

**Oyster River Cooperative School District
REGULAR MEETING**

November 15, 2017

OR High School Library

7:00 PM

- o. CALL TO ORDER (7:00 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve 11/01/17 regular meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - Competency Reporting with Jay Richard
 - B. Superintendent's Report**
 - UNH Early College
 - Strategic Plan
 - C. Business Administrator**
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
 - Siemens Lease
 - Budget FY19
 - Football Cooperative
 - Superintendent Self Evaluation
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Item**
 - Motion to approve Siemens Lease
 - Motion on Cooperative Football.
 - Motion to approve ORHS/MS Winter Coaches and Volunteers
 - Motion to approve List of Policies for first read: AC- Nondiscrimination, JICK – Bullying/Cyberbullying, JLCE – Emergency Care and First Aid, GBCD – Background Investigation and Criminal Records Check
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 11/29/17 – Board Manifest Meeting – SAU Office 5:30 PM and Budget Workshop ORHS Library 7:00 PM
12/6/17 – Regular Meeting – ORHS Library
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II (a)**
 - Superintendent Evaluation**NON-MEETING SESSION: RSA 91-A2 I {If needed}**
- XIII. ADJOURNMENT:**

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

Respectfully submitted,
Superintendent

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: 2015 – 2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day, Vice-Chair | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

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

November 1, 2017

OR Middle School Library

7:00 p.m.

SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Kenny Rotner, Dan Klein, and Al Howland Not Present: Michael Williams
Student Representative: H.J. Wilson

ADMINISTRATORS: Sue Caswell, Todd Allen, Superintendent Morse, David Goldsmith, Jim Roczyki, and Carrie Vaich

There were 17 members of the public present.

I. CALL TO ORDER:

APPROVAL OF MANIFESTS:

Payroll Manifests #8 \$1,276,040.09

Vendor Manifest #8 \$218,625.76

II. APPROVAL OF AGENDA:

Revisions: Kenny Rotner moved to put the cooperative football to the discussion section, and move the phone policy to the discussion items, 2nd by Denise Day. Motion passed 6-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS:

Keith O'Brien of Lee is here tonight with a coalition of parents who are concerned about the cell phone policy. He observed lunch at the middle school recently. There is a growing amount of evidence with too much screen time. He has sent the Board the studies and hopes the Board takes action on this matter.

David Sietz of Durham reported that research has shown addiction to social media and their phone. It is creating anxiety. He is asking the Board to be the voice and to have no devices during school hours at the middle school. He also encouraged the Board to teach an etiquette class on how to use technology.

John Jones is here to speak in favor of a cooperative football agreement between Portsmouth and Oyster River. They are new to the District and are in favor of such an agreement and is asking the Board to give it full consideration.

Krista Butts of Lee reported that there are 19 eighth graders on the football team this year. 18 out of 19 students are multi-sport students in the District. These are great kids and she supports the cooperative agreement.

Tom Haines is a parent in the District who spoke regarding the cell phone policy in the District. We are only beginning to know the impact this technology is having on our society. He supports the initiative to stop the cell phone use at the schools in the District. It is distracting.

Seth Fiermonti of Durham supports the elimination of cell phones at the middle school during school hours. He requests that the school board adds this to a future agenda.

Liz Phillips of Durham spoke regarding the cell phone policy. When used during the school day this provides distractions and anxiety.

Heidi Bogle lives in Durham and is asking the School Board to review and prohibit the use of cell phone on school grounds during the day.

Iago Hale has two children in the District and strongly urged the Board to reconsider the use of the cell phones and consider a new policy.

Tom Weber has two children in the District and spoke about the cell phone policy in the District. He wants to make sure that they use the technology in a responsible way. He would like cell phones not to be seen at all in the Middle School.

Derek Sowers of Durham echoed the comments as mentioned by other members of the public earlier this evening. He thinks that cell phones are distracting, the effects of the over use of these devices in the Middle School, and cell phones creates the culture of the have and have nots.

Aaron Hubbell of Durham talked about the cell phone policy including social exclusion. He asked the Board to make a sensible cell phone policy.

Michelle Nathan is a parent of two children in the District and is in support of a cooperative football team with Portsmouth. Although football has its risks it is not significantly higher than other sports. Football is one of the few things that has pulled her son away from devices and get involved.

Robert Barth of Lee spoke against cooperative football. A copy of his letter will be included in public correspondences.

Serena Beauchesne has a child in the District and is in support of the cooperative agreement with Portsmouth and is encouraging the Board to move forward on this.

Brenda Worden of Lee thanked the Board for the diversity forum. She was appreciative of the live stream. There have been numerous incidences that have been brought to the attention for years without anything being done. We cannot change what we don't acknowledge. There are significant areas where there are opportunities for growth. She encouraged the Board to reevaluate the Transportation Director's salary to ensure that it is in line with all her responsibilities. She also believes that the Unified Coaching positions should be paid and not volunteer.

IV. APPROVAL OF MINUTES: Motion to approve 10/18/17 regular meeting minutes:

Al Howland moved to approve the minutes of October 18th, 2nd by Denise Day. Motion passed 6-0 with the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS, and COMMENTS:

A. District: Carrie Vaich of Mast Way and David Goldsmith of Moharimet reported that the PTOs have been working a lot together which has been great. They thanked all the parents and guardians for all their help with school this morning. Kate Mesner, a visiting author, is coming to both schools in the upcoming weeks.

B. Board: Denise Day was impressed with One Flew Over the Cuckoo's Nest at the High School. It was very well done. She thanked the community members and parents who have been writing letters to share their thoughts about a variety of issues. It's great to hear their thoughts.

Kenny Rotner echoed Denise's sentiment about community members coming forward. He also thanked Doris Demers for putting together the community Dinner before the Diversity Forum. He also thanked Jim Rozycki for moving on an initiative for additional solar panels.

Dan Klein feels that the community input is invaluable. One of the ideas that has been put forth recently is Blizzard Bags. He is requesting this be placed on the agenda for the next meeting. He is suggesting a summary of the outcome of the decision after the Board's decision on Blizzard Bags.

Brian Cisneros agrees that Blizzard Bags on the agenda is a great idea.

Al Howland attended one of Scott McGraths Sociology classes at the high school. It is disturbing to hear that students are in a race to market themselves. They are trying to project an image because they think that's what colleges want. Tom Newkirk feels that we need to look at how our kids are overscheduled. Kenny Rotner feels that along these lines there needs to be a discussion on homework and would like to see it on the agenda.

VI. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum & Instruction Reports:

Todd Allen discussed the revised copy of the Grades 6-12 Math Program.

The Oyster River Mathematics Department has developed a mission and a vision statement that reflect the core beliefs of our math educators. These mission and vision statements have been a driving force in the recent review of the 6-12 Oyster River Math Program. District math competencies now align with Common Core Standards and the National Council of Teachers of Mathematics best practices. By utilizing a multiple pathways approach, our goal is to provide a range of personalized learning opportunities that meet the needs of all students. The math teaching staff at ORCSD are committed to making this mission and vision a reality.

Mission Statement: The mission of the Oyster River Mathematics Department is to engage, support, and challenge all learners in the study of mathematics. Our goal is to provide an education experience in mathematic that ensures students the opportunity to become college and career ready.

Vision Statement: In support of our mission, we are committed to excellent teaching, a well-designed curriculum, and a supported environment for all students. Students are challenged within the classroom environment to develop skills in analysis, reasoning, creative problem solving, collaborative learning, and communication as they gain knowledge of mathematics. This is achieved through maintaining an updated curriculum with current standards, making real world connections, incorporating technology and a commitment to continuous professional development. We maintain high academic expectations and support all students to realize their full potential through a progression of appropriately challenging coursework.

Middle School Program: At Oyster River Middle School, we strive to move students from concrete mathematical thinking to more abstract, algebraic

reasoning. In 6th and 7th grade, the curriculum is based on Common Core Standards in classroom environments that thrive on differentiation strategies. In 8th grade pre-algebra course builds upon the work done earlier in middle school.

High School Program: To graduate from high school, the state of New Hampshire requires three years of mathematics along with a fourth year mathematics experience. This fourth year experience must be a math intensive course.

Todd reviewed with the Board the math flow of possibilities the students follow during their mathematics experience at the high school.

Todd also reported that next week the Homework Survey will be distributed.

Todd talked about the minimum standards regarding the school calendar. We are on an hours calendar in the District. The minimum standard is 990 instructional hours and we go beyond that.

B. Superintendent's Report:

Superintendent Morse detailed the past two days with the power lines down and power outages which prevented school from being in session. The School District worked with the Town of Lee over the past two days to clear these utility issues. He thanked everyone that helped to make that happen.

He is asking to take the November 9th teacher workshop and adjust it to a regular school day.

Denise Day moved that November 9th be a regular school day, 2nd by Dan Klein. They recognize that parents may have plans to be away. The Board discussed that this may be too short notice and perhaps to adjust a workshop day later in the year. **Denise and Dan withdrew their motion with the possibility having one later in the year.**

Diversity Forum: Superintendent Morse hasn't seen the community this engaged before. This was the most amazing group of panel members. There were 400 plus people that attended. Kenny Rother thanked Superintendent Morse for being so instrumental for putting together this evening and for sharing his story. We are very fortunate to have him as a Superintendent and thanked him for the success of the evening.

