If you require special communication aides, please notify us 24hrs in advance.

Oyster River Cooperative School District REGULAR MEETING

July 19, 2023

<u>ORMS – Recital Hall</u>

<u>7:00 PM</u>

- **0.** 6:30 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
- I. CALL TO ORDER 7:00 PM
- II. APPROVAL OF AGENDA
- III. PUBLIC COMMENTS (Total allotted time for public comment is 30 minutes)
- IV. APPROVAL OF MINUTES Motion to approve 06/21/23 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) 2023-24 School Handbook Summaries
- B. Superintendent's Report ORHS Spectator Code of Conduct Procedure – Andy Lathrop
- C. Business Administrator
- D. Student Representative
- 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}
 - List of Policies for Second Read/Adoption: CHCA Approval of Handbooks and Directives, CHD Administration in Policy Absence, CM – Annual Reports. *Motion to Approve List of Policies for Second Read/Adoption: CHCA – Approval of Handbooks and Directives, CHD – Administration in Policy Absence, CM – Annual Reports.*
- VIII. DISCUSSION & ACTION ITEMS
- IX. SCHOOL BOARD COMMITTEE UPDATES
- X. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)
- XI. CLOSING ACTIONS
 - A. Future meeting dates: August 2, 2023 Regular School Board Meeting @ 7:00 PM MS Recital Hall August 16, 2023 Regular School Board Meeting @ 7:00 PM MS Recital Hall
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}

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

XIII. ADJOURNMENT

NESDEC Superintendent Search – following the Regular Meeting.

Respectfully submitted,

Superintendent

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

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:

•	Denise Day, Chairperson	Term on Board:	2023 - 2026
	Matthew Bacon, Vice Chair	Term on Board:	
	Brian Cisneros	Term on Board:	•
•	Daniel Klein	Term on Board:	2021 - 2024
•	Thomas Newkirk	Term on Board:	2023 - 2024
•	Heather Smith	Term on Board:	2022-2025
•	Giana Gelsey	Term on Board:	2023 - 2026
	•		-

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

June 21, 2023

SCHOOL BOARD PRESENT: Denise Day, Brian Cisneros, Dan Klein, Heather Smith, Matt Bacon, Tom Newkirk, Giana Gelsey

STUDENT REPRESENTATIVE:

ADMINISTRATORS PRESENT: Dr. Morse, Suzanne Filippone, Catherine Plourde, Sue Caswell, Amy Ransom, Rachael Blansett,

STAFF PRESENT: Josh Olstad, Gen Brown

GUEST PRESENT:

ABSENT:

I. CALLED TO ORDER at 7:00 PM by Chair Denise Day.

Denise Day made a motion to move into Non-Public Session under RSA 91-A:3 II(c), 2nd by Matt Bacon. Motion passed 7-0 by roll call vote.

Denise declared the Board back in public session at 7:08 pm.

II. APPROVAL OF AGENDA

Giana Gelsey made a motion to approve the agenda as written, 2nd by Tom Newkirk. Motion passed 7-0.

III. PUBLIC COMMENTS – None provided.

IV. APPROVAL OF MINUTES

Giana Gelsey made a motion to approve the June 7th, 2023 Regular Meeting Minutes, 2nd Heather Smith.

Giana Gelsey submitted the following addition:

On page 6 under the "NHSBA Resolutions" add "Giana Gelsey proposed writing a resolution to address 2021's NH HB2, sections 297 and 298, which was known as the "divisive concepts" law. The statutes are now RSA 354-A:31-34. The school board previously released a position paper on this due to the potentially chilling effect on the ability to teach certain subjects. The board voted in favor of drafting a resolution, 7-0.

Denise Day submitted the following revision:

On page 6 identify the policy referenced in the 2nd paragraph by adding "...of Policy IHAMA - Teaching About Alcohol, Tobacco, and Other Abused Substances" to the end of the sentence.

Motion passed with correction 7-0.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District – None provided.

B. Board

Heather Smith announced that she attended graduation along with Matt Bacon and Tom Newkirk. She felt it was a lovely ceremony with outstanding student speeches. She congratulated all the students and thanked everyone that was involved with graduation and the behind-the-scenes work.

