

Oyster River Cooperative School District  
REGULAR MEETING

August 7, 2019

High School - Library

7:00 PM

**o. CALL TO ORDER (7:00 PM)**

**I. 6:30 – 7:00 PM MANIFEST REVIEW AT EACH SCHOOL BOARD MEETING.**

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

- Motion to approve 07/10/19 regular and communication workshop meeting minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

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

**VI. DISTRICT REPORTS**

- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent’s Report**
  - Sustainability Bus Survey Results – Justin Klinger -UNH Intern
  - Enrollment Updates
  - Progress on Construction Projects
  - Summer Hiring Updates
  - Tuition Student to ORHS
  - Cooperative Program in Boys & Girls Lacrosse
  - Board Goals: Revised New Middle School/Communication Plan/CBE
  - Addition of 2 School Nutrition Part Time Personnel
- C. Business Administrator**
- D. Student Senate Report**
- E. Other:**

**VII. DISCUSSION ITEM**

**VIII. ACTIONS**

- A. Superintendent Actions**
- B. Board Action Item**
  - Motion to approve Tuition Student to ORHS
  - Motion to approve Revised Board Goals for New MS/communication/CBE
  - Motion to appoint 2019-20 Sustainability Coordinator Stipend Position
  - Motion to approve list of MS/HS Fall Coaches and Volunteers
  - Motion to approve ORHS Department Heads and Stipend Activity Advisors
  - Motion to approve ORMS Stipend Activity Advisors
  - Motion to approve Elementary Stipend Activity Advisors
  - Motion to approve List of Policies for first read: JLCF – Wellness, DKC -Expense Reimbursement/District & Federal Funds, DA – Fiscal & Federal Monitoring & Management, D2 – Procurement – Subrecipient Monitoring and Management

**IX. SCHOOL BOARD COMMITTEE UPDATES**

- A. Manifest Reviewed and Approved by Manifest Subcommittee.**

**X. PUBLIC COMMENTS**

**XI. CLOSING ACTIONS**

- A. Future meeting dates:** 08/21/19 – Regular Meeting – High School Library – 7:00 PM  
09/04/19 – Regular Meeting – High School Library – 7:00 PM

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

- Consideration of the acquisition, sale or lease of real or personal property

**NON-MEETING SESSION: RSA 91-A:2 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: 2019 - 2022 |
| • Kenneth Rotner   | Term on Board: 2019 - 2022 |
| • 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**

**July 10, 2019**

**High School**

**DRAFT**

**SCHOOL BOARD:** Brian Cisneros, Dan Klein, Michael Williams, Al Howland, Denise Day, Kenny Rotner, Tom Newkirk

Not Present: Student Representative: Yasmeen Gunandar

**ADMINISTRATORS:** Todd Allen, Jay Richard, Suzanne Filippone, Sue Caswell, Josh Olstad, David Goldsmith

There were 0 members of the public present

**I. CALL TO ORDER:**

6:30-7:00 Manifest Review

**II. APPROVAL OF AGENDA:**

**There will be a brief non-meeting to update the Board regarding the teacher's negotiations.**

**Denise Day moved to approve the agenda with the above revision, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES:**

**Motion to approve 6/19/19 to regular and non-public meeting minutes.**

**Revisions:**

**The Board returned to public session at 9:50 p.m. and Denise Day moved to increase the District's annual contribution to Superintendent Morse's annuity from \$2,000 to \$5,000, 2<sup>nd</sup> by Brian Cisneros. The motion passed 7-0.**

**Al Howland moved to adjourn the meeting at 9:55, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**Denise Day moved to approve the regular and non-public meeting minutes with the above addition, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**~~V. ANNOUNCEMENTS COMMENDATIONS AND COMMENTS:~~**

**~~A. District~~**

**~~B. Board~~**

**VI. DISTRICT REPORTS:**

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

**B. Superintendent:** None

**C. Business Administrator:**

**Business Administrator:**

Purchase of Transit Van Approval Lease:

Sue Caswell discussed the proposed purchase of 4 Ford Transit Vans. We have funds in the budget to replace two vans. Lisa Huppe has contacted several dealers in the area and would like to purchase 4, 10 passenger Ford Transit Vans from Bill Dube. With a \$20,000 down payment we would finance the remainder for four years.

**Denise Day moved to approve the purchase of four transit vans without a down payment, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0-1 with Michael Williams abstaining.**

Electric Bus Replacement Program:

Sue Caswell explained that there is approximately \$1,250,000 Volkswagen funds are available to fund one or more projects involving the replacement of older diesel school buses with electric school buses. This is a reimbursement program offering to provide 60% of the cost for a purchase of a new electric bus and all accessories that are legally necessary for the operation of the vehicle, including the cost related to the acquisition and installation of associated electric vehicle supply equipment for charging the school bus.

Based on our recent bid for an electric bus, we would need to budget approximately \$135,000 in the 2020-21 budget to support this project. Proposals are due by July 26, 2019. Projects approved must be completed by December of 2020.

The Board discussed the details and affordability for school systems to justify electric buses. The Board agreed by consensus that the costs at this time is still prohibitive.

**~~D. Student Senate Report:~~**

**~~E. Other:~~**

**VII. DISCUSSION ITEMS:**

**VIII. ACTIONS:**

**A. Superintendent:**

**B. Board Action Items:**

**Motion to approve Policies for second reading/adoption:**

**KF-Facilities:**

**Suggested revision:**

**Page 2, 1<sup>st</sup> paragraph should read:**

**Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The organization shall maintain workers compensation insurance as required by state law. The organization shall provide the Board with proof of insurance and shall not cause such policy to be terminated or materially changed without giving the board at least 10 days prior written notice.**

**Denise Day moved to adopt policy KF with the above changes, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**Policy IJL**

**Denise Day made a motion to adopt Policy IJL - Library and Instructional Materials Selection and Reconsideration, 2<sup>nd</sup> by Brian Cisneros.**

Revision of the reconsideration committee:

Two to six teachers

Two community members

The Board had a lengthy conversation on the wording of this policy.