Superintendent Morse is going to Berwick Academy tomorrow to meet with their Diversity Coordinator to look at the work they are doing and try to determine a systemic way to make sure each child is valued. They are also planning a parent forum with Andrew Smith. This is the beginning of an in depth dialogue of this issue with the District.

Report out on Meetings with the Town of Lee and Madbury: I met with the Town of Lee and Madbury. Both towns have a positive feeling with the District and would like them to watch the bottom line.

Policy Committee Addressed Nondiscrimination Policy AC: To look at the policy in a more narrative and thoughtful way.

Cooperative Football: We have officially been reached out to by Portsmouth and Dover to consider a cooperative football team.

C. Business Administrator:

Budget Update: Sue Caswell reported that everything is where it should be. We are right in line of where we were last year.

Restructure of Sustainability Committee: Sue Caswell detailed that the Sustainability Committee has been active in the schools for five years beginning in 2011. Historically, the Committee had 3 Green Team Leaders working within each school. In the spring of last year, discussions began

about shifting the model from the school based "Green Team Leaders" to one of district-wide "Sustainability Coordinators".

The committee was renamed an "advisory" committee as it better reflects their role of supporting the work of the Sustainability Coordinators.

On September 27th, the renamed Sustainability Advisory Committee met and approved the proposed changes to the committee's structure as well as the 2017-18 goals and objectives document. This document is organized around the District's Environmental Sustainability Policy and Procedures.

Jaqueline Brune, a green team leader, is a lifetime master gardener. Maggie Morrison has been a sustainability coordinator since its inception.

Kenny Rotner moved to accept the reorganization with their new organizational chart and accept their goals for the 2017-18 year, 2nd by Brian Cisneros. Motion passed 6-0 with the Student Representative voting in the affirmative.

D. Student Senate Report:

Student Representative Hanna Jane Wilson reported that the Red Cross came today for a blood drive. There is a Gap Year Fair in the High School Library. There was a good turn out from other towns as well. It would be beneficial to talk to students before homework discussion at the Board meeting. Their next meeting will be on November 14th. One Flew Over the Cuckoo's Nest was an amazing performance. Congratulations to the Boys Cross Country for winning the State Championship.

E. Other: None

VII. DISCUSSION ITEMS

Middle School Cell Phone Policy: They would propose to task the policy committee with this issue.

Tom Newkirk moved that the Board charges the Policy Committee to create a plan for the review of the Cell Phone Policy with the goal of the Board making a decision to affirm or modify the current policy by May 2018. This plan should include survey of policies in comparable districts,

and the opportunity for all interested parties to express their views on the current policy, 2nd by Kenny Rotner.

This would allow a decision to be made by May. The Policy Committee can keep the Board informed in this process as they go along. Dan would like the committee to review the policies on cell phones at all the schools and buses. The Student Representative noted that the high school restructured the policy last year. Al Howland feels this will need to be a cooperative effort with parents as well. Perhaps there could be an agreement with parents on etiquette and basic policy in the short term. Brian would like to get input on teachers thoughts as well.

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

Cooperative Football with an established program at an area school: Both Dover and Portsmouth have expressed an interest in forming a cooperative football team. They discussed the possibility of charging the Athletic Director to approach area schools about an opportunity to explore a cooperative football team. Kenny noted that there were two groups of parents here this evening.

One group advocating for football and one stating the dangers of cell phone use. There is evidence of damages of football when kids are in the elementary and middle school ages. As a School Board we want to launch kids into health and wellness. There are schools abandoning football. This is sub clinical through those years. He doesn't feel that there is any way to play football safely. Denise Day suggested postponing this item until a full Board is present. The Board agreed by consensus.

Siemens Report: Jim Rocycki, Facilities Director, reviewed the possible list of Building Infrastructure Projects with the Board:

The duration of the lease would be 10 to 15 years depending on what the Board approves.

Sue Caswell recommends holding a public hearing before moving forward with anything to inform the public on the process.

These possible building infrastructure projects will come back before the Board at the next School Board meeting.

Superintendent Evaluation: Superintendent Morse will begin his self-evaluation and they will have a nonpublic at the next meeting.

IX. SCHOOL BOARD COMMITTEE REPORTS: None

X. PUBLIC COMMENTS:

Dean Rubine of Lee attended the diversity forum. It was truly amazing, and the high point was Dr. Morse's personal story and he thanked him for sharing.

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

11/6/17 Town of Durham Council Meeting 7:00 p.m.

11/8/17 Board Budget Workshop – Lee Safety Complex 8:00 – 1:00

11/16/17 Regular Meeting ORHS Library

11/29/17 Board Manifest Meeting SAU Offices 5:30 p.m.

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

NON-MEETING SESSION RSA 91-A2 I (If needed)

XIII. ADJOURNMENT:

Al Howland moved to adjourn the School Board Meeting at 9:33 p.m., 2nd by Dan Klein. Motion passed 6-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

Facilities 5 year CIP plan

(updated 11/2/17)

Year 1		2018-2019	
School	Trade	Project	Cost
			<i>Target</i> \$1,323,000.00
High School	Construction	Tennis court / parking PHASE 1	\$109,406.00
Middle School	Flooring	Gym floor refinishing	\$14,000.00
Mast Way	Construction	4 classroom addition / 2 room modular or Main Office/cafe/tertia addition	\$1,040,000.00
Mast Way	Modular	1st year modular install costs - \$131,165 (60mo. lease - \$31,200/yr, Purchase \$184,000)	
Moharimet	Flooring	Flooring replacement in plan year 4 of 4	\$10,000.00
Moharimet	Engineering	Engineering costs for parking lot upgrade	\$12,000.00
Service Building	Life Safety	Fire Panel replacement	\$8,000.00
			\$1,193,406.00

Year 2		2019 - 2020	
School	Trade	Project	Cost
			<i>Target</i> \$1,550,000.00
DW	Loan	Building Infrastructure Loan 1st payment	\$500,000.00
High School	Construction	Tennis court / parking PHASE 2	\$250,000.00
High School	Construction	STEM Walls build in Junior core	\$83,000.00
High School	Roofing	Gym and Aud. roof restoration (solar)	\$110,000.00
Middle School	Renovation	Locker room renovations	\$40,000.00
Mast Way	Renovation	Restroom renovations - rear and staff	\$125,000.00
Mast Way	Flooring	Flooring replacement in 3 rooms	\$15,000.00
Moharimet	Engineering	Engineering costs for Main office expansion	\$25,000.00
Moharimet	Paving	Parking lot expansion and paving/lighting	\$200,000.00
Moharimet	Roofing	Classroom section roof restoration	\$150,000.00
Moharimet	Exterior	Moharimet new road sign - move and lighting	\$16,500.00
SAU	Building	SAU removal and new siding replacement	\$35,000.00
			\$1,549,500.00

Year 3		2020 - 2021	
School	Trade	Project	Cost
			<i>Target</i> \$1,775,000.00
DW	Loan	Building Infrastructure Loan payment	\$500,000.00
			*P4P Loan paid up, \$75,000 to offset
High School	Renovation	Student lounge in Cafeteria	\$50,000.00
Moharimet	Renovation	Main Office renovation	\$1,000,000.00
SAU	Electrical	Full service generator	\$25,000.00
Service Building	Renovation	Team room and restrooms in loft area	\$200,000.00
			\$1,775,000.00

Year 4		2021 - 2022	
School	Trade	Project	Cost
			<i>Target</i> \$2,000,000.00
DW	Loan	Building Infrastructure Loan payment	\$500,000.00
High School	Flooring	Flooring replacements	\$100,000.00
High School	Roofing	Main office / hallway roof replacement	\$110,000.00
High School	Renovation	Locker room - all gender facilities	\$350,000.00
High School	HVAC	Main boiler water pumps (2) 15hp	\$65,000.00
Mast Way	Parking	Parking lot improvements	\$125,000.00
Mast Way	Roofing	Rear classroom roof replacement	\$150,000.00
Mast Way	HVAC	AC in classrooms	\$250,000.00
Moharimet	HVAC	AC in classrooms	\$250,000.00
Service Building	HVAC	Furnace replacement (2) and A/C	\$100,000.00
			\$2,000,000.00

Year 5		2022 - 2023	
School	Trade	Project	Cost
			<i>Target</i> \$2,225,000.00
DW	Loan	Building Infrastructure Loan payment	\$500,000.00
Middle School	Bond	New Building Bond off-set	\$1,000,000.00
High School	HVAC	Domestic hot water boiler replacement	\$100,000.00
High School	Roofing	Tower and C roof	\$150,000.00
High School	Parking	Parking lot improvements	\$100,000.00
High School	Flooring	Flooring replacements	\$85,000.00
High School	Painting	Large scale painting of classrooms	\$50,000.00
Mast Way	Fire systems	Fire pump and tank replacement	\$60,000.00
Mast Way	Flooring	Flooring replacement and hallway wall tile	\$100,000.00
Mast Way	Painting	Painting of classrooms and halls	\$25,000.00
Moharimet	Painting	Painting of classrooms and halls	\$25,000.00
Moharimet	Paving	Paving of access road to rear of school	\$30,000.00
			\$2,225,000.00

