

**Oyster River Cooperative School District
REGULAR MEETING**

October 24, 2018

OR 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

Presentation from ORMS 6th Graders

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 10/10/18 regular 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

- Use Agreements:
 - Growing Places, Live & Learn, ORYA
- MS Visioning
- Indoor Track

C. Business Administrator

- Barrington Tuition Rate

D. Student Senate Report

E. Other: SHAPE Results -Heather Machanoff/Ryan Long
Safety Audit -David Goldsmith – Moharimet
Safety Audit - Suzanne Filippone – ORHS

VII. DISCUSSION ITEM

- Orchard Drive

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve Mast Way Activity Stipend.
- Motion to approve List of Polices for first read JICFA - Student Hazing EHAA – Computer Security, E-Mail and Internet Communications, IHBG – Home Education.

IX. SCHOOL BOARD COMMITTEE UPDATES

A. Manifest Reviewed and Approved by Manifest Subcommittee.

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

A. Future meeting dates: 11/7/18 – Regular Meeting – ORHS – Library – 7:00 PM
11/8/18 – Board Budget Workshop – Lee Safety Complex – 8:00 AM
11/14/18 – Regular Meeting – Mast Way School – 7:00 PM
11/28/18 – Manifest/Budget Workshop – ORHS – Library - 6:30/7:00 PM

XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If needed}

NON-MEETING SESSION: RSA 91A: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: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2018 - 2021 |
| • Daniel Klein | Term on Board: 2018 - 2021 |

Information Regarding Nonpublic Session

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

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

**Oyster River Cooperative School District
Regular Meeting**

October 10, 2018

Oyster River High School

7:00 p.m.

DRAFT

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

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

There was one member of the public present.

CALL TO ORDER: By Tom Newkirk at 7:00 p.m.
Tom Newkirk announced the passing of Joe Murdock former Oyster River
School Board Chair. His passing is deeply noted.

Superintendent Morse mentioned the passing of Andrew Smith who has done
such a great job for us with advocacy with both adults and students.

III. PUBLIC COMMENTS:

None

WORKSHOP:

Introduction of Bauen Corporation – Construction Manager:
Andre Kloetz Project Manager with Ron Lamarre leading the project
Lavallee Brensinger Architects: Leigh Sherwood Designer and Anne Ketterer
Project Manager

Overview of Proposed Middle School:

Ron Lamarre has done 16 middle schools and their office is in Manchester.
Anne Ketterer detailed that they will be working with all three towns and
engaging with the community to listen, plan and to refine. Once they have all
the data gathered, they will share the vision in a variety of ways including
social media, video, graphics and images.

Concept design process:

Kick off

Analyze

Vision defining the mission

Plan: the building should support all ideas and needs
Create, Refine, Roll out

Sustainability:

Energy modeling, Glazing and envelope, HVAC, Daylighting performance, Site orientation, Lighting, Water use

Its all about return on investment. What is the balance of investment you are putting in to the value you are getting back is key.

Quality Assurance:

Design, Quality documents, Cost control, Project review, Construction, administration

Materials Options and Selection:

Durability, Flexibility, Sustainability

Education is the catalyst for this project.

Education Planning and Sustainability with community connections will equal success.

Middle School is about change. They become a special place in a child's education. To design a safe welcoming environment, small learning communities, flexible classrooms, STEM/Maker spaces, community use

Andre Kloetz of Bauen detailed that construction management is performed by a high experienced professional contracted by the owner to become a member of the construction team prior to the design development phase.

True construction managers do not perform any of the work in the contract. The Construction Manager provides critical costing of materials and systems plus scheduling and quality control

Process and deliverables:

Develop an initial budget for review by architect and owner

Develop a maximum price GMPS of construction long before construction bid documents are completed

Three options (Estimate):

New on existing site 109 weeks 136,600 sf new
\$46,077,684 open 2022

New on Goss site 109 weeks plus one year 136,600 sf new
\$48,779,716 open 2023

Add/reno project 156 weeks 106,600 sf new, 46,600 sf reno
\$50,964,449 open 2023
This option would lose the option of having a playing field on the property.