Giana Gelsey wondered about using UNH as the venue for future graduations. Dr. Morse stated that his first obligation is to honor the wish of the students, which is to hold the ceremony outside, and in extenuating circumstances use UNH for backup.

DRAFT

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VI. DISTRICT REPORTS

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

Suzanne Filippone shared that so far, the district has had two incredible days of teacher workshops. Regarding summer REACH, the programs are geared up and ready to start. It will run from July 10th - August 4th at ORMS.

DEIJ Final Report (Rachael Blansett)

DEIJ Coordinator Rachael Blansett provided an End-of-Year Update presentation for the board. She stated that over the course of the year the DEIJ Community Group met five times, and during that time, they better identified their direction and next year's focus on community programming and education. Rachael coordinated and oversaw the visit by internationally renowned musician Tona Brown, which included a performance with all the orchestra students. There were a lot of meaningful questions asked during the student meet and greets, and overall student engagement was strong. She said it was a pivotal moment for both the community and the JEDI group. Rachael met with counselors, the JEDI student group, and gathered teacher and student feedback to draft a Transgender Procedure. Although DEIJ Competencies haven't been introduced to the classrooms yet, she has worked with NH Listens and is reviewing other district's work. The goal is to craft overarching competencies that both mirror and model the district's SEL work. Rachael plans to test and implement the DEIJ competencies on a group of teachers and gather their input and feedback to adopt a "draft" of competencies. She hopes to have this draft available for the board by the end of next year. Rachael also reviewed the five workshops that were created based off the teachers' needs assessment, noting that the LGBTQ+ training was most popular with the highest attendance. The Bias Bootcamp Workshop series was cancelled due to the June PD days, and it will be rescheduled for the start of the next school year.

Additional DEIJ work includes a BIPOC student group space at the middle school and establishing one at the high school, the UNH Extension Program with two selected OR students, bringing culturally inclusive food to the dining service, and the Manchester Teacher Residency pilot program which aims to diversify staff for growing diversity in student populations.

Tom Newkirk referenced Chris Hall's sabbatical work, which involved a teacher group who provided feedback and in turn received professional credit and suggested this for Rachael's competency work.

Denise Day gave Rachael a big thank you and Heather Smith told her that the work is everything they hoped for with different connections made among teachers, students, and the community.

B. Superintendent's Report

Dr. Morse discussed the need for seating at the middle school turf field. The Finance Committee determined there are funds remaining to build bleachers with a capacity to hold 400 people. The bleachers will be built into the hill on the back side of the fence, and they will be handicap accessible from the parking lot.

Dr. Morse informed the Board he would like to change Rachael Blansett's title from DEIJ Coordinator to Director. The title will provide her with equal status to her peers who hold the same position in the state as DEIJ Directors. There were no objections from the Board.

Best Practices in Communications (Gen Brown)

Communications Specialist Gen Brown provided an update to the board's two communication priorities, which are a Best Practices in Communications document to set expectations and guidelines for district employees and a new website for the district and all the schools. Since a Best Practices in Communication document didn't previously exist, a new one was created based on reviewing samples, researching current practices, and receiving feedback from the leadership team. A draft was approved in June 2023.

This week Gen is providing staff with the Best Practices in Communication document and is offering initial training sessions on the topics of accessibility, confidentiality, email signatures, media releases and photography.

June 21, 2023

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Additional professional development will be offered during the 2023-24 school year. The Best Practices in Communication document will be reviewed yearly, and its content updated as required.

Heather Smith said she was very pleased with Gen's presentation on communication practices. She said the information is great and helpful, and she has already seen an overall improvement in communication and consistency across the district. Heather said she knows what to expect for the principals' weekly communication and where to look for it, and she enjoys the Superintendent's Newsletter.