**Michael Williams moved to amend to the motion that two members appointed by the Superintendent are not employees of the District, 2<sup>nd</sup> by Kenny Rotner. Motion passed 7-0.**

**Michael Williams moved to amend the motion to eliminate questions 2 and 3. There was no second to the motion.**

**The original motion as amended passed 6-1 with Michael Williams opposing.**

**Denise Day moved to approve the following list of Policies for deletion:**

**KEC & R – Reconsideration of Instructional Materials & Procedure**

**KLB & R – Complaints Concerning School Library & Instructional  
Materials & Procedure**

**IIACA – Confidentiality of Library Materials**

**IIAC-E – Library Media Collection: Library Bill of Rights**

**IIA – Selection of Instructional Materials**

**IIAB – Selection of Library and Instructional Materials**

**IIAC – Library Media Collection Development Policy**

**IJ – Instructional Resources**

**2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**IX. SCHOOL BOARD COMMITTEE UPDATES:**

Negotiating Team met yesterday and there will be a brief report in the non-meeting later this evening.

**A. Manifest Reviewed and Approved by Manifest Subcommittee:**

The Manifest were reviewed and approved by the Manifest Subcommittee.

Payroll Manifest #25 \$1,108,033.33

Vendor Manifest #29 \$313,590.16, Vendor Manifest #1 \$1,076,092.63.

Tom Newkirk reported that the Middle School Committee met on Monday.

**Tom Newkirk moved to make the committee reassignment for Brian and Al changed as presented, 2<sup>nd</sup> by Michael Williams. Motion passed 7-0.**

**X. PUBLIC COMMENTS:** None

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:** 07/24/19 Manifest Review SAU Conference Room

08/17/19 Regular Meeting High School Library

**XII. ~~Non-Public Session: RSA 91A:3 II (if needed)~~**

**Non-Meeting Session: RSA 91A:2 I (b) Strategies or Negotiations with  
respect to collective bargaining.**

Kenny Rotner moved to enter into non-meeting under RSA 91A:2 I(b) 2<sup>nd</sup> by Michael Williams. Motion passed 7-0.

Respectfully yours,  
Laura Grasso Dobson  
Recording Secretary

## SCHOOL BOARD COMMUNICATION WORKSHOP

July 10, 2019

Board Members: Kenny Rotner, Tom Newkirk, Denise Day, Brian Cisneros, Al Howland, Dan Klein, Michael Williams

Administrators: Superintendent Morse, Todd Allen, David Goldsmith, Jay Richard, Sue Caswell, Todd Allen, Suzanne Filippone, Josh Olstad

Suzanne Filippone discussed adding the CBE into the webpage. She added that this is a work in progress.

Learning and engagement is now under the high school link. This is in an effort to make it more interactive. She added that the twitter feed will be here as well.

CBE: Some embedded links will also be included for further reading if desired.

There will also be a CBE resource bar with categories available.

Terms and Definitions:

21<sup>st</sup> Century Learning Expectations

ELOs: This needs to be promoted further.

Supported Learning and what types of supports that we offer for students

Schedule and Flex time purpose

Suzanne added that this is a beginning point for people to start and then use embedded links to find further information and resources.

Suzanne noted that athletics is the most popular quick link right now and CBE will be added in as a quick link to draw more attention to it.

The Board agrees that this is a great start in the effort for communication. The goal would be for the high school website to be ready for the start of school in the fall.

Superintendent Morse noted that the website needs to be kept updated and current at all times. He is recommending an additional stipend for Josh Olstad to work on this. Every year we have improved our communication efforts. He is also recommending contracting a writer to sit with the administrators monthly and determine the stories that we want to tell. He is recommending Casey Conley for this stipend. This process builds our resources in a flexible

Communication Workshop

manner. Al Howland encouraged Superintendent Morse to ensure that these articles will be distributed to other medias in addition to newspapers.

There is a dedicated group of people in the District that are not parents or guardians that need to be reached and part of the Friday updates. The Board agreed that this is a reasonable approach. Denise Day thinks this is imperative and necessary for informing people about the Middle School.

School Board Blog: Tom feels that this would take a great deal of time. Michael Williams mentioned that right now people are going to Dean's Blog to find out what's going on in the District because the Board doesn't have a blog. Al noted that we have created a void that Facebook currently fills. Kenny Rotner feels that a School Board Blog would be incredibly useful.

Denise Day is in favor of contracting with Casey Conley and using the Celebrate Durham blog to try it out. Al Howland added that there are currently 900 people on the Celebrate Durham blog.

Competency Based Education Overview: Al Howland feels that as part of a multi-year plan to see the different media channels that these articles are going to. He feels that we are not connecting to the community in the right way and we need to use different media channels to hit as big a target audience as possible.

Next Steps:

Tom Newkirk feels that we should pick two or three objectives that we can do out of this list. This would be a manageable amount of objectives that we can use to be accomplished and successful. Brian Cisneros feels that the team is being stretched very thin with all these different objectives. Dan Klein thinks that if this list can get refined in an efficient way that it is could ultimately save time for the administrators. Superintendent Morse is trying to make sure that these objectives could be accomplished without hiring additional staff. If it is determined that we don't have enough resources, then we would need to examine bringing in other resources.

Superintendent Morse will be sending out information to the Board and will look for their response and feedback on which objectives they would like to



prioritize. He would like to see two or three done well then, several that would not be done as well.

Dan Klein added that there is a lot of micro communication that goes on and there is a lot of variety. If we could ideally identify a single standardization platform that would be ideal. Todd Allen noted that it is where they are headed with Schoology. This will be happening over time and is a product of growth. The middle and high school level rollout will happen faster than the elementary schools.