Siemens - Option 1 - \$7,245,989*

\$500,000/yr @ 15 years

Greatest rebate - \$184,990 / yearly energy savings \$90,278

FIMS	ORHS	ORMS	Mastway	Moharimet	SAU Offices	Facilites	
Window Replacements			X	X			\$2,515,672.00
Lighting	X		X	X	X		\$988,438.00
ERV's / Roof-top units			X	X			\$874,791.00
Duct Cleaning		X					\$17,568.00
BAS Upgrades	X		X	X	X		\$356,886.00
A/C Ductless systems *	X		X				\$37,482.00
Point of use DWH				X			\$202,350.00
Hot Water Pump Replace	X			X			\$187,573.00
Water Conservation	X			X			\$92,594.00
Building Envelope	X		X				\$66,493.00
VRF Systems *	X				X		\$1,308,280.00
Plug Load Controls	X		X	X			\$46,614.00
Destrat Fans	X	X					\$33,234.00
Car Charging Stations	X	X	X	X	X	X	\$146,434.00
Well Pump VFD				X			\$100,000 *
Walk in controls	X						\$17,143.00
Kitchen Hood Controls	X		X	X			\$61,946.00
Door Replacements			X	X			\$192,491 *

Siemens - Option 1A - \$4,838,601*

\$500,000/yr @ -10 years

Rebate est - \$150,000 / yearly energy savings \$50,779

FIMS	ORHS	ORMS	Mastway	Moharimet	SAU Offices	Facilites	
Window Replacements			X	X			\$2,515,672.00
Lighting	X		X	X			\$977,710.00
ERV's / Roof-top units			X	X			\$874,791.00
Duct Cleaning		X					\$17,568.00
BAS Upgrades	X		X	X			\$229,091.00
A/C Ductless systems							
Point of use DWH				X			\$202,350.00
Hot Water Pump Replace				X			\$21,419.00
Water Conservation							
Building Envelope							
VRF Systems							
Plug Load Controls							
Destrat Fans							
Car Charging Stations							
Well Pump VFD							
Walk in controls							
Kitchen Hood Controls							
Door Replacements							

**Energy & Infrastructure Improvement Project
Preliminary Analysis
For the
Oyster River School District**



SIEMENS
Ingenuity for Life

SIEMENS
Ingenuity for Life



TABLE OF CONTENTS

Performance Contracting Approach 3

Utility Data Analysis 6

Baseline Facility Conditions 10

Facility Improvement Measure 16

Oyster River Middle School Building Survey Results 33

Appendixes

- Oyster River High School HVAC Improvements
- Oyster River Middle School HVAC Improvements
- Mast Way Elementary School HVAC Improvements
- Mohariment Elementary School HVAC Improvements
- SAU Building HVAC Improvements
- Electric Car Charging Station Location Photos



Executive Summary

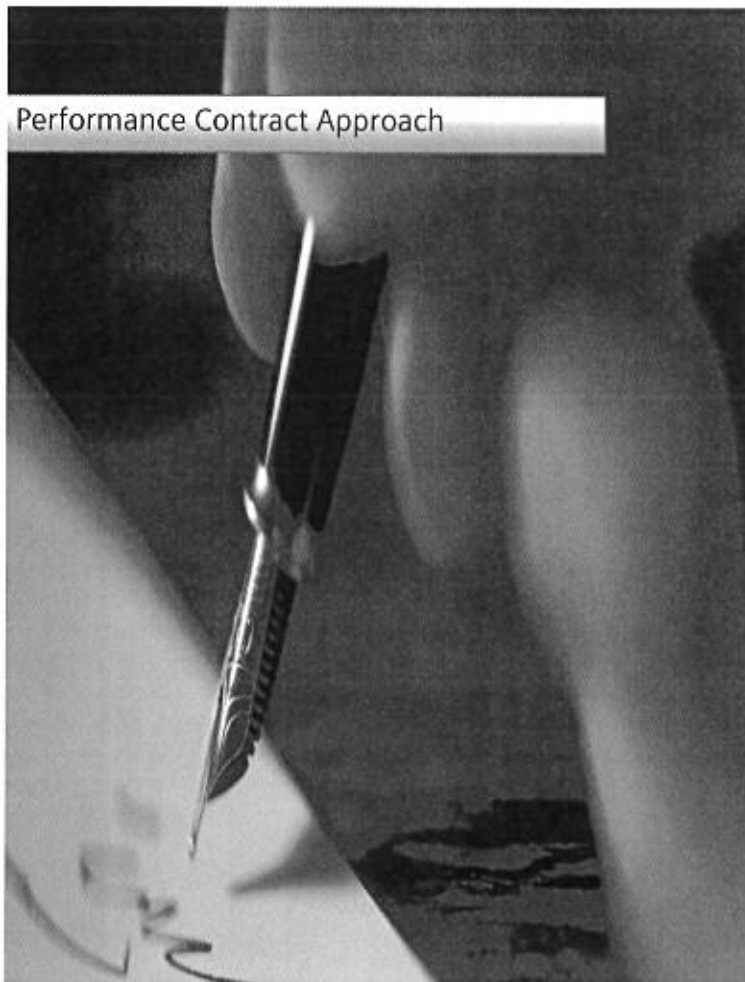
The Siemens team is at the midway point of the Oyster River facility infrastructure and energy improvement project analysis. Even though there were many things identified in prior projects that were done in 2014, our objective was to obtain a general overview of the existing buildings thermal performance, energy saving opportunities, equipment condition and operational issues based on today's condition. Unlike a generic facility and energy analysis, our goal is to help the district determine creative ways in which they can get these improvements done, by priority, all while keeping the cost to do so, within your current budget, and not add for a tax increase or bond to pay for them.

Many of the measures listed on this current analysis, were all measures identified under some of the initial reports done under prior projects. In prior projects, we had the ability to take advantage of several lighting, commissioning and fuel measures, yielding considerable savings. Even with garnering a large amount of annual energy savings in these prior projects, the District still had many more large capital improvements and deferred maintenance, then money or savings in the budget could cover, at that time. Having said that, the ORCSD has done a tremendous job building up a facility capital plan to help address these necessary measures, that yield the most influence on a healthy learning environment, just simply low on energy savings. You will find this project to be greatly applied to the class room environment, and heavily weighed on the large infrastructure improvement side of your overall district capital plan.

Much like the prior performance based projects that were extremely successful, the approach is to identify the opportunities or Facility Improvement Measures (FIMs) that were not done under prior projects and work towards integrating them in to your capital budget process as well as identifying opportunities for other funding sources. This process looks at systems with a life cycle approach rather than first cost approach. The Siemens team provides a comprehensive solution to your building upgrades and cost containment needs while maintaining a flexible approach.

The Siemens Team consists of highly qualified individuals with years of experience servicing the Oyster River School District facilities energy and operational needs. Furthermore, Siemens is currently working with your existing Administrative and facilities personnel and look forward to enhancing this relationship with engineering resources to enhance the strength of our approach and the opportunity for success. Our definition of success is improving the condition of your class room learning environment. This is done by improved operation of your facilities from an energy standpoint. Not only for your current energy budget, but your taxpayers, students and staff, reducing your costs and building a long term business partnership by investing in your community. We appreciate the opportunity to earn your continued business.

It should be noted that some of the Facility Improvement Measures (FIMs) proposed by Siemens and listed in the FIM summary sheet are capital intensive projects with various amounts costs and energy savings. It is not known at this time whether or not all of these FIMs can be funded out of the existing capital plan and energy savings. The matrix is provided as a guide, as costs may vary and some facilities need to be brought within code compliance, impacting the total project costs. This determination will be made during the final Detailed Energy Audit results and several meetings with the ORCSD Administrative team.



Oyster River Project Objectives

The objectives of this project are as follows:

- Achieve significant long term operational and energy efficiency savings
- Align previous and future projects with a larger infrastructure based project.
- Align energy & operational efficiencies with School future plans.
- Supporting and addressing district goals on facility reorganization.
- Create potential project options, by utilizing a self-funding cash flow analysis model. This cash flow will include both energy savings associated with applicable Facility Improvement Measures (FIMs), as well as operational savings of school consolidations.
- Leverage all financial resources available, including but not limited to, the Federal Government and Efficiency Maine.
- Work directly with the district to bring Siemens Sustainability and Education programs, lessons and initiatives to the classroom level.
- Involve the students of Oyster River School District in the development and educational opportunities of the energy reduction project, giving them a real world approach to STEM Education.
- Achieve a guarantee for potential energy, and operations and maintenance savings.
- Obtain consistent levels of occupant comfort and building functionality.
- Capture ancillary benefits that may accrue as a direct result of such energy related services and capital improvements.

Performance Contracting Approach to Achieving Self-Funded Energy Conservation Measures and Facility Improvements:

Siemens' Energy Performance Solutions Program is a customized program designed to reduce energy and operating costs through the implementation of infrastructure and management improvements. The program is financed through Siemens within existing utility budgets and requires no capital monies or additional ongoing expense.

Some benefits of the Siemens program include:

- Improved facility infrastructure
- Complete, District-wide analysis
- Financial and operational analysis
- Lowered operating costs
- Self-funded modernization of infrastructure
- Guaranteed cost reductions
- Reduced financial risk
- Improved operating efficiencies
- Improved occupant satisfaction and comfort



What is Performance Contracting?

