumstances as a reasonable accommodation for a qualified individual with a disability, subject to certain restrictions deemed necessary in a school setting. Any such requests should be directed to the building administrator for consideration. If a miniature horse is approved, all the conditions in this policy shall apply.

Legal References: 42 U.S.C. § 12101 et seq.
28 C.F.R. §§ 35.104; 35.130(h); 35.136
RSA 167-D

Cross Reference: AC-Nondiscrimination/Equal Opportunity and Affirmative Action
[IMGA-R – Service Animals in the School](#)

DRAFT

ADMINISTRATIVE PROCEDURE FOR SERVICE DOGS IN SCHOOLS¹

NOTE: This procedure must be read in conjunction with the School Board's policy addressing service animals in schools, which sets forth definitions, requirements, and other policy considerations related to service animals. As noted under the policy, this procedure involves complex issues and we recommend consulting with legal counsel before making changes to this sample procedure or any time service dog issues arise that are not specifically addressed here.

In order to address requests for persons with disabilities to be accompanied by a service dog in school, the School Department will take steps outlined in this procedure.

A. Students

1. Parents/guardians of students with disabilities must notify the building administrator (or other authorized school official) of any request for the student to be accompanied, on a regular basis, by a service dog in school, on school property (including riding a school bus) or at a school-sponsored activity. Prior notice is required to allow the school to address the potential impact of the service dog on others in the school community (e.g., those with allergies or phobias to dogs).
2. Unless it is obvious that a dog qualifies as a service dog (e.g., a guide dog for a student who is blind), the building administrator or other school official should ask the parent/guardian the following two questions and should document the parent's/guardian's response:
 - a. Is the dog required because of the student's disability?
 - b. What work or task(s) has the dog been trained to perform?

If it is obvious that the dog qualifies as a service dog, or if the parent/guardian answers affirmatively to the first question and sufficiently describes the work/task(s) in response to the second question, then the student will be authorized to bring the dog to school, provided that the conditions in Policy ACAC are met and pursuant to the following procedural steps.

¹ A miniature horse may qualify as a service animal. The administration should carefully review any such request and seek consultation on safety parameters that may need to be imposed. No other animal species qualifies as a service animal.

The school may not require the family to prove that the dog is trained, require a particular certification, or require a demonstration of the work or task the dog has been trained to perform.

3. The building administrator or other school official should confirm whether the student has been determined eligible for services under the Individuals with Disabilities Education Act (IDEA) or for accommodations under Section 504.
 - a. If the student has not been identified and determined eligible under IDEA or Section 504, s/he should be referred for evaluation under either of the laws, (while, in the interim, allowing the student to be accompanied by the service dog if Step 2 above has been satisfied).
 - b. Because only individuals with disabilities as defined by the Americans with Disabilities Act (ADA) and Section 504 are entitled to be accompanied by a service dog, if the student is found not to have a disability pursuant to these processes, then the school may at that point deny use of the service dog.
4. The school should convene a 504 team to address how the school will support the student's use of the service dog. The team should closely review and follow the School Board's service animal policy in deciding on any support, paying particular attention to the following:
 - a. The school will not be responsible for the handling, control, supervision, training, feeding, grooming or care of any service dog permitted to ride a school bus, attend school or school activities.
 - b. If the student is unable to control the service dog, the parent/guardian must provide a handler for the dog to ride the school bus, attend school or school activities [Note: a service dog must be under the control of a handler at all times; under no circumstances may a dog be controlled by a shock collar.].
 - c. The building administrator or other school official will ensure that any person (other than the student) who accompanies the service dog for handling or other purposes has undergone the State criminal background check.
 - d. The school may provide limited assistance to a student using a service dog as needed in a particular instance. For example, a school employee may accompany a young student when the student is taking a service dog outside to relieve itself [Note: a service dog must be housebroken.].
 - e. The building administrator or other school official should use his/her professional judgment in informing (in writing) other parents/guardians of the anticipated presence of a service dog. In response to such notice, the parents/guardians of children with allergies or phobias to dogs are encouraged to promptly notify a building administrator so that efforts may be undertaken to support all students. The building administrator/school official should also consider providing notice to employees who

may encounter the dog during the school day, so that efforts can be undertaken to support affected employees.

- f. The parent/guardian shall provide the school sufficient documentation to show that the service dog is properly licensed and vaccinated.
 - g. The school may impose other reasonable measures on the parent/guardian in support of the service dog. For example, a parent may need to provide a crate that houses the dog during physical education or other activities in which the student participates without being accompanied by the service dog. The dog also must be clean and free of ticks and fleas at all times.
 - h. Parents/guardians are strongly encouraged to work with the school on a plan to gradually introduce the service dog into the school environment (i.e., bringing the dog to school or riding the bus first when other students are not present, and gradually having the dog present for longer times and/or when many potential distractions are present.).
5. The building administrator or designee may monitor the student's use of a service dog to ensure that it is being successfully managed and is under control at all times. The administrator/designee may also periodically assess and document whether all other Board policy and these procedures are being followed. School officials reserve the right to alter the service dog arrangements, including having the dog removed if warranted.