Brian Cisneros asked if students are incorporated into the learning process. Ron said yes if it is done on the existing site they will be able to see the entire process. They will also be looking for feedback from the students. The students should be able to look at the facility and see how it comes together. Andre has each student go through the construction site in a supervised manner. They also enjoy going into the classrooms and talk about how to calculate concrete and see how it is used in the process.

Denise Day asked about the process to determine if they can build new on the existing site. When they renovated last time, they discovered ledge and the gym wasn't put where they originally wanted. The first thing they do is to have a site survey, do some drill borings to determine how deep the ledge is. There are ways to work with ledge.

Tom Newkirk talked of having a first-class performance space at the school. They would meet with the program leaders to determine what they are looking for. This could be a stand alone space connected to the building. There is also a possibility of an intimate space that seats 300 and can open up to 1000.

Kenny Rotner feels that the real possibilities are either building new on site or building off site. Kenny referenced the advantage of kids being able to bike to school and see the project grow with the on-site possibility. The proximity to the high school is also a value. Outside of the numbers, we know that on site is compact and that off site has more room. What could we possibly get with the more room of the off-site. There would be more room for fields and parking, but there would also be more busing needed.

Al Howland mentioned that one of the many problems with the current site is the traffic pattern. Traffic backs up along Bagdad and along Madbury Road. How would that change with the new building on the same site? And how would that change with the new site? By removing the existing school, it opens up the front yard. They would like to do an in-depth traffic study from a vehicular and pedestrian point of view.

Would the Goss site increase the busing costs? Superintendent Morse said yes, it is a remote site and it means that more kids will be transported on buses.

They intend to ask the teachers, parents and students what they like most about their school and what they would like to see in a new school. Michael Williams asked when are they going to hear the results of the inputs. They are going to be setting up a schedule and reporting back. Kenny Rotner asked if they can broaden the outreach to citizens in the community that don't have kids in the schools? They will have ideas on how to add to the design. They will be having evening meetings in each town to reach out to the folks.

Tom Newkirk feels that the Board needs to decide which site for the school and that is something to vote on at the next meeting. Dan Klein feels that a big concern is gaining the voter approval and losing site of the community's understanding of why we are doing this project. A cost analysis of what it costs to maintain the middle school now and compare it to the cost of a new school per square foot.

The Board thanked them for their presentation this evening and answering their questions.

Abridged Regular Meeting:

IV. Motion to approve the public minutes of 09/26/18:

Denise Day moved to approve the public minutes of 9/26/18 with the following revision, 2nd by Brian Cisneros.

Revision: Page 5 add at the end "This should have been a non-meeting because it was a negotiations session"

Motion passed 5-1-1 with Michael Williams opposing and Al Howland abstaining. The Student Representative voted in the affirmative.

Kenny Rotner moved to approve nonpublic meeting minutes, 2nd by Denise Day. Motion passed 6-0-1 with Al Howland abstaining.

VI. DISTRICT REPORTS:

B. Superintendent's Report:

Superintendent Morse presented the October 1 enrollment numbers. There are a total of 2162 resident and tuition students in the District. There are 365 students at Mast Way, 316 students at Moharimet, 669 students at the Middle School, and 812 students at the High School.

Hiring of Athletic Director Administrative Support: Superintendent Morse reported that Stacy Libby has been hired to fill the Administrative Support position to the Athletic Director. She holds a master's degree in Recreation Management.

VIII. ACTIONS:

A. Superintendent Action: None

B. Board Action Items:

Motion to approve Catherine Plourde as Affirmative Action Officer: Al Howland moved to approve Catherine Plourde as Affirmative Action Officer, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve Moharimet Activity Stipend: Brian Cisneros moved to approve the following Moharimet Activity Stipend, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Sarah Curtin SciFri Coordinator \$400

IX. SCHOOL BOARD COMMITTEE UPDATES:

Kenny Rotner mentioned that the Manifest Committee met today at 6:30PM and approved the following manifests:

Payroll Manifest #7: \$1,144,384.88

Vendor Manifest #8: \$600,480.83

Denise Day reported that the Policy Committee met today, and they will have some first readings for the next Board meeting.