# Electric Bus and EV Charging Stations

By Justin Klingler  
Sustainability Intern

ORCSD Transportation Research Fellow  
UNH '18, '19 MPP

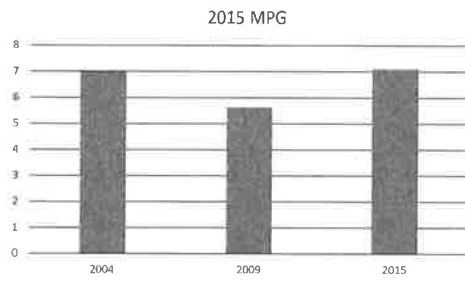
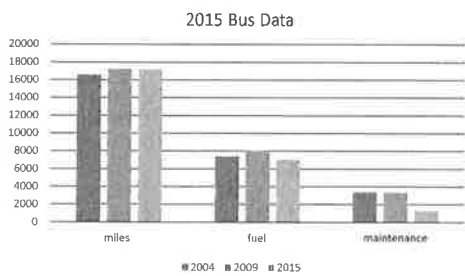


## Twin Rivers School District- Overview

- Plan for 10 years of use
- .17-.19 cents for a kilowatt mile
  - Diesel runs about .86 cents a mile
- 75% maintenance savings compared to diesel
  - No: oil changes, diesel filters, air filters
- Spent \$3,315.15 on maintenance costs from Nov 2018-Mar 15 2019
  - Labor and parts
  - 16 buses
  - 1 Lion bus- \$621.00 a year for maintenance and inspection

# Challenges

- No operational challenges
- Delay in funding
- Took longer than expected to install infrastructure
- Topography- very few hills
- Weather- suburb of Sacramento, dry, not as cold as NH



Blue- Bus purchased in 2004  
 Orange- Bus purchased in 2009  
 Gray- bus purchased in 2015  
 X-axis- Miles/Cost in \$

## Conclusion- Electric Bus

- A new diesel bus costs about \$90,000. When driving more than 10,000 miles a year, it costs ORCSD between \$6,427 (2014) and \$14,266 (2006) for maintenance and fuel.
- A new Lion electric bus costs \$321,235. Estimated cost to operate for a year would be \$1,739.66, \$1,118.66 for electricity and \$621.00 per year for maintenance. (electricity cost- .0799 kwh and 1.4kwh/mile (EV bus pilot project in MA)
- Questions?

## Conclusions- EV Charging Stations

- 153 responses, sent to 450 people (34% response rate)
- Data tells us that having an electric vehicle charging station at work would increase the likelihood of an EV purchase for 43% (64 respondents)
- 31% of respondents (45) would be willing to pay to charge an electric vehicle at work
- Questions?

## Thank You!

- I'd like to Thank the Sustainability Advisory Committee, Maggie Morrison, Jacqueline Bruhn, and Sue Caswell for this internship opportunity! I was able to learn about electrifying the transportation sector, which should serve me well in my career!
- I'd also like to thank Lisa Huppe for providing me the necessary data and working with me throughout this internship!
- This project would not have been possible without everyone's collaboration and expertise!

## Mast Way Elementary School 2019 - 2020 Enrollment Projections

	Enrollments					
	K	1	2	3	4	Total
October 1, 2018 Enrollment	51	84	82	82	66	365
<b>As of July 29, 2019</b>	65	52	85	80	86	<b>368</b>
2019-20 Enrollments	65	48	86	80	81	360
New Registrations 2019-2020		6	3	3	6	<b>18</b>
Projected Summer Withdrawal		2	4	3	1 *	<b>10</b>
Anticipated 2019 Enrollment	<b>65</b>	<b>52</b>	<b>85</b>	<b>80</b>	<b>86</b>	<b>368</b>

### Anticipated 2019 - 2020 Enrollment 19 classes

Teacher	Grade	K	1	2	3	4	Avg
Burke	K	16					16.25
Kennedy	K	16					
McCormick	K	17					
Webb	K	16					
To be Placed							
To Withdraw							
Anctil	1		17				17.33
Desrochers	1		17				
Handwork	1		18				
To be Placed							
To Withdraw							
Darois	2			21			21.00
Moulton	2			20			
Stacy	2			21			
Zimar	2			22			
To be Placed				1			21.25
To Withdraw							
Biggwithier	3				20		20.00
Laliberte	3				20		
Paquette	3				20		
Ray	3				20		
To be Placed							
To Withdraw							
Bowden-Gerard	4					21 *	21.00
Buswell	4					21	
Drew	4					21	
George	4					21	
To be Placed						2	21.50
To Withdraw							
	<b>TOTAL</b>	<b>65</b>	<b>52</b>	<b>85</b>	<b>80</b>	<b>86</b>	<b>368</b>
	<b>Grade</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
MOH Students Returning From Mast Way		0	0	0	0	1 *	1
Mast Way Students Returning From MOH		0	0	0	0	0	0

## Moharimet Elementary School 2019 - 2020 Enrollment Projections

Enrollments							
	K	1	2	3	3 / 4	4	Total
October 1, 2018 Enrollment	41	55	65	66	0	90	<b>317</b>
<b>As of May 15, 2019</b>	43	55	67	65	0	90	<b>320</b>
2019 Enrollments	56	42	54	55	20	56	<b>283</b>
New Registrations 2019-2020	0	5	6	2	0	1	<b>14</b>
Projected Summer Withdrawal	0	0	0	0	0		<b>2</b>
Anticipated 2019 Enrollment	<b>56</b>	<b>47</b>	<b>60</b>	<b>57</b>	<b>20</b>	<b>57</b>	<b>295</b>

Anticipated 2019 - 2020 Enrollment								
16 classes								
Teacher	Grade	K	1	2	3	3 / 4	4	Avg
Chartrand	K	19						18.67
Lapierre	K	19						
Raspa	K	18						
To be Placed		0						18.667
To Withdraw		0						
Bradley	1		16					15.67
Dolcino	1		15					
Torr	1		16					
To be Placed			0					15.67
To Withdraw			0					
Hoff	2			20				20.00
Jones	2			20				
Nadeau	2			20				
To be Placed				0				20.00
To Withdraw				0				
Hall	3				19			19.00
Larson-Dennen	3				19			
Schmitt	3				19			
To be Placed					0			18.30
To Withdraw					0			
Swift	3 / 4					20		20.00
To be Placed						0		20.00
To Withdraw						0		
Fitzhenry	4						20	19.00
Lee	4						18	
VanLedtje	4						19	
To be Placed							0	19.00
To Withdraw								
<b>TOTAL</b>		<b>56</b>	<b>47</b>	<b>60</b>	<b>57</b>	<b>11 / 9</b>	<b>57</b>	
<b>GRAND TOTAL</b>		<b>56</b>	<b>47</b>	<b>59</b>	<b>66</b>		<b>66</b>	<b>294</b>
<b>Grade</b>		<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3 / 4</b>	<b>4</b>	

MOH Students Returning From Mast Way	0	0	0	0	0		0
Mast Way Students Returning From MOH	0	0	0	0	0	0	0

## Current Enrollment at Oyster River Middle School

Updated: July 29, 2019

Grade 5	157
Grade 6	162
Grade 7	184
Grade 8	163

### Pending Registrations

Grade 5	3
Grade 6	3
Grade 7	4
Grade 8	3

**Total: 666 students.**

This does not include pending registrations.