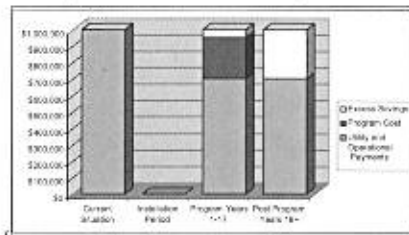
Performance contracting is a procurement process that enables K-12 districts to use energy and operational savings within their existing buildings to fund necessary building upgrades, retrofits and other improvements (i.e. infrastructure improvements, including windows, ventilation improvements, kitchen improvements, boiler room replacements, safety enhancements, pool upgrades, energy management system improvements etc.) without having the customer budget any money (capital dollars).

As delineated above, Siemens finds creative ways in which the K-12 customer can find operational and energy efficiencies. In conjunction with operational efficiencies, Siemens installs energy efficient equipment (lighting, controls, boilers, chillers, etc.), which reduces their existing energy budget and pays for the new equipment over time.

There are no upfront costs and annual savings are guaranteed over the term of the agreement.

The following graph is a representation of the benefits of reallocating saved energy and operating dollars into facility improvements.

Current Expenditures vs. Performance Solutions Program Investment



Utility Data Analysis



Table 2.1 includes the 2 year average, 12-month electric utility data for the district. Electric is delivered by Central Maine Power. The gross average electrical cost for the district was \$0.14/kWh.

Table 2.1: Electric Usage

School	Usage KWH	\$ Spend
Oyster River High School	1,315,000	\$196,097
Oyster River Middle School	508,900	\$80,257
Moharimet	219,130	\$39,362
Mast Way	177,800	\$20,562
Central Office Building	36,900	\$7,193
Total	2,257,730	\$343,470

Chart 2.2 Electrical kWh/Sq. Foot Comparison

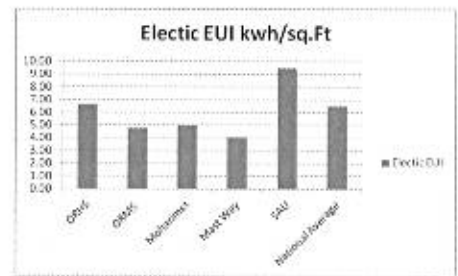
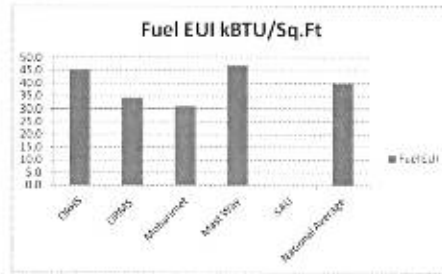


Table 2.3 includes includes the 3 year average of natural gas and propane to the district.

Table 2.3: #2 Fuel Oil / K-1 / Propane (2015): ORCSD

School	Fuel	\$ Spend
Oyster River High School (Therms)	89,539	\$75,205
Oyster River Middle School (Therms)	36,738	\$25,023
Moharimet (Gallons LP)	14,899	\$15,550
Mast Way (Gallons LP)	22,472	\$23,419
Total		\$139,196

Chart 2.3 Fuel kBTU/Sq.Ft Comparison



Utility Benchmark Data

School	Site EUI kBTU/sq.ft
CBECS National Average EUI k-12	50-55
Oyster River High School	68
Oyster River Middle School	51
Moharimet	48
Mast Way	60

** Commercial Building Energy Consumption Survey (CBECS), conducted in 2003, was used to calculate the values presented in this table. The data is gathered from the Dept. of Energy's - Energy Information Administration (EIA). These are building types that are not currently available in EPA's Portfolio Manager or Target Finder tools. Please note all source and site EUI values displayed are annual figures. The average Site EUI is calculated in kBTU/sqft as weighted averages across all buildings of a given type in the 2003 CBECS data set.

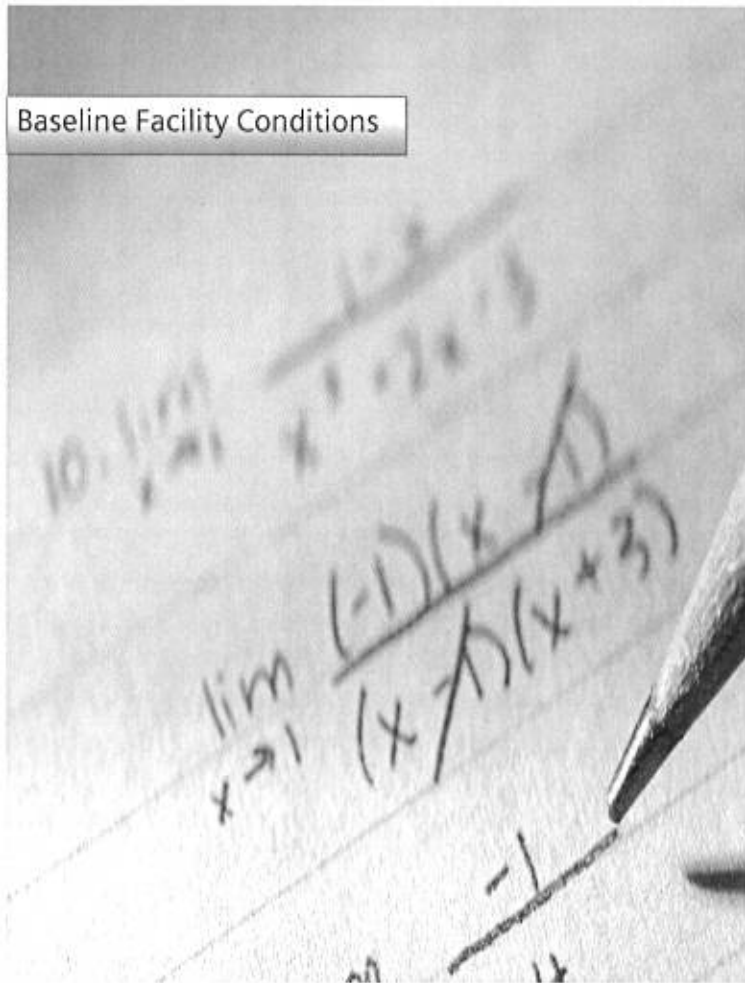
Utility Rate Structure

The table below represents the rate structure used in the energy analysis of the performance contract. The rates were derived from the past 2 years of utility data (2015/2016) and the average rate between all buildings will be used.

School	Rate Table		
	\$/Kwh	\$/LP Gal	\$/NG Therm
ORHS	\$0.15		\$0.84
ORMS	\$0.16		\$0.68
Moharimet	\$0.18	\$1.0	
Mast Way	\$0.12	\$1.0	
SAU	\$0.19		
Average Rates	\$0.16	\$1.04	\$0.8



Baseline Facility Conditions



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Oyster River High School



Square feet: 198,000

Year Built: 1963

Renovations/Additions: 2004- entire building renovation

Current Heating and Ventilation:

- (3) natural gas fired cleaver brooks boilers (88% eff.)
- (2) 600 GPM variable volume pumps to provide heating HW to the school
- (20) Air Handling Units that serve the building
- Various AHU's have DX Cooling
- Individual zone heating are provided with VAV or CAV boxes
- 12hp natural gas fired water heater
- (2) 30hp HWP with VFDs
- (10) Mini Split AC units throughout building

Current Controls:

- Siemens controls with CO2, temp setpoints, scheduling



Dyster River Middle School



Square feet: 106,996

Year Built: 1934

Renovations/Additions: 1979 multipurpose Room addition/ 1995 Locker Room Addition/ 2014&2016 boiler renovation

Current Heating and Ventilation:

- (2) ModCon Natural Gas fired boilers
- (1) HW storage tank
- VFDs on HW Pumps
- (6) ERVs throughout building
- Multipurpose Room and music room are served by unit ventilators original to building
- Small DX air conditioning in limited locations throughout building

Current Controls:

- Siemens and older KMC Controls with no CO2



Moharimet School



Square feet: 43,780

Year Built: 1988

Renovations/Additions: Gym Addition in 2014

Current Heating and Ventilation:

- (2) ModCon propane fired boilers
- (2) CV HWP provide heat to the building and (3) well pumps
- (2) VFDs on HW Pumps
- (3) AHU to serve the building
- Window AC units throughout the building
- (1) ERV for the gym
- Typical Classrooms use fin tube radiation

Current Controls:

- Siemens and KMC Controls
- Co2 Controls, temp setpoints



Mast Way School



Square feet: 43,700

Year Built: 1960

Renovations/Additions: North wing addition in 1994

Current Heating and Ventilation:

- (2) Mod/Con propane fired boilers
- (2) VFDs on HW Pumps
- (1) DHW tank
- (4) HRU to serve the building
- AC units located in the admin offices, teachers lounge and various classrooms

Current Controls:

- Siemens and KMC Controls
- Temp and scheduling



Central Office



Square feet: 3,900

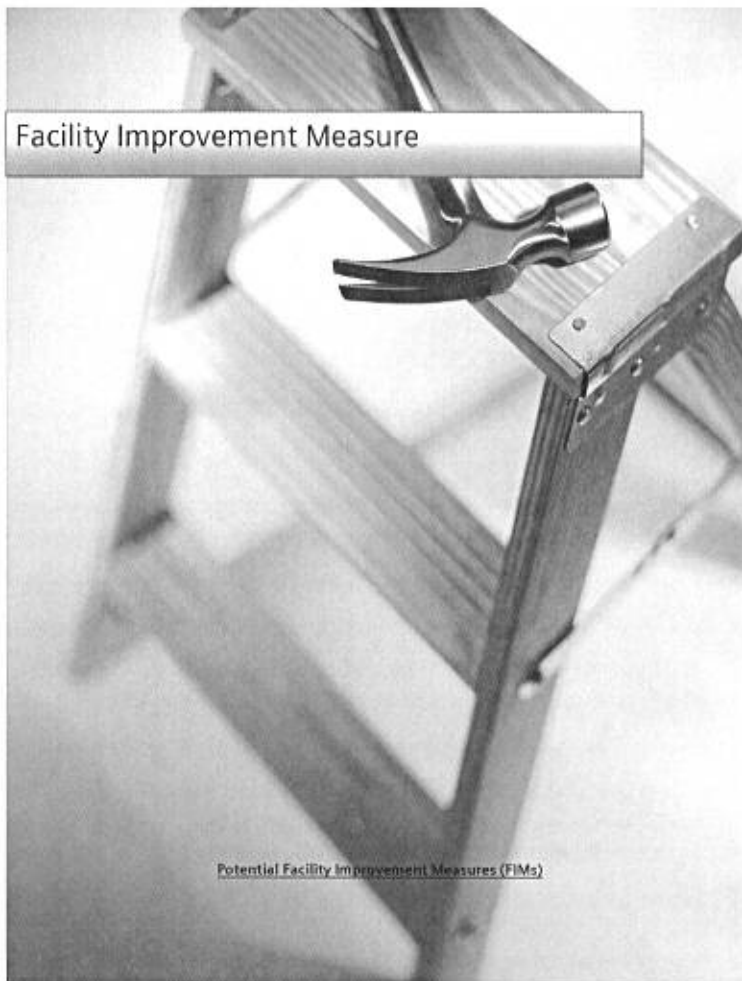
Year Built: 1988

Current Heating and Ventilation:

- Electric Heat



Facility Improvement Measure



Potential Facility Improvement Measures (FIMs)

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As a result of the preliminary site investigation, Siemens has identified the following potential Facility Improvement Measures (FIMs) at your facilities. Please note, at this time it is not known if all of the improvements listed below can be supported by the energy savings generated from the program. The final scope of work will largely depend on several variables, variables including school construction schedules, operational efficiencies and savings, the contract term, financing rates, utility rates and other variables that will be addressed within the Detailed Audit. Again, other non-energy savings infrastructure improvements are part of the Detailed Audit with the goal of using any excess energy savings to help offset the cost of these improvements.

The following FIM Matrix summarizes the applicable FIMs that were identified for each facility during the preliminary investigation:

FIM Description	Oyster River High School	Oyster River Middle School	Moharinet School	Mast Way School	Central Office
Lighting Upgrades	*	*	*	*	*
Building Automation Improvements	*	*	*	*	
Building Envelope Energy Savings	*	*	*	*	*
Mechanical Improvements	*	*	*	*	
Ventilation Improvements	*	*	*	*	*
AC Improvements	*	*	*	*	*
Water Conservation	*	*	*	*	*
Transformers	*	*	*	*	
Walk in Cooler/Freezer Controls	*	*	*	*	
Kitchen Hood Controls	*	*	*	*	
Destratification Fans	*	*	*	*	
Electric Car Charging Stations	*		*	*	



Window Replacements		+	*	*	
Plug Load Controllers	*	+	*	*	

Facility Improvement Measure Descriptions



19

FIM-1 Lighting Upgrades



The majority of the lighting in the surveyed facilities consists of older, 25 or 28 Watt, Super T-8 fluorescent fixtures with electronic ballasts, along with incandescent fixtures. Throughout the district there are exterior metal halide HID fixtures. Exit signs are illuminated by a combination of incandescent, compact fluorescent and LED technology.

Where economically feasible, Siemens proposes to upgrade (replace or retrofit) the existing T-8 fluorescent fixtures with LED's. This system is one of the lowest wattage systems on the market today utilizing the following practices:

- Retrofit linear fluorescent T8 lamps with linear LED T8/T5

lamps and include new T8 ballast driver

- Retrofit incandescent and compact fluorescent screw in lamps with new LED lamps
- Replace incandescent and compact fluorescent recessed cans with low wattage LED cans
- Retrofit recessed 2x2 and 2x4 lens troffers and open paraboloids with LED volumetric fixture kits
- Replace recessed 2x2 and 2x4 lens troffers and open paraboloids with new LED flat panels and/or volumetric fixtures
- Replace high intensity fluorescents (HPI's) with new high efficiency LED lowbays
- Replace any incandescent or compact fluorescent Exit signs with new LED Exits including emergency battery back-up
- Replace exterior wall packs, surface mounts, floods and parking lot lighting with new high efficiency LED's fixtures
- Install occupancy sensors, where applicable either integral to the fixtures or remote mount on ceiling/walls
- Redesign where applicable (reduce fixture counts) to maximize savings
- **Interior Lighting:** The majority of the lighting scope is to install LED lighting throughout the facility
- **Exterior Lighting:** The majority of the lighting scope is to install LED lighting to replace existing LED.
- **Occupancy Sensors Expansion:** Siemens will install occupancy sensors to turn-off lighting automatically during unoccupied periods to save energy in areas where they are currently not installed.



20



Mast Way Gym

High School Lighting Fixture

Mohamed Library

FIM-2 Building Automation Improvements

Currently, the HVAC equipment in the surveyed facilities is controlled by a mixture of Siemens and older KCM controls. In order to reduce energy consumption and improve occupancy comfort, Siemens proposes to upgrade the current DDC panels. The new systems shall be supplied with all the necessary software to perform the specified functions. The system shall all revert back to a common new Design front end where the facilities staff can access it remotely. The following system software shall be supplied as a minimum:

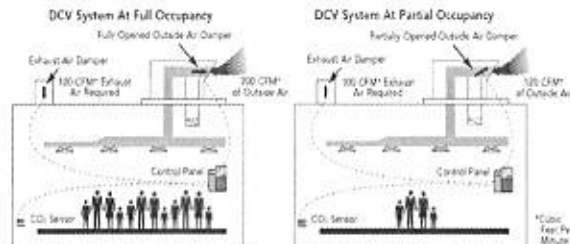
- 365 day Zone Scheduling
- Deltimum Start/Stop
- Historical Tracking Database
- Full Color Graphics
- Logical programming functions

The following are some of the current Siemens monitored and proposed control sequences which will be used to save energy and reduce operating costs:

- Front end access for all Mohamed systems will be viewed through the new Design platform
- The new VRF system described under FIM5 will be able to be viewed at the Design workstations utilizing the BACnet interface.
- All KCM controls throughout the district will be removed and upgraded and the equipment serviced by those controls will be added to the Siemens network.
- At ORHS a gas meter will be added with a connection made to the main switchgear to meter the electrical usage.
- CO2 control in the following spaces:
 - o Oyster River High School- AHU1, AHU2, AHU10, AHU13, AHU17
 - o Mast Way (4) new RTUs



- o Middle School (8) new RTUs
- o Mohamir- (3) new AHUs
- Night Setback
- Scheduled Start/Stop
- Deltimum Start/Stop control of HVAC System Equipment
- Hot Water Temperature Reset
- Summer Winter Operation Monitoring
- Demand Control Ventilation
 - o All the new ventilation equipment will be installed with CO2 and occupancy demand control for those spaces.



Traditionally, equipment serving the same building area (zone) has been scheduled as separate events by the building automation system. The problem with this approach is that equipment schedules often do not match and equipment is left operating when it could be turned off.

One of the most successful ways to control building energy is to schedule building systems and equipment based on building occupancy and special event schedules. Taking control of equipment scheduling is the quickest and simplest way to achieve an immediate reduction in energy usage.

Installing equipment to modulate air handler operation and/or modulate the volume of fresh air required saves significant electrical energy for fans and/or pumps, cooling energy for ventilation (outdoor) air, heating energy for ventilation air and night temperature setback during hot seasons.

This can be accomplished by monitoring the space occupancy through various methods including:

- CO2 based Demand Controlled ventilation – This is where you monitor the level of CO2 in a space and modulate the fresh air required by the level of CO2 in a space. Humans breathe in Oxygen and breathe out Carbon Dioxide (CO2). By monitoring the level of CO2 you are in effect monitoring the volume of people in a space. This is most cost effective in larger spaces with large swings in occupancy.