New Website Update (Josh Olstad & Gen Brown)

IT Director Josh Olstad and Communications Specialist Gen Brown provided a Website Update presentation to the board. They have been working with School Now, formerly known as Campus Suite, which was the provider selected because of their high-ranking features and functionalities that were important to the district. The new website has a centralized calendar, is mobile friendly, provides a search limited to the website pages, and integrates well with social media. A lot of work has gone into the current refining and reviewing phase, which has been very content focused and collaborative. Thursday, June 29th, will be the official launch date, however the search component will not be running until two weeks later. During the next phase of work, they will collect and analyze feedback that the public can provide through the homepage.

Josh gave credit to Gen for being a key player in communicating with principals, tech integrators, and the athletics staff, in addition to the website service provider.

Josh and Gen gave the board a demo of the website, making note of its more personalized appearance with pictures of students and our schools. He also pointed out the ease of using the website's quick links to locate upcoming events, news, as well as a calendar that can be viewed by school or by using an overlapping feature to see events from multiple schools. Alerts across the top of page will indicate school closures or other important information, such as the changed office hours for summer.

Board members asked questions and provided comments. Appreciation for all of Josh and Gen's hard work was expressed and the board looks forward to the June 29 launch.

Update on Class Size Enrollments

Dr. Morse reviewed class size enrollment for fall of 2023. Currently the K-2 numbers are at a reasonable and comfortable number averaging 16-17 students per classroom at Mast Way and 17-18 at Moharimet. Grades 3-4 are larger at both schools averaging 20-21 students per classroom. The district will be monitoring the numbers throughout the summer and if there are any significant changes to discuss they will bring them to the board.

The middle school enrollment numbers are within the range predicted. Currently the 5th grade has the lowest numbers, and the other grades are within range for an ideal teacher to student ratio. The 5th grade 3-person team is excited to offer a more project-based component. Math will be taught by all three teachers and each teacher will also have focused areas of instruction.

There is a slightly higher enrollment than anticipated at the high school. Dr. Morse attributed this to ORHS being a popular option for Barrington families. Current enrollment includes approximately 180 students from Barrington. The max number of Barrington students per grade is 50.

Update on 3 Person Team – Middle School

Dr. Morse has met with Jay Richard, Bill Sullivan, and the 5th grade teachers several times to discuss the implications for next year's grade 5 team. The teaming will be one 3-person team and two 2-person teams, in which every teacher will teach math so they can provide student help during Bobcat Time. All teachers are receiving Eureka math training.

Heather Smith wondered why both teachers aren't teaching ELA on the 2-person teams. Dr. Morse explained one teacher will be responsible for ELA and the other teacher will alternate teaching Social Studies and Science by

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quarter, in which considerable amounts of writing will be incorporated into those subject areas. The change will allow students to continue to get reading and writing supports, and the math supports that they otherwise wouldn't get.

Affirmation of Hiring

Dr. Morse announced the names of a high school computer science teacher, a high school special education case manager, and a middle school language arts teacher for new hire.

Tom Newkirk made a motion to approve the Guild Member List of Affirmation, 2nd by Brian Cisneros. Motion passed 7-0.

C. Business Administrator

FY23 Budget Update

Sue Caswell informed the board that the district will be receiving returns in the form of incentives and interest from Eversource and the Bond. She feels the district will hit their mark without using the retention fund and overall things are looking good. In a transfer of power, Sue introduced the district's new Business Administrator Amy Ransom, and the Board welcomed her. Brian Cisneros shared that he has known Amy for many years, and she is top-notch. Brian thanked Sue for all her years of service stating that she has done so much for the industry and for women in business.

D. Student Representative Report- None provided.

E. Finance Committee Report

ORCSD sports, turf field usage, and bottled water sales were a few topics discussed recently by the Finance Committee. Brian Cisneros said the information will be shared with the board in an upcoming meeting. The committee meets again at the end of August.

F. Other – None provided.

VII. UNANIMOUS CONSENT AGENDA- None provided.

VIII. DISCUSSION & ACTION ITEMS

<u>Strategic Plan Report Out – District wide {Suzanne Filippone}</u>

Suzanne Filippone provided the board with an updated version of the Strategic Plan with annotations of progress toward the 5 Year Outcomes. She stated that some revisions were needed along the way, but the work continues to focus on the outcomes written in 2019.