## Oyster River High School 2019 - 2020 Enrollment

Town of Residence	9	10	11	12	Total
Barrington	36	52	42	37	167
Durham	72	83	78	76	309
Lee	69	52	59	59	239
Madbury	28	30	25	30	113
Attending from Out of District *	1	0	0	0	1
<b>TOTAL</b>	<b>206</b>	<b>217</b>	<b>204</b>	<b>202</b>	<b>829</b>

\* Strafford Resident

July 30, 2019

# MOHARIMET RENOVATIONS



# High School Renovations



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: July 30, 2019  
RE: Update - Summer Hiring

Below listed please find the summer hires as of July 30, 2019.

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Step</b>	<b>Salary</b>
Melanie Anctil	Grade 1 Teacher	Mast Way	MA/Step 5	\$53,366
Megan Thompson	.5 FTE Biology Teacher	High School	CAGS/ Step 1	\$23,573
Melissa Jean	Asst. Special Ed Director	High School	Administrator	\$88,000

Thank you.



## ORCSD ATHLETICS MEMORANDUM

**TO:** DR. JAMES MORSE, ORCSD SUPERINTENDENT OF SCHOOLS

**FROM:** ANDY LATHROP, DIRECTOR OF ATHLETICS

**SUBJECT:** COOPERATIVE PROGRAM IN BOYS AND GIRLS LACROSSE

**DATE:** JUNE 18, 2019

**CC:** TODD ALLEN, ORCSD ASST. SUPERINTENDENT  
SUZANNE FILIPPONE, ORHS PRINCIPAL

---

This memo is to request permission to pursue cooperative programs with Newmarket High School in both Boys and Girls Lacrosse. With the decline in numbers over the past four to five years in both programs, it has become increasingly difficult to field Varsity and JV teams. This past season we were in danger of losing the Boys Program. While the girl's numbers were not quite as dire, we had too many players for one team and not enough for two. The coaches were able to pull off a JV squad (for the girls), however we had many players doing double duty on both the Varsity and JV teams. Swing players are sometimes essential, but not always ideal. Players swinging back and forth can cause burnout if not managed properly and can create logistical issues for parents by not having consistent schedules. We were forced to play 9v9 JV games (as opposed to full 11v11 games) in order to play.

There are several 8<sup>th</sup> graders coming up to the High School next year, but without a JV team many will decide not to participate, and the cycle will continue. It is important that we have JV teams to provide our younger players a developmental and physically appropriate level. This cooperative will be beneficial going forward and is worth pursuing as we have dedicated coaches and interested students invested in the programs.

Newmarket has the potential to bring 8-10 kids to each program next year. Portsmouth and Epping have had good experiences in cooperatives with Newmarket and I am confident we would as well. I recently met with the Newmarket AD and he informed me that his Principal and Superintendent are on board. Provided both Superintendent's and School Board's approve this proposal, it would still need to go before the NHIAA Lacrosse Committees, the Classification Committee and the Executive Council. Below is a look at the lacrosse numbers over the last 5 years.

## OYSTER RIVER LACROSSE NUMBERS BY YEAR

<b>Year</b>	<b>Boys Lacrosse Numbers</b>	<b>JV?</b>	<b>Girls Lacrosse Numbers</b>	<b>JV?</b>
2015	53	Yes	26	Yes
2016	37	Yes	30	Yes
2017	32	Yes	22	No
2018	22	No	23	No
2019	19	No	27	Yes, but many swing players

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: July 31, 2019  
RE: Revised Board Goals

Attached to this cover letter please find the following revised Board Goals for FY20.

- New Middle School - Goal 1 of 3
  
- Communication - Goal 2 of 3
  
- Competency Based Education - Goal 3 of 3

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: July 31, 2019  
RE: Revised Board Goal – New Middle School – Goal 1 of 3

We have alluded to, but not officially adopted School Board Goals for the 2019-20 school year. During our discussions on the proposed communication plan, a Board member noted (sorry I cannot remember who) that the Board's goals for the 2019-20 school year should reflect the adopted strategic plan. I agree.

Therefore, I'm suggesting that three of the goals embedded in the strategic plan should be the focus for the School Board throughout this school year.

Goal 1. New Middle School.

During the last school year 17 different presentations were given. Two presentations were made to the Durham Council as well as the Lee and Madbury Select Boards. Additionally, forums were held in all three towns. Finally, we took advantage of select venues, like the pancake breakfast to have a presence with concept drawings and take way post cards for attendees.

I propose we redouble our efforts as we have only until Deliberative Session on Feb. 4, 2020 and election day on March 10, 2020 to inform the voters.

I suggest:

- A. Town presentations in Late September/early October, again between Thanksgiving and Christmas, and in January. (nine town presentations).
- B. Community forums in each town during these same time periods. (nine presentations)
- C. Capitalizing on school events such as open houses, curriculum nights, musical performances and sport events throughout the fall and winter.
- D. Looking for more intimate opportunities to present, such as neighborhood house parties.
- E. Strategic presence outside voting booths during the democratic primary.
- F. Distributing informative information in traditional formats and electronically.
- G. Updating and maintaining of District Web site.
- H. Having the Board Chair write a monthly Op Ed piece on the need for the new school.
- I. Having news articles written on the need for the new middle school

Just a reminder, our focus, by law, is on informing the public, NOT trying to convince them to vote favorably.