Superintendent Morse reported that the Public Meeting is next Tuesday at the high school regarding the Orchard Drive Property. He is looking forward to meeting with community members.

Al Howland asked about attending a student senate meeting. It is a great opportunity to hear their concerns and opinions. Patty Anderson agreed that this is a great idea and will get back to them with dates.

X. PUBLIC COMMENTS:

None

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

10/24/18 Regular Meeting at the ORHS Library

11/7/18 Regular Meeting at the ORHS Library

11/8/18 Board Budget Workshop – Lee Safety Complex 8:00 a.m.

NON-PUBLIC SESSION: RSA 91-A:3 II (if needed)

NON-MEETING SESSION: RSA 91-A:2 (if needed)

ADJOURNMENT:

Al Howland moved to adjourn the meeting at 8:55 p.m., 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

To: Oyster River School Board
 Dr. James Morse, Superintendent

From: Sue Caswell, Business Administrator

Date: October 24, 2018

Subject: Barrington Tuition Rate for 2019-20

The Tuition Agreement we have with the Barrington School District requires that we notify them on or before October 1 of each year the tuition rate for the next succeeding year. The current rate is \$16,493. The new rate is determined by the percentage change of the actual difference in appropriation operating cost of the Oyster River High School in the prior fiscal year. We have calculated the percentage change to be 1.92%. Therefore, the tuition rate for Barrington students for the 2019-20 school year will be \$16,810. The details of this calculation are:

Barrington Tuition calculation				
Data from MS 22 forms				
	FY 2016	FY 2017	FY 2018	FY 2019
Function	High School	High School	High School	High School
Regular Programs	5,694,560	5,953,558	6,473,488	6,538,332
Special Programs	2,303,427	2,321,348	2,471,686	2,380,665
Vocational Programs	31,000	31,000	17,300	17,236
Other Programs	512,732	533,819	539,740	543,968
Student Support Services	1,115,906	1,131,466	1,329,215	1,497,548
Instructional Staff Service	298,629	305,667	295,837	303,698
School Board	40,517	46,436	47,364	47,179
Other Executive Admin	406,949	428,552	447,500	455,918
School Admin Services	587,785	621,463	639,096	656,750
Business	208,220	202,100	216,474	223,731
PPO & M	1,559,395	1,846,484	1,742,946	1,782,264
Support Services	384,518	420,559	449,490	488,792
	13,143,638	13,842,452	14,670,136	14,936,081
		5.32%	5.98%	1.92%
	14,776	15,562	16,493	16,810
	FY 2017 Tuition	FY 2018 Tuition	FY 2019 Tuition	FY 2020 Tuition

SCHOOL HEALTH ASSESSMENT AND PERFORMANCE EVALUATION (SHAPE)

K-12 Mental Health Self-Assessment

MENTAL HEALTH IN SCHOOL

- Increased focus on mental health awareness nationally
 - Increased awareness locally
 - 1 in 5 students lives with a mental health condition
 - Less than half are diagnosed or treated (35%)
 - 50% of adults with mental health condition developed symptoms before age 14
 - 75% developed symptoms before age 24
 - Cultural shift in expectation for schools for provide mental health supports and services
- Anxiety/Nervousness/Phobias
 - Attention/Concentration/Hyperactivity
 - Bullying
 - Depression/Sadness/Suicide
 - Disordered Eating
 - Environmental Stressors (housing, food, etc.)
 - Grief/Loss/Bereavement
 - Oppositional or Conduct Problems/Anger
 - Psychosis (hallucinations, delusions)
 - Social and Emotional Skills/Character Dev.
 - Substance Use
 - Transitions (separation/divorce, moving)
 - Trauma/PTSD/Abuse/Neglect/Exposure to Violence

SELF ASSESSMENT

Quality Domains

- Teaming
- Data-Driven Decision Making
- Evidence-Based Services and Supports
- Evidence-Based Implementation
- Needs Assessment and Resource-Mapping Process