B. Employees

1. Any employee who wishes to request approval to be accompanied by a service dog at school should contact Human Resources [or other appropriate position/department] to establish that the criteria for a service dog have been met prior to bringing the dog to school.
2. An employee may be asked to provide documentation to establish his/her disability and the necessity that the work/task performed by the service dog be performed at school.
3. The Human Resources representative [or other appropriate position/department], in consultation with the employee's supervisor, will determine the reasonableness of the request and what restrictions, if any, may need to be placed upon the dog's presence in light of the nature of the employee's position and working environment.
4. Prior to approving a service dog, the Human Resources representative [or other appropriate school official] may need to confer with employees and parents/guardians of students who may be adversely affected by the presence of a dog in the school.
5. When a Human Resources representative [or other appropriate school official] approves the presence of a service dog for an employee, there will be an initial 30-day trial period to determine what impact, if any, the dog has had on the school. The school reserves the

right to make adjustments as to the dog's presence, including declining to permit the dog to continue to come to the school.

C. Parents/Visitors/Third Parties

1. To the extent possible, any parent/guardian, visitor, or other person who wants to visit the school or school grounds accompanied by a service dog is encouraged to provide prior notice to the building administrator or other authorized official.
2. Unless it is obvious that the dog qualifies as a service dog (e.g., a guide dog for an individual who is blind), the building administrator or other school official should ask the parent/guardian, visitor, or other third party the following two questions:
 - a. Is the dog required because of the individual's disability?
 - b. What work or task(s) has the dog been trained to perform?

If it is obvious that the dog qualifies as a service dog (e.g., a guide dog for a student who is blind), or if the individual answers affirmatively to the first question and sufficiently describes the work/task(s) in response to the second question, then he/she is authorized to be accompanied by the service dog on school grounds, subject to complying with the conditions set forth in Policy ACAC.

D. Removal or Exclusion of Service Dogs from School

The building administrator or other authorized official may require that a service dog be removed from the school or other school property if the individual fails to abide by the Board policy or these procedures. At any time that a dog acts aggressively toward any person in the school or harms a person, the dog shall immediately be removed.

Legal References: 42 U.S.C. § 12101 et seq.
28 C.F.R. §§ 35.104; 35.130(h); 35.136
RSA 167-D

[Cross Reference: IMGA – Service Animals in the School](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBBE
Date of Adoption: March 16, 1987 Date of Revision: 3/26/97, Code Revision: 11/18/99 previously BBE Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 Policy Committee Review: June 13, 2018 School Board First Read: June 20, 2018	Page 1 of 1 Category: Optional

UNEXPIRED TERM FULFILLMENT

Vacancies shall be filled in accordance with state law.

[Vacancies on the Cooperative School Board will be filled in accordance with the provisions of RSA 671:33. Appointees will serve until the next Cooperative School District election.](#)

Legal Reference:

- RSA 197:26, School Meetings & Officers: Vacancies
- RSA 671:33, School District Elections: Vacancies

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: BBBF
Date of Adoption: April 16, 1987 Code/Title Change Adopted School Board: 5/2/12 Previously: JJ Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 Policy Committee Review: June 13, 2018 School Board First Read: June 20, 2018	Page 1 of 1 Category: Optional

STUDENT-REPRESENTATIVES TO THE SCHOOL BOARD

The Oyster River Cooperative Board ~~may choose to add~~ will have one ~~or more~~ student representatives from the ~~District Oyster River h~~ High sSchool. The Student-representatives will serve a one-year terms. The Student-representatives will have a non-binding vote which will be recorded in the minutes. The Student-representatives will be excluded from all non-public sessions the School Board enters.

The Student-representatives will be chosen by a vote of the high school student body, in accordance with the provisions of RSA 194:23-f.

The Student-representatives ~~are~~ is expected to:

- (1) Attend all school board meetings;
- (2) Represent all high school students within the District;
- (3) Present to the School Board specific proposals and ideas from the high school student body;
- (4) Serve as a liaison between students, and the School Board;
- (5) Keep the student body informed of School Board business and actions;
- (6) Comply with all School Board policies relative to students and Board members, when applicable; and
- (7) Comply with the School Board Code of Ethics.

Legal References:

- RSA 189:1-c, School Board Student Member
- RSA 194:23-f, High School Student as a Board Member

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BCA
Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 Correct clerical oversight reviewed by Board: March 6, 2013 Policy Committee Review – No Changes – August 19, 2015 Policy Committee Review: June 13, 2018 School Board First Read: June 20, 2018	Page 1 of 1 Category: Recommended

SCHOOL BOARD MEMBER ETHICS

Each board member shall comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.
5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
10. Recognize that final Board actions will be supported by all members of the Board; take no ~~private~~ action that will compromise the Board or administration; and refrain from ~~private~~ actions which undermine or compromise official Board action.
11. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.
12. Engage in respectful, public discourse and refrain from disparaging individuals on the basis of their gender, sexual orientation, and other personal differences and affiliations.
13. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.
14. [Work with the other Board members to establish effective Board policies and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.](#)
15. [Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.](#)