The following are highlights from her report: Regarding District Curriculum progress, the goal of identifying Sustainability Coordinators has been completed and work is in progress toward a teacher-based curriculum support team across all curricula areas. A possible K-4 model for world language was presented in 2022 and remains under consideration. Several technology goals have been completed and it has been identified that a maintenance program will occur in grades 1, 5, 9 annually. Regarding School Nutrition, the middle school kitchens were installed, the training of staff is on-going, and many equipment upgrades have been made. In terms of District Sustainability, teacher coordinators have begun implementing the developed plan, faculty surveys were conducted, and findings were presented to faculty, staff, and the school board. DEIJ work is making steady progress with the hiring of Rachael, who has led several faculty trainings throughout the year. Many faculty and leadership are engaged in online work and training around restorative justice. Regarding transportation, research continues toward an electric/hybrid van replacement and work around a student bus safety program is continual. Concerning MTSS/SEL Mental Health, a lot of work has been done developing systems, collecting data, and implementing evidence-based screenings and supports. The district team will reconvene to review progress and evaluate where MTSS stands academically and behaviorally. The school board voted in favor of extending the Strategic Plan an additional year since there will be a new superintendent for the 2024-25 school year.

June 21, 2023

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Tom Newkirk wondered about the status of competency-based grading at the high school since the timeline had been changing and evolving a few years back. Suzanne said there is discussion about a dual system and not removing the current numeric grading system, but rather adding competencies to the reporting. Dr. Morse stated a conversation with Principal Noe will be necessary. Tom pointed out it is a delicate topic that is political, emotional, and sensitive to people in the town, and stressed the importance of communication surrounding it. Dr. Morse assured the board that any changes to grading will include a lot of outreach to the community, and nothing will get lost in the translation.

School Board Resolutions

Giana Gelsey reviewed HB2 that was signed into law as RSA 354-A:31-34. Although described as an antidiscrimination bill, it includes several prohibitions for teachers with potentially severe penalties for violations. It underwent scrutiny by the NH Department of Education, the Commission for Human Rights, and the Department of Justice, and it was determined that nothing in the clarification nor the law contradicts NHSBA's policies regarding equity and inclusion. Giana explained there is still a concern for the prospect of civil suits and "disciplinary sanctions" from the state that circumvent local school board policies and removes local control.

Giana read the proposed resolution:

The NHSBA opposes any policy affecting curriculum that enables parents or guardians to circumvent already extant local school board review policies and exposes teachers to civil suits and sanctions at the state level.

Dr. Morse made the edit to include "individuals" and Dan Klein suggested adding "organizations". After discussion, the Board agreed to have it read "....parents or guardians, individuals, or organizations..."

Dan Klein made a motion to approve the proposed resolution with edits, 2nd by Heather Smith. Motion passed 7-0.

Chair Denise Day thanked board members Giana and Tom for all their work.

<u>List of Policies for First Read: CHCA – Approval of Handbooks and Directives, CHD – Administration in Policy</u> <u>Absence, CM – Annual Reports</u>

Policy Committee met on June 8th and selected Dan Klein to serve as chair. The policies presented tonight for first read underwent minor changes, and Dan outlined these for the Board.

Dan Klein made a motion to approve the List of Policies for First Read: CHCA – Approval of Handbooks and Directives, CHD – Administration in Policy Absence, and CM – Annual Reports, 2nd by Matt Bacon. Motion passed 7-0.

- **IX. SCHOOL BOARD COMMITTEE UPDATES –** None provided.
- **X. PUBLIC COMMENTS –** None provided.

XI. CLOSING ACTIONS

A. Future Meeting Dates: July 19, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (c) – held at beginning of meeting.

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.

Heather Smith made a motion to adjourn the meeting at 8:51 pm, 2nd Tom Newkirk. Motion passed 7-0.

Respectfully Submitted,

Karyn Laird, Records Keeper

Oyster River Cooperative School Board Non-Public Meeting Minutes: June 21, 2023

Denise Day moved to enter nonpublic session at 7:03 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: Denise Day Brian Cisneros Matt Bacon Heather Smith Dan Klein Tom Newkirk Giana Gelsey Administrators Present: Dr. Jim Morse Suzanne Filippone Rachael Blansett

7:03 p.m. - nonpublic session began.