Other Performance Domains

- Number of Students Screened
- Number of Students Receiving Mental Health Services

MULTITIERED
SYSTEM
OF STUDENT
SUPPORT

QUALITY DOMAINS

MASTERY

Composite Score

PROGRESSING

Composite Score

3.33 ● Evidence-Based Implementation

3.20 ● Teaming

EMERGING

Composite Score

2.50 ● Evidence-Based Services and Supports

1.80 ● Data Driven Decision Making

1.50 ● Needs Assessment/Resource Mapping

OTHER PERFORMANCE DOMAINS

Overall Score

0% ● Students Screened

24% ● Received School Mental Health Services

STRATEGIC PLANNING

- Strategic planning at district level to include MTSS improvements
- Strategic plans for each school's MTSS systems aligned with needs based on SHAPE results
- Formal MTSS processes including mental health in place in the next 5 years
- Ongoing self-assessment process using SHAPE each year to monitor progress and assess needs

TEAMING

- Data teams at each school are making adjustments to team make up and processes
- Including mental health professionals on MTSS teams at each building
- Developing data analysis procedures for existing data (attendance, grades, nurse visits, etc...)
- Implementing or piloting school-wide screening measures for SEL
- Developing cut points for risk to identify students in need
- Developing process for progress monitoring after interventions
- Developing process for including parents in process

DATA DRIVEN DECISION MAKING

- Elementary will begin using Devereux Strengths Assessment (DESSA) 2018-2019 school-wide to screen for social/emotional competencies
- Middle school will pilot DESSA in 2018-2019
- High school will pilot DESSA high school version in 2018-2019
- All school teams will investigate additional screening measures for Trauma and Mental Health in 2018-2019
- All schools working with MTSS consultant on improving use of data for identification and progress monitoring
- District-wide Data will become more reliable for reporting to community

EVIDENCE-BASED SERVICES AND SUPPORTS

- Elementary schools are piloting and implementing evidence-based programming for SEL (Open Circle)
- Middle school is investigating SEL evidence-based curriculum for 5-8
- Middle school implementing Signs of Suicide (SOS) for 7th/8th grade and
 - mental health awareness units embedded within Health curriculum
- High school is incorporating additional evidence-based programs at the tier I level
 - Improvements to Advisory Curriculum
 - Sexual/Dating Violence Prevention (Bringing in Bystander)
 - Suicide Prevention (SOS and Connect Suicide Prevention)
 - Psychological First Aid training
 - Connect Suicide Prevention Gatekeeper Training for community & staff
 - Youth Mental Health First Aid (YMHFA) for community & staff again in 2019

EVIDENCE-BASED SERVICES AND SUPPORTS

- Professional development was provided to counselors for Cognitive-Behavior Therapy in schools (tier 2 and 3)
- SEL curriculum programs offer small group instruction for tier 2 support
- High school schedule allows for small-group SEL programming during flex such as mental health educational groups, mindfulness, stress management, social skills, and study skills (tier 2)
- Student-driven programming (Student Mental Health Wellness Committee)
- As data informs needs, additional programming will be developed

EVIDENCE-BASED SERVICES AND SUPPORTS

- Tier 3 programming to include cognitive-behavior solution-focused approaches
- Community Partners providing mental health counseling in all schools by 2019
- Licensed Alcohol and Drug Counselor at high school
- Analysis of counselor capacity – students accessing counseling services
- School-wide screening and improvements to MTSS risk data may show additional needs for counseling services, particularly for students not already identified in Special Education

MOVING FORWARD

- SHAPE self-assessment will be conducted at the end of each school year
- SHAPE results will become more informative as data improves
- Needs assessment and resource mapping will be part of MTSS processes at each school
- District level data team will analyze data across schools using a formalized process
- Strategic plans were designed to improve components of MTSS for mental health K-12 each year



Moharimet School
11 Lee Road, Madbury, New Hampshire 03823 • 603-742-2900

August 17, 2018

To: Dr. Morse
From: Principal David Goldsmith
Re: Executive Summary of Homeland Security Report

Dr. Morse,

The State of New Hampshire Department of Safety's Homeland Security and Emergency Management Department conducted a voluntary assessment of Moharimet Elementary School on July 20, 2018. Sean Heichlinger, from Homeland Security, met with me, Sue Caswell, Jamie Pageau, and Madbury Police and Fire. The assessment included a meeting to discuss the school building and our safety procedures, as well as a walking tour of the building internally and externally.