Appendix BCA-R

Cross Reference: BCB – Board Member Conflict of Interest

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ACA
School Board First Read: June 6, 2018	Page 1 of 1
School Board Second Read/Adoption: June 20, 2018	

ORCSD Racism Policy ~~Addendum~~

The ORCSD School Board adopts this stand-alone racism policy ~~addendum~~ specifically to denounce racism and in effort to work towards ending racism and fostering an appreciation for all within the ORCSD community; ~~this addendum is supported by policies JICK and AC.~~

Racism in any form is not acceptable nor will it be tolerated in the ORCSD. Racism can take many forms:

1. Personal racism is an expression of racist attitudes and or behaviors directed at an individual based on that person's perceived physical traits, ancestry, genetics and social or cultural traits such as: the use of derogatory language, racist jokes, names calling, mistreatment, deliberate avoidance, threats, and or acts of physical violence to a person.
2. Cultural racism is the willful acceptance of cultural stereotypes of different ethnic groups or population groups that manifest in an expression or personal racism inflicted on members of those groups.
3. Institutional racism is systemic racism that occurs in covert and subconscious ways across institutions and which adversely impacts specific ethnic groups through targeted discrimination based solely upon race.

The ORCSD is committed to battling racism from K-12 and to effectively addressing racism that may occur in and on any facility or school property.

The ORCSD has identified ways to battle the three identified forms of racism. They include, but are not limited to, the following:

- a. Educate and bring awareness to all members of the ORCSD about the role of all people and their cultures as contributors to global citizenship extended beyond food and festivities.
- b. Educate and instill appreciation in the students of ORCSD of the contributions of all people to the building of the United States, and about racism, its history and its negative effects on society and individuals.
- c. Educate and teach about stereotyping. Stereotypes can be destructive to and undermine the learning environment that ORCSD seeks to foster for all students. Inform ORCSD students about stereotyping and the negative consequences that can occur by participating in or perpetuating stereotypical jokes.
- d. Educate and remind all students to think before you speak, words can hurt - especially racially charged words.
- e. Encourage students to be role models against hate language and speech in any form.
- f. Educate and Teach how culture and race enhance and enrich life. Encourage all citizens in the ORCSD community not to be passive if they witness discriminatory language or behavior. Encourage them to: Be an Ally of Change - Dare to Make a Difference. Speak up and speak out.

~~This is an Addendum to Policy JICK – Bullying/Cyberbullying-Pupil Safety and Violence Prevention, and Policy AC – Nondiscrimination/Equal Opportunity. All procedures to handle any violations of JICK and AC and this addendum are addressed in Policies JICK and AC and will be followed accordingly.~~

Cross Reference:

[AC – Non-Discrimination/Equal Opportunity](#)

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

Policy Committee Meeting Minutes

Wednesday, June 13, 2018 @ 3:30 PM

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

Visitors: 0

Denise called the meeting to order at 3:40 PM.

Dr. Morse opened the meeting with policy and procedure IMGA – Service Animals as the District has received a request for the 2018-19 school year for a student at the elementary school. Jim then turned the meeting over to Catherine Plourde to review the steps that have been taken so far. Catherine explained that the existing policy was reviewed a year ago by legal counsel with a suggested change to remove a paragraph that was too vague. When she was informed of this request she has had numerous meetings with the parent and also with legal counsel. It was determined that a revised policy and procedure would be generated and implemented for the next school year. Catherine explained that the elementary school teachers and parents were informed of this possible addition of a service animal to bring awareness to all in case of allergies or a fear of dogs. She went on to explain different scenarios and procedures that would need to be implemented if a service animal was approved to enter the school. She explained that the School District would not be responsible for the dog and the child must have complete control. The Board asked a few clarifying questions with a brief discussion. Catherine added that they would need to educate staff and that the dog is always working. Catherine explained that the nurses are very involved with the medical aspect of this student and there is a plan in place. Due to the nature of this policy and procedure and the fact that the Board has a summer schedule of meetings; it was requested by legal counsel that this policy and procedure be adopted together at the next meeting for both a first and second read without amendment.

Catherine left the meeting at 3:55 PM.

Policy BB – School Board Legal Status was reviewed with no changes.

Policy BBBE – Unexpired Term Fulfillment – both the existing and the NHSBA policies were reviewed. It was decided that wording from the NHSBA policy pertaining to cooperative school districts will be added to the existing policy. This is ready for a first read.

Policy BBBF- Student Representative to the School Board – This policy was reviewed, and slight changes were made to this policy and is ready for a first read.

Policy BCA – School Board Member Ethics – the existing and the NHSBA version were reviewed and additional information will be taken from the NHSBA version and inserted into the existing policy. Ready for first read.

There was a discussion on the request for dates for the next meeting. Wendy will create the list of meetings for the 2018-19 school year for distribution.

Meeting ended at 4:15 PM – Next meeting September 2018.

Respectfully submitted,
Wendy L. DiFruscio