The Board had a discussion pertaining to changing the title of an existing employee from Coordinator to Director.

There were no motions during nonpublic session.

The Board returned to public session at 7:08 PM.

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

INTEROFFICE MEMORANDUM

TO:School BoardFROM:Suzanne FilipponeDATE:July 13, 2023

RE: Handbook Summaries

Below please find the proposed changes for the individual schools 2023-24 handbooks.

Mast Way/Moharimet – Only changing minor details like dates and updating links.

Middle/ High Schools – Both schools will be adding information pertaining to AI and GBTChat:

• Under the category "Academic Integrity" it will read – "Students are not to use AI or GBTChat for any assignments unless a teacher has directly stated that they can."

We want teachers to feel able to explore this new realm with students, while making sure we have student's original work in their assignments. This rule would be just like the cell phone rule.

Policies for First/Second Read/Adoption/Deletion SB Meeting of July 19, 2023 – Second Read

Title	Code
Policies for First Read	
Policies for Second Read/Adoption – Unanimous Consent	
Approval of Handbooks and Directives	CHCA
Administration in Policy Absence	CHD
Annual Report	СМ
Policies for Deletion/Replacement	
Policies in Process	
Discipline Polices to be reviewed	JIDD
Website Accessibility and Grievance	KEE

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CHCA
Draft to Policy Committee: June 11, 2013	Page 1 of 1
School Board First Read: June 19, 2013	Category: Recommended
School Board Second Read/Adoption: July 17, 2013	
Policy Committee: September 13, 2017	
School Board First Read: October 4, 2017	
School Board Second Read/Adoption: October 18, 2017	
Policy Committee Review: June 8, 2023	
School Board First Read: June 21, 2023	
School Board Second Read/Adoption: July 19, 2023	

APPROVAL OF HANDBOOKS AND DIRECTIVES

The Oyster River Cooperative School principal(s) and directors, as applicable, are responsible for the development of student handbooks. <u>per administrative handbooks</u>.

The contents of all handbooks must conform with District-wide policies, regulations as well as State and Federal Laws. The Board, through the <u>superintendentSuperintendent</u>, will be updated <u>annually each year prior to publishing</u> with a summary of any changes<u>made in the handbooks</u>. The Board will receive copies of the completed handbooks.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CHD
Date of Adoption: June 15, 1988	Page 1 of 1
Date of Revision: May 5, 1999	Category: Recommended
Review First Read School Board: November 7, 2012	
School Board Second Read/Adoption: November 14, 2012	
Policy Committee Review: September 12, 2018	
Policy Committee Review: June 8, 2023	
School Board First Read: June 21, 2023	
School Board Second Read/Adoption: July 19, 2023	

ADMINISTRATION IN POLICY ABSENCE

In the absence of established Oyster River Cooperative Board policy or Board direction, the Superintendent shall assume responsibility making necessary decisions. In such instances, Principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.

In the situations which arise within the Schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act but <u>his/her</u> decisions shall be subject to review and ratification by action of the Board at a regular meeting <u>if</u> <u>applicable</u>. It shall be the duty of the Superintendent to inform the Board promptly of suchaction and of the need for policy.

Cross Reference:

Policy DJ & R– Purchasing and Bidding Requirements

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CM
Date of Adoption: June 15, 1988	
Date of Revision: May 5, 1999	Page 1 of 1
School Board First Read: August 14, 2013	
School Board Second Read Adoption: November 6, 2013	
Policy Committee Review: September 12, 2018 – No Change	
Policy Committee Review: June 8, 2023	
<u>School Board First Read: June 21, 2023</u>	
School Board Second Read/Adoption: July 19, 2023	

ANNUAL REPORT

The Oyster River Cooperative School District Annual Report covering the diversified activities of the school system, and the administration's recommendations for their improvement shall be prepared by the superintendent Superintendent and presented to the Board annually on a timely basis. Between the deliberative session and the ballot vote, the report shall be made available to the public and used as one means for informing parents and citizens, the state education agency, and other school districts in the area of the programs and conditions of the schools.