FIM-3 Building Envelope Improvements

Air leakage has been shown to represent the single largest source of heat loss or gain through the



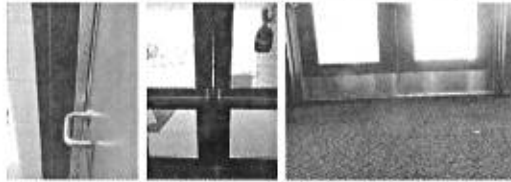
building envelopes of nearly all types of buildings. Beyond representing potential for energy savings, uncontrolled air leakage can affect the thermal comfort of occupants, air quality through ingress of contaminants from outside and the imbalance of mechanical systems. The structural integrity of the building envelope can also be compromised through moisture migration. Control of air leakage involves the sealing of gaps, cracks and holes, using appropriate materials and systems, to create, if possible, a continuous plane of "air tightness" to completely enclose the building envelope. Part of this process also incorporates the need to "decouple" floor-to-floor, and to "compartmentalize" components of the building in order to equalize pressure differences.

The scope for this measure includes Air Sealing at all schools and Insulation Air Barriers where applicable. Air Sealing will consist of exterior and vestibule doors to be weather stripped for an improved barrier to the outdoor air. Current exhaust duct penetrations to attic spaces would be sealed to avoid unwanted heat transfer.

The scope for this measure includes:

Oyster River High School

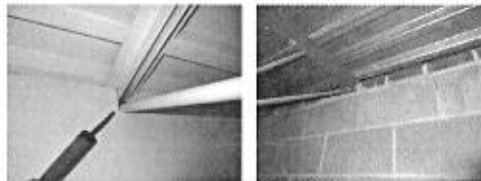
- 20 Single commercial doors to be weather-stripped
- 19 Double commercial doors to be weather-stripped (5 dark bronze anodized)
- 1 Single commercial roof access door to be weather stripped
- 1 Double commercial interior boiler room door to be weather stripped
- 4 Roll-up garage doors to be weather-stripped, 140 linear feet
- 34 Roof top ventilators to be opened, dampers lubricated and perimeters sealed, 158 linear feet
- 4 Gravity vents to be opened, dampers lubricated and perimeters sealed, 62 linear feet
- 718' Roof/wall joint to be sealed at interior
- 140' Roof/wall joint and truss penetrations to be sealed at interior (caulking and 1-component foam)



Typical Exterior Doors – Daylight at perimeters



Garage Door Header

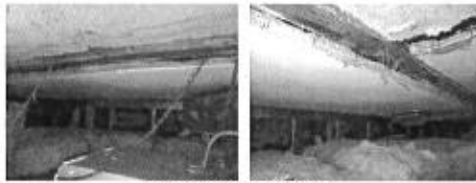


Roof/Wall Joint

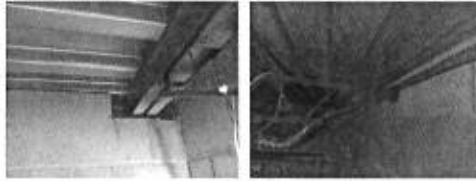
Oyster River Middle School

- 2 Single commercial doors to be weather-stripped
 - 7 Double commercial doors to be weather-stripped
 - 1 Single commercial interior boiler room door to be weather-stripped
 - 3 Single commercial doors to be weather-stripped, sweeps only
 - 2 Double commercial door to be weather-stripped, sweeps and astragal only
 - 5 Roof top ventilation to be opened, dampers lubricated and perimeters sealed, 20 linear feet
 - 158' Roof/wall joint to be sealed at interior
 - 10 Conduits/pipes penetrations to be sealed with fire block in boiler room
 - 80 Square foot ceiling area to be air-sealed and insulated to R 38, located in Nurses office.
- *Ceiling area is remnant of old entry vestibule. The space was re-framed and insulated with fiber-glass batts, but many penetrations exist to the ventilated spaces above and below conditioned area.





Old entry vestibule in Nurses Office



Roof/Wall Joint



Boiler Room Pipe Penetrations



Current classroom at OHS

Mohammat Elementary

- 12 Single commercial doors to be weather-stripped
- 3 Double commercial door to be weather stripped
- 3 Single commercial interior boiler room door to be weather stripped
- 2 Roof top ventilators to be opened, dampers lubricated and perimeter sealed, 44 linear feet

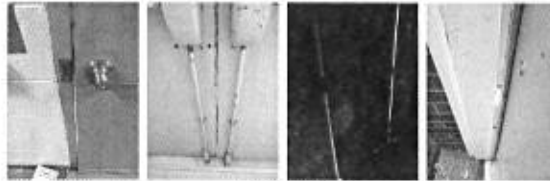


Typical Exterior Doors



Mart Way Elementary

- 8 Single commercial doors to be weather-stripped
- 7 Double commercial doors to be weather-stripped
- 1 Single commercial interior boiler room door to be weather-stripped
- 7 Roof top ventilators to be opened, dampers lubricated and perimeters sealed, 56 linear feet
- 40 Roof/wall joint to be sealed at interior
- 1 Conduit penetration to be sealed
- 1 Building joint gap to be sealed from interior, exterior flashing wrapped, but not sealed (approx. 6')

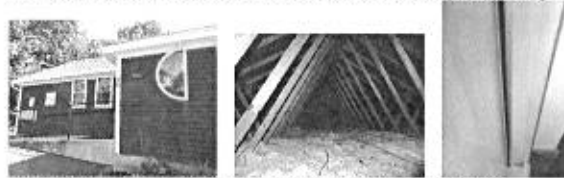


Typical Exterior Doors



SAU Office

- 2 Single doors to be weather-stripped
- 1,500 Square feet of attic space to be further insulated to R49, air-seal attic floor prior to insulating



Building Exterior Attic Insulation 6" Blown-Fiberglass (approx. R 13) Typical Exterior Door

FIM 4 Mechanical Improvements

Oyster River High School

- Replace all existing hot water pumps with Grundfos VFD Pumps (22)
- Replace existing domestic hot water system with new condensing boilers, indirects and associated pumps

Moharimet Elementary School

- Replace (3) existing well & (2) hot water pumps with Grundfos VFD pumps
- Install new indirect storage tanks new pumps and connect to new condensing Modcon boilers that was installed summer 2017 and re pipe to the existing water heaters throughout the building
- Disconnect and remove 12 existing old hot water heaters throughout building. (See Moharimet HVAC appendix for locations)

Mart Way

- Replace coils in drop ceiling and add Grundfos booster pumps

FIM 5- Ventilation Improvements and AC Upgrades

Oyster River High School (See OHS HVAC appendix for details)

- install VRF for dedicated classrooms
- replace existing ductless splits with new (7)



Cyster River Middle School (See ORMS HVAC appendix for details)

- Replace all roof mounted AHUs, ERVs, HRVs and clean ductwork except for the ERV for multipurpose room, RTU-1 and HXV for locker rooms.
- Replace ceiling mounted UV in dedicated classrooms (5) and add CO2 controls to new UV
- Replace fin tube in dedicated classrooms with panel radiators
- Install VRF for dedicated classrooms
- Replace existing ductless split with new (3)

Mohamet (See Mohamet HVAC appendix for details)

- Replace (3) existing heating only ventilation units located in the drop ceiling with new roof mounted ERVs to provide ventilation to the classroom and library. The library unit will include DX cooling
- Replace RTU serving admin offices and add DX cooling with a remote heating coil in drop ceiling
- Install VRF for dedicated classroom space
- Replace existing ductless splits with more efficient systems

Max Way (See Max Way HVAC appendix for details)

- Replace all RTU/ERVs (4)
- Replace existing ductless splits with new high efficiency units (2)
- Install VRF for dedicated classroom area

SAU (See SAU HVAC appendix for details)

- Replace unit ventilators with new VRF system total (15)

FIM 6- Water Conservation (All buildings)

An engineering analysis was conducted of the water use at all the Cyster River facilities. An evaluation was done of all points of use, however, the domestic water systems (flushing, washing and bathing fixtures) is typically the largest source of savings and provides great potential for improvement of their performance. This savings can be realized even in buildings where the toilets and urinals are already "low flow" design. It is not unusual to find the majority of the fixtures could also operate much more effectively (perform better). Often these systems could be upgraded aesthetically as the chromelux piping is in poor condition, or there is a desire to add infrared (hands free) flushing and/or washing.

Recommendations for this scope of work at all buildings:

- Flushometers (toilets and urinals)
 - o Standardization and reduction of maint. Costs
 - o Valve Recommissioning
 - o Valve replacement in building
 - o Spud or flush tube replacement
- Tank Toilet Retrofit
 - o Tank toilet upgrade
 - o Improved flushing effectiveness
- Sink and shower retrofit
 - o Pressure independent performance
 - o Appropriate flow rate (invisible to end users)
 - o Longer life



FIM 7- Transformers

Electrical transformers can degrade with age and efficiencies can be reduced. When this occurs we recommend replacement with high efficiency transformers.

Hopkinton Middle High school has a number of 20 year old transformers that meet this criterion.

The primary goal of this is increased energy savings through replacement of old, inefficient transformers with new, ultra-high efficiency transformers. While facilities can be unique, electrical infrastructure is almost always based on U.S. industry standard transformers. Transformers are typically purchased as part of a total electrical distribution package, installed, and function for 40-50 years. The majority of these transformers are operating at a small fraction of their nameplate capacity, resulting in very low efficiency, and are producing large amounts of excess heat, resulting in energy losses and higher utility costs. In addition, half of all existing transformers, according to the Dept. of Energy, are approaching a mean time to failure of 32 years. Replacing these units prior to a sudden end of life, results in lower risk of facility down time.