The report provides recommendations in three categories: surveillance, access control, and emergency alerting. In each category the report notes what we already have in place and then, if necessary, any recommended changes or additions.

Overall the report speaks to three needs. First, a collaborative relationship between the school system and all public safety departments. This starts with Madbury Police and Fire, but because of the part-time nature of the departments, should include Durham, Lee, and the University of New Hampshire as well. Secondly, some changes to our current systems, such as additional cameras, changes to hinges and/or locking systems, and increased signage would increase the reach of our safety program. Thirdly, redesign the school's entrance to include a secure vestibule with two sets of locking doors and a service window connected to the office.

Surveillance:

Moharimet is commended for having surveillance cameras both internally and externally. The report makes two recommendations:

- 1) Conducting an audit of the cameras to make sure that the office has access to all hallways and common areas and outside locations. Currently we have views to most common areas and hallways, and we have views to most exterior doors and parts of the playground/field area. It is recommended that we work with Madbury Police to determine the most effective placements of cameras.
- 2) Rearranging camera access in the office so that visitors cannot see the video and providing access to the camera video at all administrative personnel desks.

Access Control:

The recommendations focusing on how the school controls access to the building can be grouped into two categories: minor changes to existing procedures and major facility upgrades.

Minor changes: Require all vendors to sign-in at the office even if only working outside, increase signage for the main entrance, always require all staff to wear their badges on lanyards, lock

the roof hatch for the gymnasium storage loft, and reconfigure some exterior door handles and hinges to deter outside entry to the school.

Major Changes: 1) Create a new entrance. Moharimet does not have a secure vestibule with which to welcome visitors. Creating a vestibule, with two sets of secured doors and a service window to the office, would allow visitors to talk with the office, and if appropriate, gain entrance to the rest of the school in a safe and controlled manner. In addition, should there be a reason to keep a visitor out of the school, that could be done in a secured environment. Currently, once a visitor is buzzed through the exterior door, the visitor has access to the entire school and must cross the main hallway to enter the office. 2) Create a barrier system to prohibit vehicles from gaining access to the school or blocking exits.

Emergency Alerting:

The recommendations can be grouped into two categories: collaborative procedures and facility upgrades.

Collaborative procedures: Work with local police and fire to establish a communication plan during an emergency, develop “canned” messages to release in cases of emergency, and include police and fire to the school’s mass communication system

Facility upgrades: Work with Madbury Police to discuss the pros and cons of using a panic alarm in the building, work with public safety to label all exterior windows and doors in an organized fashion, install alarms on all emergency exit and exit only doors.

Thank you,

David Goldsmith

OYSTER RIVER HIGH SCHOOL

Suzanne Filippone
PRINCIPAL

Misty Lowe
ASSISTANT DIRECTOR
STUDENT SERVICES

Michael McCann
DEAN OF STUDENTS

Heather Machanoff
DIRECTOR OF COUNSELING

Mark Milliken
DEAN OF FACULTY

Andrew Lathrop
ATHLETIC DIRECTOR

To: Dr. James Morse
From: Principal Suzanne Filippone
Re: Executive Summary of Homeland Security Report

Dear Dr. Morse,

The State of New Hampshire Department of Safety's Homeland Security and Emergency Management Department conducted a voluntary assessment at Oyster River High School on August 7, 2018. Sean Heichlinger, from Homeland Security, met with me, Todd Allen, Jamie Pageau, Matt Wilder (from the Durham Fire Department), Holly Malasky (from the Durham Police Department). The assessment included a meeting to discuss the school building and our safety procedures, as well as a walking tour of the building internally and externally.

The report included recommendations to improve the overall school security and safety.