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: July 31, 2019  
RE: Revised Board Goal - Communication Plan - Goal 2 of 3

**Goal 1: Create common expectations related to formatting and content of news and provide training for those designated at all levels to adhere to those guidelines.**

- Assign key personnel at each building
- Create templates
- Determine essential content
- Minimize steps
- Utilize attachments effectively

Personnel Responsible: Superintendent, IT Director, Principals

**Goal 2: Insure ORCSD Web Page is the hub for district news**

- Consistently place district news on the web
- Establish a procedure that web news is shared with newspapers and numerous social media outlets as possible
- Create School Board quick link that directs users to agenda, minutes and videos
- Review web content monthly to insure all links are active and to pull dated material
- Investigate other web sites that may better fit OR needs including mobile compatibility
- Insure that CBE and the new middle school are easily accessed and that all materials are current
- Inventory and evaluate current tools to determine what will be used
- Establish standards to ensure digital content is accessible
- Write summaries of School Board meetings

Personnel Responsible: Superintendent, IT Director and Principals

**Goal 3: Review & Update Board Policie(s) and create engaging content**

- Review Policy KD, District Social Media Websites/Platforms and update if necessary
- Contract with a professional to write engaging articles focused on staff and students
- Use the Strategic Plan as a framework for engaging stories

Examples could include:

Diversity Efforts  
Mental Health & Wellness  
Competency Based Education  
Staff focused efforts related to changing practice  
Student Outcomes related to learning

- Place stories on OR Web & Distribute to news outlets and social media

Personnel Responsible: Superintendent, Writer (TBD)

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: July 31, 2019  
RE: Revised Board Goal – Competency Based Education (CBE) – Goal 3 of 3

The School Board adopted, on June 5, 2019, the following goal:

*The high school staff and administration will continue to work on competency-based education, including the review and posting of competencies. In addition, there will be in-depth discussions with the Board and community about the principles, methods, and direction of CBE work. These discussions will form the foundation of the delineation of future goals.*

Over the summer administration has developed the following materials in an easy to read ORHS booklet format, that includes:

- An Introduction to CBE, what it is, why it is, and how it is being used at the middle and high school.
- A Resource List
- CBE terms and their meanings, and
- The competencies used at the high school by subject area.
- The middle school will follow the same format but include the competencies for grades 5 – 8.

In addition, administration, has developed a web page inclusive of the above materials and a Frequently Asked Question component. (FAQ) that will serve both the middle and high school.

During the August 21, 2019 meeting, administration will present materials developed to date and enter into a conversation with the Board, in workshop format, about the direction of the CBE work for the 2019-20 school year.



## Memo

To: Dr James Morse

From: Doris Demers

Date: August 1, 2019

cc: Susan Caswell

Re: Seeking approval to add 2 cashier positions

For the third year in a row, the Child Nutrition program has ended with a positive fund balance.

At both the HS and MS we have 2 point of sale registers. The managers are running one of these registers at lunch time each day. During this time, there are often student questions and other issues that should be dealt with by the managers, however they are busy with registers.

I would like to hire a 2-hour cashier for each of these schools. The cost would be approximately \$9,200 total. I feel that this would increase the quality of service and allow better management of the kitchens.

**OYSTER RIVER COOPERATIVE SUSTAINABILITY COMMITTEE**

TO: School Board  
FROM: Susan Caswell  
DATE: August 7, 2019  
RE: Green Team/Garden Coordinator Nominations

Please accept the following names for nomination to the ORCSD Sustainability Green Team and Garden Coordinator.

Stipend Positions:

Name	Title	School	Stipend
Maggie Morrison	Green Team Leader	District Wide	\$20,000
		<b>TOTAL</b>	<b>\$20,000</b>



**ORHS ATHLETICS**  
**55 Coe Drive**  
**Durham, NH 03824**  
**603-868-2375 x1105**  
**603-868-1355 Fax**

## OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

**To:** Dr. James Morse, Superintendent  
**From:** Andy Lathrop  
**Date:** 7/29/19  
**Re:** 2019 HS/MS Fall Coach and Volunteer Nominations

**Message:**

Please accept the following names for nomination to coach their selected sports this upcoming fall season.

**High School:**

**Volunteer Positions:**

Danny Watson	Boys Soccer
Sean Stewart	Girls Volleyball
Dan Brodeur	Girls' Volleyball
Kate Heaney	Field Hockey
Matt Parise	Asst. Golf
Bev Meijers	Asst. Girls Soccer
Kara Hewitt	Asst. Girls Soccer
Emma Brown	Field Hockey

**Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Scott McGrath	Boys Cross Country	\$3,666	3	\$75	\$3,741
Akan Ekanem	Boys Varsity Soccer	\$4,175	2	0	\$4,175
James Thibault	Boys JV Soccer	\$2,714	15	\$375	\$3,089
Owen Kurtiak	Boys Reserve Soccer	\$2,088	0	0	\$2,088
Sabrina Rivers	Girls Reserve Soccer	\$2,088	0	0	\$2,088
Cassandra Sweatt	Girls Varsity Volleyball	\$3,666	9	\$300	\$3,966
Gabriella Olhava	Girls JV Volleyball	\$2,383	0	0	\$2,383
Jon Bromley	Girls JV Soccer	\$2,714	0	0	\$2,714
Paul Bamford	Varsity Golf	\$2,037	4	\$75	\$2,112
Anne Golding	Varsity Field Hockey	\$4,175	5	\$150	\$4,325
Molly Linscot	JV Field Hockey	\$2,714	0	0	\$2,714
Alex Satterfield	Unified Sports – Fall	\$2,037	1	0	\$2,037

**Middle School Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Bill Sullivan	MS Athletic Director	\$5,000	2	0	\$5,000
Dave Montgomery	MS Cross Country	\$2,443	7	\$225	\$2,668
David Geschwendt	MS Cross Country	\$2,443	3	\$75	\$2,518
Heather Concannon	MS Cross Country	.50 \$1,221.50	2	0	\$1,221.50
Julia-Anne Woodbury	MS Cross Country	.50 \$1,221.50	2	0	\$1,221.50
Nate Grove	MS Boys Soccer	\$2,037	13	\$375	\$2,412
Jen Snow	MS Girls Soccer	\$2,037	6	\$150	\$2,187
Stephanie Pratt	MS Volleyball	\$2,037	1	0	\$2,037
Emma Danais	MS Field Hockey	\$2,037	2	0	\$2,037

Sincerely,

Andy Lathrop  
Director of Athletics  
Oyster River Cooperative School District

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Beverly Meijers	School: ORHS
Position: Varsity Girls Soccer Asst. Coach	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Beverly Meijers as an Asst. Coach of our Varsity Girls Soccer Program. Bev is a ORHS Alumni with extensive soccer experience. She is a former college player and most recently was the JV Coach at Portsmouth HS.