Building	Number of Transformers
Cyster River High School	28
Cyster River Middle School	3

FIM 8- Walk In Cooler/Freezer Replacement (ORHS, ORMS, MES, MW)

1. Evaporator fan control: Cycling of evaporator fan motors when thermostat satisfied/compressor off line, fans run continuously during time compressor on-line.
2. Freezer door heater control: Door heater circuit controlled as a function of relative humidity, monitored by humidistats located at door.
3. Evaporator fan motor replacement: Replacement of cooler/freezer evaporator fan motors with ECMs (Electronically Commutated Motors).
4. Cooler door heater control: Door heater circuit controlled as a function of relative humidity, monitored by humidistats located at door.
5. Open Case LED – Replace lighting in open cases with LED lighting

FIM 9- Kitchen Hood Controllers (ORHS, ORMS, MES, MW)

The scope of this measure includes converting the existing Constant Air Volume (CAV) kitchen hoods to a Demand Control Ventilation (DCV), Variable Air Volume (VAV) system. This will be accomplished through the installation of TEL microprocessor based kitchen control system on the exhaust fan and kitchen hood #1-2 serving the main kitchen in the Cyster High School, the exhaust fan and kitchen hoods #1 & #2 in the main kitchen in Cyster Bay Middle School, the exhaust fan and kitchen hood at Mohamet Elementary School and the exhaust fan and kitchen hood at Max Way Elementary School.



* Note that the Kitchen exhaust hoods KH-1 & KH-2 in the high school were not recommended for retrofit due to their small size and low usage.

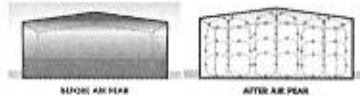
The TEL controls system utilizes temperature and H sensors automatically regulate exhaust fan speed (via new VFD) based on cooking load, smoke dispersion, time of day and hood temperature. There were no direct Make Up Air Units serving the kitchens, and hence there is no current scope for controlling the amount of make up air to the kitchens to replace the air exhausted through the hoods. However, the newly install TEL kitchen hood controller has the ability to output a 0-10Vdc control signal to be used for make up air control should it ever be required. BACnet interfaces are included for connection to BMS however the integration labor is not included in this proposal. We will provide support for the integration of the TEL system to the Building Automation System.

FIM 10- Destratification Fans (ORNS, ORMS, MES, MW)

In high ceiling areas, the rising hot air produces layers of stratified air. Thermal Destratification is the process of mixing the internal air to eliminate stratified layers and achieve temperature equalization throughout the building. Destratification fans will address the issue of temperature differences in high ceiling areas by efficiently moving hot air to the ground and homogenizing the air throughout the space.

This proposed scope is to install Destratification fans in the appropriate large spaces in each building below is the breakout by building.

Building	Quantity of Fans
Oyster River High School	8
Oyster River Middle School	4
Mohorimer ES	3
Most Way ES	3



FIM 11- Electric Car Charging Stations

The scope of this measure would be to install dual electric car charging stations at each facility. Electric Car Charging stations (EV Charging Station) are infrastructure that supplies electric energy to electric vehicles. It would be a district decision on how they would like the use of these EV chargers stations to be designated. The ability for a credit card station is an option or the district can create a pass system for their employees. Through a pass system there is no credit charge fee to the district and it could be considered revenue.

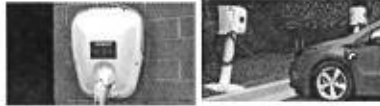
The charging stations are compatible with a large range of electric vehicles. Many vehicles offer large discounts for charging during off peak hours. There is potential for a system where a press of a button can delay charging up to 8 hours from the time of plugging. The charging stations are capable of reducing charge time from 12-18 hours to 4-8 hours. When choosing a charging station, there are options of recordable data for control access to obtain the usage. For a school district the added benefit of recordable data would be a learning opportunity for the students. It would also be for the district to have a unique learning lab right on their campus.

There are a few options provided to the district for which type of charging stations they would like to install.

- A. **Chargepoint CT 4000 unit** There is a Chargepoint CT 4000 unit, which is a 40A charger with each unit capable of charging at 7.4kW. These stations have the following features:
 - i. These stations can take credit card and RFID card activation for a fee or non-fee arrangement.
 - ii. These stations come with a cable retracting system and are on a single pedestal.
 - iii. Each service panel can host up to ten stations (Chargepoint sends someone to verify the work has been completed correctly)
- B. **NETWORK CLOUD SERVICES** are software based station monitoring and management tools, including:
 - Detailed usage tracking and reporting
 - Embedded flexible payment collection system
 - Driver management tools such as Wait list queuing system and driver charging station alerts
 - 24/7/365 live user support for drivers
- B) Two (2) **ClipperCreek HCS-40R basic chargers mounted on a single PMD-10R pedestal**
 - a. These are basic chargers that use 40A dedicated single phase circuit, like Chargepoint, and can charge at up to 7.5 kW. Ruggedized units have sturdier cords and rubberized connector designed to withstand public use. Pedestal is stainless steel.
 - b. 25 foot cord set and five year warranty
 - c. Plug and play- no enhanced software or functionality, although the charger connector can be physically locked into the holster to prevent access if needed.



d. NEMA 4x rated and UL listed; industry leading reliability and customer service



FIM 12- Window Replacements

Qosar Alvar Middle School

The existing windows are mostly single pane and 1/2" glass thermal pane hopper/awning style units with Kalwall insulated panels above. There have been a few windows replaced in the last few years in the office area which are 1/2" glass thermal pane units in aluminum frames, as well as the two story, 4 classroom addition at the end of the building. The majority of the older windows have missing or cracked overhead gaskets, hardware failure and the closing is misaligned. The existing Kalwall panel uppers have been severely degraded from sun exposure, creating "fiber bloom", where the fiberglass have been exposed from the degradation of the exterior resin coating. Typically the Kalwall can be re-coated, if done before the occurrence of fiber bloom.

The recommendation for this measure would be to replace all 132 existing windows and 16 door leats



Mohammed Elmerwety-Schulz

- 166 windows and 32 Door Leats



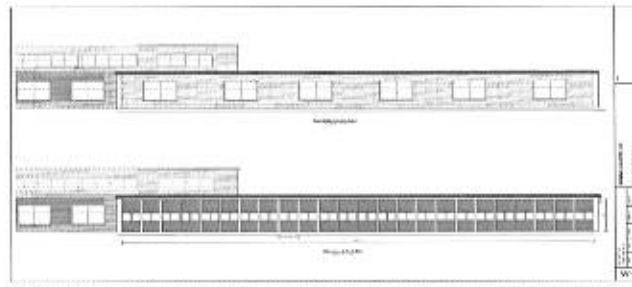
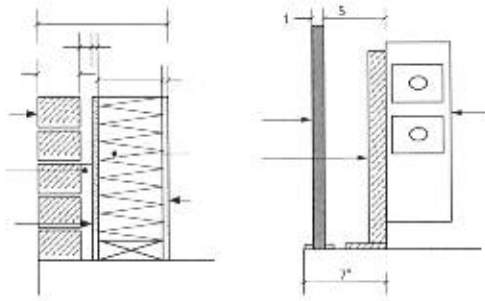
Mass Ave Elementary School

- 135 Windows and 19 Door Leafs

Significant front exterior brick-in-fill veneer work:

Dispersed brick veneer:

Existing Window wall panel:



FIM 13 Plug Load Controllers (ORHS, ORMS, MES, MW)

The recommended scope of this measure is to install controllers on all controllable plug loads. Any plug load that can be turned off during unoccupied period will be to reduce energy usage of the schools. Plug load is any electric device that plugs into an electrical plug. These plug load controllers can be put on a scheduled timer to eliminate various plug loads from continuing to consume power during unoccupied or unused periods. This will eliminate the standby electrical draw they currently have when running in standby. These systems operate through wifi so the district has the ability to change schedules or control the plug loads via their servers.



Oyster River Middle School Building Survey Results

"The fluorescent lights produce a very strange color light, many of the bulbs in the classrooms are blown out, and the lights make a humming noise which is very distracting to both students and teachers."

"It feels like a tin can. There are no windows or natural light which can be difficult to teach in everyday."

"There are times when we have to raise winter coats when teaching and other times when the gym is very hot. It is never consistent. Every year brings new heating issues."

"We love a small room. It is significantly too bright and stressful for the eyes. We have no dimmer switch. It is full light or dark!"

"There are days in the winter when my room is in the low 60s."

"Heat can be in the mid 90s or in the 80s. The lighting is extremely bright and can cause eye strain, fatigue and headaches. There is no air movement- windows face the playground and when open cause distraction."

"The air quality is disgusting in the school. The air is very oppressive with germs as well as odors. New, clean air never seems to circulate in the rooms to clear them out."