1. Surveillance – Audit the coverage of the camera's and install additional cameras to ensure adequate surveillance. Consider consulting with the Durham PD and SAU to determine the most appropriate placement and viewing angles.
 - a. All stairwells
 - b. All exterior doors
 - c. All common areas
2. Access Control -
 - Minor Changes
 - a. Consider having teachers and staff provide supervision at entrances/exits of the building in the morning and afternoon. All others entering throughout the school day, including PEP, should be using the main entrance.
 - b. Consider creating a school policy where all staff members, visitors and service providers (including contractors) are always required to wear badges. Consider collecting all keys at the close of the school year.
 - c. Consider reducing the size of the glass on classroom doors or reinforcing glass with safety/security film
 - d. Place arrows above the lock inside classrooms so it is clear which way the key must be turned to lock the door.
 - e. Review exterior doors hinges and external opening hardware is removed. Consider removing at least one of the double D type of handles on exterior doors. Identify any ways someone may gain access into the school building (roof access, window access, doors locked from the inside) and makes sure they are secure.
 - f. Consider purchasing more radios so that all teachers leaving the building with students can maintain communication with the main office.
 - g. Continue collaboration with the Durham PD about using a “panic alarm”.

OYSTER RIVER HIGH SCHOOL

Suzanne Filippone
PRINCIPAL

Misty Lowe
ASSISTANT DIRECTOR
STUDENT SERVICES

Michael McCann
DEAN OF STUDENTS

Heather Machanoff
DIRECTOR OF COUNSELING

Mark Milliken
DEAN OF FACULTY

Andrew Lathrop
ATHLETIC DIRECTOR

Major Changes:

- h. Upgrade school's main entrance area to create two sets of doors which would be locked in order to form a secure vestibule. *See attached.* This would create no physical contact with the front office staff with the majority of visitors. This would also allow for a safe way to assess a visitor's intentions while the visitor is in the secure vestibule.
- i. Consider installing barrier systems to prohibit vehicles from crashing through exposed doors.
- j. Consider examining the exterior of the building to determine where an individual could access the roof from the outside.
- k. Consider replacing ground level windows made with tempered glass to ones made of reinforced glass or adding security film to existing glass.

Emergency Alerting -

- a. Install exterior speakers.
- b. Consider purchasing more radios so that all teachers leaving the building with students can maintain communication with the main office.
- c. Coordinate with local emergency responders and share EOP
- d. Consider working with SAU-5 and the Durham emergency management director to develop some "canned" messages that the school can get released quickly in case of an emergency.
- e. Audit and test phone regularly to ensure they can contact emergency responders.

In the executive summary it was also suggested that we work with emergency responders to participate in drills and exercises. This type of collaborative work creates trust and facility familiarity.

Suzanne Filippone
ORHS Principal

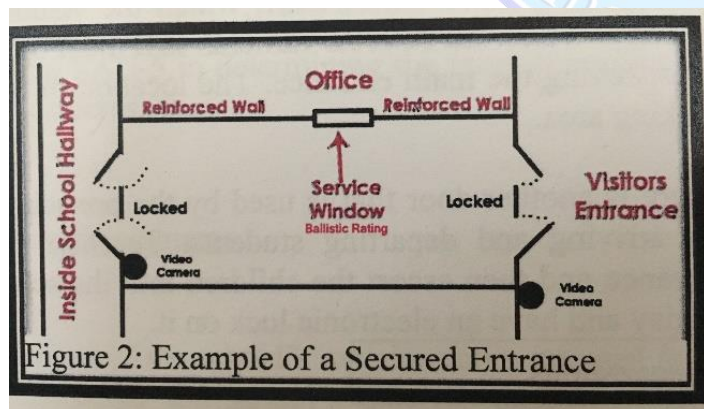


Figure 2: Example of a Secured Entrance



To: Dr. James Morse
From: Carrie Vaich
Date: October 15, 2018
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2018-2019 school year:

Stipend Activities

Name	Activity	Stipend	Longevity	Total
Katherine Moore	Running Club Assistant Fall/ Spring	\$400		\$400