Attachments:

Reference Checks:

Application:

Andrew P. Lathrop  
Signature of Athletic Director

7/23/19  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Kara Hewitt	School: ORHS
Position: Varsity Girls Soccer Asst. Coach	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Kara Hewitt as an Asst. Coach of our Varsity Girls Soccer Program. Kara is a ORHS Alumni with extensive soccer experience. She is a former college player and most recently was an Asst. Coach at Portsmouth HS.

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

7/23/19  
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Owen Kurtiak	School: ORHS
Position: Boys Reserve Soccer Coach	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Owen Kurtiak as the Boys Reserve Soccer Coach. Owen is a ORHS Alumni with extensive soccer experience. He was a member of the ORHS Boys Soccer State Championship Team in 2015 and most recently played college soccer at Stonehill. Owen has also been coaching at GPS this past year.

Attachments:

Reference Checks:

Application:

Andrew P. Lathrop  
Signature of Athletic Director

7/23/19  
Date



Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Sabrina Rivers	School: ORHS
Position: Reserve Girls Soccer Head Coach	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Kara Hewitt as the Head Coach of our Girls Reserve Soccer team. Sabrina has a lot of soccer coaching experience. She has recently coached at Seacoast United and Epping HS Asst. Varsity Coach. Sabrina played college soccer at D2 Franklin Pierce and was the Gatorade Player of the year when she was in High School.

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

7/23/19  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Gabriella Olhava	School: ORHS
Position: JV Volleyball Head Coach	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Gabriella Olhava as the Head Coach of our Junior Varsity Girls Volleyball Program. Gabri is a former Division 1 Volleyball player at UNH and brings a wealth of knowledge of the sport to our program. She will be excellent in skill development of our JV players.

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

5/16/19  
Date

To: Dr. James Morse

From: Suzanne Filippone, High School Principal

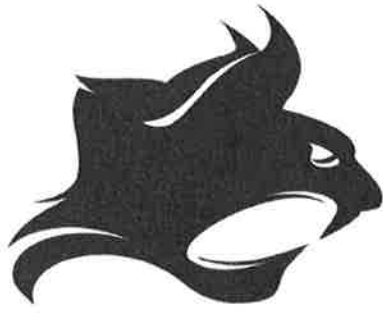
Date: August 2019

Subject: Nominations of department heads and advisors for 2019-20

Please accept the nominations of the following people for department head and activity advisors at ORHS for the 2019-20 school year.

Proposed 2019-2020 Department Head and Advisor Stipends					
Department Heads					
Name	Department	Stipend	Total		
Cathi Stetson	Bus/Econ/Art/Ind. Tech/Music	\$2,500	\$2,500		
Shauna Horsley (.5 time)	English	\$1,250	\$1,250		
Kara Sullivan (.5 time)	English	\$1,250	\$1,250		
Tom Hausmann	World Language	\$2,500	\$2,500		
Don Maynard	Physical Education/Health	\$2,500	\$2,500		
Nate Oxnard	Science	\$2,500	\$2,500		
Heather Machanoff	Counseling	\$2,500	\$2,500		
Ann Golding	Special Education	\$2,500	\$2,500		
Matt Pappas	Social Studies	\$2,500	\$2,500		
Lisa Hallbach	Math	\$2,500	\$2,500		

Advisors					
Name	Activity	Years	Stipend	Longevity	Total
Celeste Best	National Honor Society	14	\$2,443	\$375	\$2,818
Jaclyn Jensen	Senate Advisor	0	\$3,259	\$0	\$3,259
Andrea Drake (.5)	Math Team	11	\$1,629.50	\$187.50	\$1,817
Katie Johnson (.5)	Math Team	2	\$1,629.50	\$0	\$1,629.50
TBD	Stage Management Musical	0	\$0	\$0	\$0
TBD	Fall/Spring Musical	0	\$0	\$0	\$0
Wendy Gibson	Freshmen Class Advisor	2	\$2,037	\$0	\$2,037
Shawn Kelly	Journalism/Mouth of the River	8	\$2,037	\$225	\$2,262
Marc LaForce	Music Activities/All State	9	\$2,443	\$300	\$2,743
Heather Healy	Senior Class Advisor	15	\$3,259	\$375	\$3,634
Barbara Milliken	Junior Class Advisor	5	\$2,443	\$150	\$2,593
Nate Oxnard (.5)	SPARC/Robotics	8	\$1,629.50	\$112.50	\$1,742
Sara Cathey (.5)	SPARC/Robotics	3	\$1,629.50	\$37.50	\$1,667
Matt Pappas	Sophomore Class Advisor	22	\$2,037	\$375	\$2,412
Mike Troy	Stage Management Fall	22	\$1,588	\$375	\$1,963
Karen Van Dyke	Yearbook	4	\$3,666	\$75	\$3,741
Susan Wilkinson	Community Service Club	8	\$2,443	\$225	\$2,668
Kimberly Wolph	HS Best Buddies	0	\$2,443	\$0	\$2,443
Jonathan Bromley	Sustainability Advisor	5	\$3,259	\$150	\$3,409
Michael Blouin	Parking Lot Monitor	0	\$1,630.00	\$0.00	\$1,630



**ORMS**

**1 Coe Drive  
Durham, NH 03824  
603-868-2820**

**OYSTER RIVER MIDDLE SCHOOL**

**From:** Jay Richard  
**Date:** July 31, 2019  
**Re:** Club and Extracurricular Nominations

**Message:**

Please accept the following names for nomination for ORMS clubs and activities.

**Positions:**

Name	Activity	Stipend	Years	Longevity	Total
Jarika Olberg	District Music Department Head	\$2,500	3	N/A	\$2,500
John Silverio	Student Council Grade 8 (Robotics 2)	\$1,019	4	\$75	\$1,094
Jason Duff	Student Council – Grade 7 (Robotics 3)	\$1,019	4	\$75	\$1,094
Cathy Dawson	Literary Magazine	\$2,037	3	\$75	\$2,112
Joe Boucher	Grade 5 Leadership (Garden Club)	\$1,019	3	\$75	\$1,094
John Silverio	Robotics	\$612	5	\$150	\$762
Chris Hall	Outing Club	\$612	8	\$225	\$837
Susan Mathison	After School Games Grades 5/6	\$612	6	\$150	\$762
Nellie Dinger	After School Games Grades 5/6	\$612	6	\$150	\$762
David Ervin	MS Jazz Band	\$2,443	22	\$375	\$2,818
Sue Bissell	MS Club	\$612	6	\$150	\$762
Sarah Kuhn	MS Musical	\$1,019	2	\$0	\$1,019
Juliann Woodbury	MS Musical	\$1,019	1	\$0	\$1,019
Sunny Sadana	Outing Club	\$612	10	\$300	\$912
Ruth Gehling	MS Math Counts	\$2,037	19	\$375	\$2,412
Laurenne Ramsdell	MS News	\$1,019	1	\$0	\$1,019
Sue Jackson	MS Best Buddies 1/3	\$679	0	\$0	\$679
Michelle Vizzo	MS Best Buddies 1/3	\$679	0	\$0	\$679
Laurenne Ramsdell	MS Best Buddies 1/3	\$679	0	\$0	\$679

Jay Richard  
Principal  
ORMS



To: Dr. James Morse  
 From: Misty Lowe  
 Date: July 29, 2019  
 Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2019-2020 school year:

**Stipend Activities**

Name	Activity	Years	Stipend	Longevity	Total
Cathy Baker	Jump Rope Club Coordinator*	5	\$400	\$0	\$400
Cathy Baker	Running Club Coordinator* Fall/ Spring	2	\$400/\$400	\$0	\$800
Katherine Moore	Running Club Asst* Fall/Spring	0	\$200/\$200	\$0	\$400
Katherine Moore	Jump Rope Asst.* Winter	0	\$200	\$0	\$200
Pam Felber	Musical Director	18	\$1,009	\$375	\$1,384
Felicia Sperry	Musical Asst. Director	6	\$500	\$150	\$650
Erin Handwork	Musical Choreographer*	2	\$450	\$0	\$450
Susan Leifer	SciMon Coordinator*	1	\$400	\$0	\$400

\*Not on Schedule B as stipend position therefore not eligibility for longevity.



To: Dr. James Morse  
From: David Goldsmith  
Date: July 29, 2019  
Subject: Nomination for Stipend Activities

Please accept the following nominations for stipend activities for the 2019-2020 school year:

Name	Activity	Years	Stipend	Longevity	Total
Beth Struthers	Musical Director	9	\$1,019	\$300	\$1,319
Sarah Curtin	Science Program*	-	-	-	\$400

\*Stipend Activity not part of Schedule B.

Respectfully Submitted,

David Goldsmith  
Principal  
Moharimet School

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**August 7, 2019**

Title	Code
<b>Policies for First Read</b>	
Wellness	JLCF
Fiscal & Federal Monitoring & Management	DA
Expense Reimbursement/District & Federal Funds	DKC
Procurement - Subrecipient Monitoring and Management	D2
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion/Replacement</b>	

**As a reference the July 31, 2019 policy minutes are attached to this packet.**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCF
Wellness Committee Review: April 30, 2019 Policy Committee Review for: June 12, 2019 & <a href="#">July 31, 2019</a> <a href="#">School Board First Read: August 7, 2019</a>	Page 1 of 2

## Wellness Policy

### Overview

[In implementation of this policy](#) The Oyster River Cooperative School District (ORCSD) is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Oyster River Cooperative School District to:

- Engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.
- Provide all students in grades K-12 opportunities, support, and encouragement to be physically active on a regular basis.
- Ensure that foods and beverages sold or served to students by ORCSD will meet the nutrition recommendations of the [Dietary Guidelines for Americans](#).
- Ensure that qualified child nutrition professionals provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. Further, ORCSD will accommodate the health, religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- Participate in the available federal school meal programs, to the maximum extent possible, including the [School Breakfast Program](#), [National School Lunch Program](#) and other related programs
- Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity; and to establish linkages between health education, school meal programs, and related community services.
- Meet or exceed federal and local regulations as they relate to nutrition, physical activity, and wellness.
- [ORCSD is committed to sourcing local fresh foods to maximize nutritional value with an eye toward sustainability.](#)

ORCSD has taken into consideration our unique circumstances, challenges, and opportunities. Among the factors considered in the policy are socioeconomic status of the student body, school size, location, and presence of dual-language or limited-English students. A baseline assessment of schools' existing nutrition and physical activity environments was done. We are fortunate to have a well-educated public that supports the healthy development of its children. This district has been proactive with physical education and health education components that have met or exceeded the state guidelines for many years. Currently, the district's obesity percentage is below that of the [national average](#). We continue with a conscious effort to support and maintain a healthy environment for our students.

### Component #1: Goals for Nutrition Education

*ORCSD shall teach, encourage, support and model healthy eating habits for students.*

### Component #2: Goals for Physical Activity

*ORCSD shall teach, encourage, support, and model age appropriate physical activity.*

### Component #3: Nutrition Guidelines for Students

*To facilitate the adoption of healthier eating habits, ORCSD shall comply with the nutrition guidelines outlined in this policy.*



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCF
Wellness Committee Review: April 30, 2019 Policy Committee Review for: June 12, 2019 & <u>July 31, 2019</u> School Board First Read: August 7, 2019	Page 2 of 2

Component #4: School Environment

*The ORCSD shall educate students, employees to the important benefits of a healthy lifestyle. The district shall offer nutrition education to the community.*

Component #5: Implementation & Review of the Wellness Policy

*The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.*

Component #6: Local Fresh Food

*ORCSD is committed to sourcing local fresh foods to maximize nutritional value with an eye toward sustainability.*

Cross Reference: JLCF-R – Wellness Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DA
First Read School Board: May 15, 2013 Second Read/Adoption School Board: June 5, 2013 <a href="#">Policy Committee Review: July 31, 2019</a> <a href="#">School Board First Read: August 7, 2019</a>	Page 1 of 1 Category: Recommended

### FISCAL & FEDERAL MONITORING MANAGEMENT

The Oyster River Cooperative School Board recognizes the importance of thorough fiscal management in managing public [and federal](#) resources to achieve the goals of the educational plan of the district. The board will be vigilant in fulfilling its responsibilities to see that these funds are used wisely to achieve the purpose for which they are allocated.