Respectfully Submitted,

Carrie Vaich

Principal
Mast Way School

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
October 24, 2018**

Title	Code
Policies for First Read	
Student Hazing	JICFA
Computer Security, E-Mail and Internet Communications	EHAA
Home Education	IHBG
Policies for Second Read/Adoption	
Policies for Deletion	

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICFA
Date of First Reading SB – July 1, 2009 Date of Adoption: August 5, 2009 <u>Policy Committee Review: October 10, 2018</u> <u>School Board First Read: October 24, 2018</u>	Page 1 of 2 <u>Category: Priority</u>

STUDENT HAZING

New Hampshire law defines student hazing as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.” Examples of hazing include, but are not limited to, any activities involving participants in school, co-curricular or athletic programs intended as an “initiation,” “rite of passage” or “test” of participants, such as a dare or an order to perform a humiliating, dangerous or illegal act, or any other conduct that has the effect of intimidating, degrading, or physically or psychologically harming the participants.

For the purposes of this policy, the term “organization” includes any association, society, athletic group, club, service group, or other similar groups whose members are or include students, operating at or in conjunction with the Oyster River Cooperative School District.

The Oyster River Cooperative School District prohibits student hazing in connection with any school-sponsored or sanctioned program, activity, or organization, as well as formation of or membership in any secret organization in any way related to such programs and activities.

It is the policy of the Board that **injurious** hazing activities of any type, either on or off school property, by any student, school employee, group or organization are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing activities. Students and employees who participate in or have knowledge of any hazing activities are required to make a report to the Superintendent or a building administrator.

Persons not associated with the district who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, school employees, and students who fail to abide by this policy may be subject to disciplinary action. For students, this may include suspension, expulsion or other appropriate measures. For employees, this may mean disciplinary action up to and including termination of employment, consistent with the terms of any applicable collective bargaining agreement. In the case of an organization affiliated with the district which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the district.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. All hazing incidents which come to the attention of the district shall be promptly reported to the appropriate law enforcement authorities, as required by RSA 631:7 which makes it a misdemeanor for the District to knowingly permit or condone student hazing, to fail to take measures to prevent hazing, or to fail to report hazing to law enforcement which has been reported to the District or of which the District otherwise has knowledge.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICFA
Date of First Reading School Board – July 1, 2009 Date of Adoption – August 5, 2009 <u>Policy Committee Review: October 10, 2018</u> <u>School Board First Read: October 24, 2018</u>	Page 2 of 2

The Superintendent is responsible for administering this policy and may delegate specific responsibilities as he/she deems appropriate. This policy shall be included in all district handbooks, on the district website, or otherwise distributed to all school employees and students.

Legal Reference: NH RSA 631:7 (Hazing)
NH Code Admin. R. Ed. 306.04 (7)

Cross Reference: ~~ACAA—Harassment and Sexual Harassment of Students~~
~~ACAB—Harassment and Sexual Harassment of Employees~~
~~JBC—Pupil Safety and Violence Prevention~~

JBAA/R – Sexual Harassment and Violence – Students/Procedure
GBAA/R – Sexual Harassment – Employee/Staff/Procedure
JICK/R/R1 – Pupil Safety – Bullying – Cyberbullying/Procedure/Form

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAA
<u>Policy Committee Review: October 10, 2018</u> <u>School Board First Read: October 24, 2018</u>	<u>Page 1 of 2</u> <u>Category: Priority</u>

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

The Oyster River Cooperative School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, at the direction of the superintendent, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
- ~~8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.~~
98. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAA
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~~109~~. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

~~110~~. The District has the authority to terminate or limit access to any program at any time.

~~121~~. Personal ~~disks~~ storage devices cannot be used on the system unless pre-authorized by the computer coordinator.

~~1312~~. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law.

Legal References:

- RSA 189:68-a, Student Online Personal Information
- RSA 194:3-d, School District Computer Networks

Cross Reference:

- BEAB – School Board Use of Electronic Communication Devices
- BHE – School Board Use of Email
- EDCA – Employee Use of Cell Phones and Other Electronic Devices
- GBEF & R – School District Internet Access for Staff & Procedure
- JICL & R – Student Computer and Internet Use & Procedure

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: IHBG</u>
<u>Date of adoption: January 3, 2007</u>	<u>Page 1 of 3</u>
<u>Policy Committee Review: October 10, 2018</u>	<u>Category: Recommended</u>
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Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six (6) and eighteen (18) years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District.

A. Notices Required for Commencement of Home Education Program.

1. Notice for Students Withdrawing from District.

State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the Oyster River Cooperative School District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone or in writing, at the parent/guardian's election.

2. Written Notice of Program Required.

In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program either (at the parent/guardian's election) to the New Hampshire Department of Education, the Superintendent of the resident district, or to any non-public school principal.

The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.

Upon request, the Superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.

3. No Annual Notice Required.

Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.

B. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements. Some of the evaluation options available to parents/guardians under that statute and rules can involve District/Superintendent assistance, including, for instance, any state student assessment used by the District, or any other "valid" measurement tool mutually agreed upon by the parent/guardian and the Superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: IHBG</u>
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Parents/guardians seeking to utilize evaluation services through the Superintendent, should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

No fee will be required by the District when a parent uses evaluation services provided by the District.

C. Records.

The District shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the Superintendent shall maintain a list of all home education programs for which the Superintendent, as participating agency, has received notice. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom programs were established.

RSA 193-A:6, I - requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for 2 years from the date of the ending of the instruction.

For evaluations which are not provided by the District, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III.

D. Re-enrollment into the School District.

Parents/Guardians deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements and are subject to the same appeal process.

Parents/Guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home-schooling level of achievement and the scope and sequence of the District's curriculum.

All students are subject to same age, performance and prerequisite standards for admission to courses and co-curricular activities and are to maintain district/school standards to include but not limited to behavior, attendance, and class performance for purposes of grading and credit issuance. For courses requiring prerequisites, student will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. School personnel will discuss with parents' alternative ways to demonstrate achievement. Final determination of qualifications to enroll will be made by the building principal.

E. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the State to be eligible for a certificate or diploma.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: IHBG</u>
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F. Participation in school curricular and co/extra-curricular activities.

Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in District curricular and co/extra-curricular programs established consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.

Legal References:

RSA 193-A, Home Education
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
RSA 193:1-a, Dual Enrollment
RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils
NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

Policy Committee Meeting Minutes

Wednesday, October 10, 2018 @ 3:30 PM

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

Visitors: Catherine Plourde

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

Dr. Morse opened the meeting stating that Policy JLF – Reporting Child Abuse or Neglect needs revising due to changes in the law, and that Catherine Plourde would update the committee on those changes. Catherine explained that she has provided the committee with not only the State of NH guidelines for this, but three different school district's policy for comparison.

Jim asked if Catherine had a preference as to which policy we should go with. She stated that all three were good examples and any of them would work.

The committee reviewed the existing policy as well as the other school districts. Questions were asked, and suggestions made as to which policy would best fit the needs of the District. Additional discussion ensued, and Jim asked Catherine to take the existing policy and combine various sections of the others into one cohesive policy for our use.

This policy has been placed on hold until the November 7, meeting where Catherine will present the draft version for policy committee review.

Catherine left the meeting at 3:45.

Policy JICFA -Student Hazing. This policy was compared to the NHSBA version. It was decided to keep the existing policy but remove some existing language and incorporate language from the NHSBA policy into the existing policy. This will go for a first read at the next School Board meeting.

Policy EHAA – Computer Security, E-Mail and Internet Communications – This is a required policy that the District needs to adopt. A few deletions were suggested as well as addition of clarifying language and cross references to other District policies be added. This policy is ready for a first read.

Policy IHBG – Home Education. The District policy has not been reviewed since 2007. The laws have changed pertaining to Home Schooling and it was decided to adopt the NHSBA version as it clarified the state statutes and administrative regulations. This policy is ready for a first read.

Denise Day will report out to the Board the results of this meeting.

A brief discussion followed.

Meeting ended at 4:30 PM – Next meeting November 7, 2018 moved from November 14 date.

Respectfully submitted,
Wendy L. DiFruscio