[All fiscal transactions must be approved by the superintendent or designee who can attest that the expenditure is allowable and approved under the federal program. The superintendent or designee submits all required certifications.](#)

Through district management the plan seeks to achieve the following:

1. Engage in thorough advance planning to develop budgets and guide expenditures to achieve the greatest educational returns and the greatest contributions to the educational program.
2. Establish levels of funding which will provide high quality education for the students of the district.
3. Use the best available techniques and processes for budget development and management.
4. Provide timely and appropriate information to the Board and all staff with fiscal management responsibilities.
5. Establish and implement efficient procedures for accounting, audit, risk management, investing, purchasing delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Legal Reference: RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues  
RSA 32:5, Budget Preparation  
RSA 197:5-a, School Meetings and Officers: Budget

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DKC
School Board First Read: June 5, 2013 School Board Second Read/Adoption: June 19, 2013 Policy Committee Review: May 17, 2017 School Board First Read: May 17, 2017 School Board Second Read/Adoption: June 7, 2017 <a href="#">Policy Committee Review: July 31, 2019</a> <a href="#">School Board First Read: August 7, 2019</a>	Page 1 of 1 Category: Optional

EXPENSE REIMBURSEMENT DISTRICT AND FEDERAL FUNDS

Oyster River Cooperative School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved form and such supporting receipts as required.

The validity of payments for travel costs for all district employees and school officials shall be determined by the superintendent or designee.

Meals and Incidental Expenses shall be limited to a total of \$54.00 per day.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the current approved IRS rate.

In addition, for any costs that are charged directly to the federal award, the superintendent or designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

All travel outside New Hampshire must have the prior written approval of the Superintendent.

Cross Reference:

DJ – Purchasing

GCI – Professional Staff Development Opportunities and Re-imbursement Form

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D2
Draft to Policy Committee: July 31, 2019 School Board First Read: August 7, 2019	Page 1 of 7

## Procurement

The Oyster River Cooperative School District shall maintain the following information for procurement.

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase Policy DJ – Purchasing.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

**A. Competition:** All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D2
Draft to Policy Committee: July 31, 2019	Page 2 of 7
School Board First Read: August 7, 2019	

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

**B. Solicitation Language:** The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

**C. Procurement Methods:** The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
  - i. a complete, adequate, and realistic specification or purchase description is available;
  - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
  - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

- b. When sealed bids are used, the following requirements apply:
- i. Bids shall be solicited in accordance with the provisions of State law and Policy DJ. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
  - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
  - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
  - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
  - v. The Board reserves the right to reject any and all bids for sound documented reason.
  - vi. Bid protests shall be handled pursuant to the process set forth in D2, Paragraph I.

#### 4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

#### 5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D2
Draft to Policy Committee: July 31, 2019 School Board First Read: August 7, 2019	Page 4 of 7

**D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor**

**Surplus Area Firms:** The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

**E. Contract/Price Analysis:** The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

**F. Time and Materials Contracts:** The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract mean a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

**G. Suspension and Disbarment:** The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D2
Draft to Policy Committee: July 31, 2019 School Board First Read: August 7, 2019	Page 5 of 7

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov) (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Subpart C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under D2, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

#### **H. Additional Requirements for Procurement Contracts Using Federal Funds**

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D2
Draft to Policy Committee: July 31, 2019 School Board First Read: August 7, 2019	Page 6 of 7

**I. Bid Protest:** The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

**J. Maintenance of Procurement Records:** The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with Policy EHB – School Records Retention Policy.

### **Procurement Provisions Pertinent to Food Service Program**

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

**A. Mandatory Contract Clauses:** The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D2
Draft to Policy Committee: July 31, 2019 School Board First Read: August 7, 2019	Page 7 of 7

6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

**B. Contracts with Food Service Management Companies:** Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

Cross Reference: Policy D – Allowable Use of Funds

Policy DJ – Purchasing

Policy DGD – School District Credit Cards, Procurement Cards, or Other Purchasing Cards

Policy EHB – School District Record Retention

Policy Committee Meeting Minutes

Wednesday, July 31, 2019 @ 3:30 PM

Attendees: Denise Day, Brian Cisneros, Kenny Rotner, James Morse, Todd Allen, Sue Caswell

Visitors:

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

Jim explained that we are meeting for a second look at Policy JLCF – Wellness, with the revisions that were suggested at the last policy meeting. He also re-iterated that the majority of the policy was broken down and became the procedure. A copy of the revised procedure was passed out.

Kenny asked that for consistency we add as an additional component the language pertaining to the sourcing of local fresh food. It was agreed that a sixth component would be added at the end of the policy and it is ready for a first read.

Jim then stated that we needed to add three additional policies to the agenda for a Federal deadline. We had two of the policies already in place but needed to adjust the language to meet the Federal requirements, and the third policy was new, also due to Federal Requirements. He explained that all the School Districts throughout the State are all adopting these new policies.

Sue explained that there were five policies in total and that we have already adopted one new and revised the other.

Brian asked if these were just for accountability and questioned the approval process.

Jim stated that he approves anything over \$5,000 and Sue is responsible for the remainder. Todd stated that he approves the curriculum purchases.

Additional questions were asked and answered pertaining to the bidding process. Jim also stated that we have a separate bidding policy and procedure that we follow.

Brian asked if we also had a policy dealing with liquidating assets no longer needed or required. Jim answered in the affirmative.

Denise reviewed the suggest policy dates for the next year and asked if anyone had any questions.

No additional questions or comments.

Meeting ended at 3:45 PM – Next meeting September 11, 2019

Respectfully submitted,  
Wendy L. DiFruscio for  
Superintendent Morse