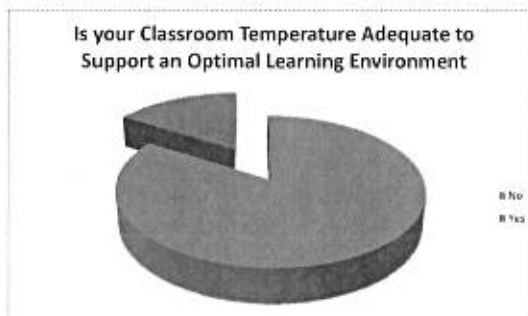
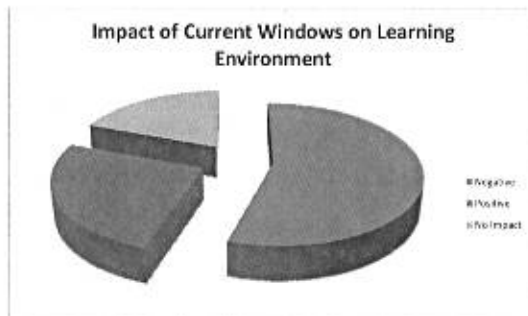
"Space is also a part of the environment that has a negative impact on the third floor."

"Teachers/students should not be expected to be in such dated buildings while taxpayers pay some of the highest taxes in state. This is far from optimal learning."

"I feel that the temperature in the classrooms is extremely too hot for optimal learning. The temperature makes the students sluggish and very often, tired."

"It is hot and stuffy and there is no air flow even when the windows are open."

"Always hot on the third floor. In late summer and spring months can be a health concern if gets so hot. (90 degrees +)"



"Scores in reading, listening, language, and arithmetic showed a significant difference, with the students in the modern building performing much better than the students in the older school. The former students proved to have a better record in the areas of health, attendance, and discipline when compared to the latter students."

Rowe, J. H., & Bennett, C. W. Relationship of Student Achievement and Characteristics in Two Selected School Facility Environmental Settings.

"Studies were completed using such separate building factors as air conditioning, classroom windows, thermal control, cleanliness of classrooms, age of building, lack of graffiti, how recent painting was completed, and the frequency of cleaning classrooms. Each of these factors went to make up the instrument used to determine building condition."

Cartman, G. Review of Research on the Relationship between School Buildings, Student Achievement, and Student Behavior.



Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
November 15, 2017**

Title	Code
Policies for First Read	
Nondiscrimination/Equal Opportunity	AC
Bullying/Cyberbullying	JICK
Emergency Care and First Aid	JLCE
Background Investigation and Criminal Records Check	GBCD
Policies for Second Read/Adoption	
Policies for Deletion	

As a reference the November 8, 2017 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: AC
Date of Adoption: February 13, 2009 Review School Board First Read: March 13, 2013 School Board Second Read/Adoption: April 3, 2013 Returned to Policy for Review: 10/11/17 and 11/08/17 School Board First Read: November 15, 2017	Page 1 of 12 Category: Recommended

NONDISCRIMINATION/EQUAL OPPORTUNITY

~~Discrimination against and harassment of Oyster River Cooperative school employees because of age, sex, race, creed, color, marital status, familial status, physical or mental disability, genetic information, national origin or sexual orientation are prohibited. Discrimination against and harassment of students because of sex, race, creed, color, age, marital status, familial status, physical or mental disability, national origin or sexual orientation are prohibited.~~

The Oyster River School District does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its employment, programs and activities. The School District does not tolerate discrimination, harassment or retaliation on these bases and takes steps to insure students, employees and third parties are not subject to any discrimination or harassment in District programs or activities. The Board directs the school administration to implement a continuing program designed to prevent discrimination against all.

~~The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students and individuals with disabilities having access rights to school premises and activities.~~ The District will designate a Nondiscrimination Officer who will be responsible for ensuring compliance with all federal and state requirements relating to nondiscrimination. The Nondiscrimination Officer will be a person with direct access to the Superintendent.

The Board directs the administration to implement internal complaint procedures for resolving complaints of discrimination under this policy and to provide adequate notice of the availability of such complaint procedures.

The Board directs the administration to provide notice of compliance with federal and state civil rights laws to all applicants for employment, employees, students, parents, and other interested persons, as appropriate.

The District will require all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the District to subscribe to all applicable federal and state laws pertaining to contract compliance.

The Oyster River School District will respond promptly and effectively to allegations of discrimination, harassment, and retaliation. It will promptly conduct investigations and takes appropriate action, including, but not limited to, disciplinary action, against individuals found to have violated its policies, as well as providing appropriate remedies to complaints and the Oyster River community.

Legal Reference: Equal Employment Opportunities Act of 1972 (P.L. 92-261 amending Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e) et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
Title VI of the Civil Rights Act of 1964 (P.L. 88-352)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)
Equal Pay Act of 1963 (29 U.S.C. § 206)
Rehabilitation Act of 1973 (Section 504) (29 U.S.C. § 794 et seq.); 34 CFR § 104.7, as amended
Americans with Disabilities Act (42 U.S.C. § 12101 et seq.), as amended

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: AC
Date of Adoption: February 13, 2009 Review School Board First Read: March 13, 2013 School Board Second Read/Adoption: April 3, 2013 Returned to Policy for Review: 10/11/17 and 11/8/17 School Board First Read: November 15, 2017	Page 2 of 2 Category: Recommended

Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
 NH RSA 186:11; 354-A:7
 NH Code Admin. R. Ed. 303.01(i)

Cross Reference: [JBAA- Harassment and Sexual Harassment of Students](#)
 [JBAA-R – Student Discrimination and Harassment Complaint Procedure](#)
 [GBAA - Harassment and Sexual Harassment of School Employees](#)
 [GBAA-R – Employee Discrimination and Harassment Complaint](#)
 [Procedure](#)
 [IICK – Bullying and Cyberbullying Pupil Safety and Violence Prevention](#)
 [IICK-R – Bullying/Cyberbullying Reporting Form](#)
 [IICK-R1 – Bullying Investigation Form](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICK
Policy Committee Review: May 11, 2016 Legal Clarification Version School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 Policy Committee Review: November 8, 2017 School Board First Read: November 15, 2017	Page 1 of 7 Category: Priority

BULLYING AND CYBERBULLYING
PUPIL SAFETY AND VIOLENCE PREVENTION

I. GENERAL STATEMENT OF POLICY

It is the policy of the Oyster River Cooperative School District that its students have an educational setting that is safe, secure, peaceful, and free from student harassment, also known as bullying or cyberbullying. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying or cyberbullying as defined herein is prohibited. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this Policy may be subject to disciplinary action up to and including expulsion. Each building Principal is responsible for the implementation of this Policy.

II. BULLYING AND CYBERBULLYING DEFINED

1. "Bullying" is a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- (a) physically harms a student or damages the student's property;
- (b) causes emotional distress to a student. For the purposes of this policy, the term "emotional distress" means distress that ~~materially~~ impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
- (c) interferes with a student's educational opportunities;
- (d) creates a hostile educational environment; or
- (e) substantially disrupts the orderly operation of the school.

"Bullying" includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. "Cyberbullying" is any conduct defined in paragraph 1 of this Section undertaken through the use of electronic devices which include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. Cyberbullying includes, but is not limited to, the following actions: harassing, teasing, intimidation, threatening, stalking or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs or other use of technology.

3. Bullying or cyberbullying occurs when an action or communication defined in paragraphs 1 or 2 of this Section:

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICK
Policy Committee Review: May 11, 2016	Page 2 of 7
Legal Clarification Version	Category: Priority
School Board First Read: May 18, 2016	
School Board Second Read/Adoption: June 1, 2016	
Policy Committee Review: November 8, 2017	
School Board First Read: November 15, 2017	

(a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or

(b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.

4. "Parent" means parent, parents, or legal guardians.
5. "Perpetrator" is a student who engages in bullying or cyberbullying.
6. "School property" is all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
7. "Victim" is a student against whom bullying or cyberbullying has been perpetrated.
8. Bullying in violation of this Policy need not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans With Disabilities Act, Title VI, or the Rehabilitation Act of 1974.

III. REPORTING PROCEDURE

1. Any student who believes he/she has been a victim of bullying or cyberbullying shall report the alleged act to the building Principal. If a student is more comfortable reporting the alleged act to a person other than the building Principal, the student may contact any School District employee. The School District will respect the confidentiality of the victim and the perpetrator(s) as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of alleged bullying and cyberbullying and to take appropriate remedial disciplinary action when such conduct has been substantiated. However, no disciplinary action can be taken against a perpetrator solely on the basis of a confidential report.

2. Any school employee, volunteer, or employee of a company under contract with the school or School District, who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying shall report the incident to the student's Principal. "Reliable information" shall include a parent's or student's claim that a student is the victim of bullying or cyberbullying.

3. All reports must be documented on the School District's Bullying/Cyberbullying Reporting Form. The victim or reporter shall provide copies of documents relating to the bullying or cyberbullying and/or save those documents so that the documents can be provided to the investigator. If a victim or reporter is either unwilling or unable to complete the School District's Bullying/Cyberbullying Reporting Form, the school employee who receives the oral report will promptly fill out the School District's Bullying/Cyberbullying Reporting Form, using, to the extent practicable, the reporter's or victim's own words to describe the alleged bullying or cyberbullying.

4. Upon receipt of a report of bullying or cyberbullying, the Principal shall within twenty-four (24) hours forward a written report to the Superintendent of the incident and the Principal or his/her designee's response to the initial report.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICK
Policy Committee Review: May 11, 2016 Legal Clarification Version School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 Policy Committee Review: November 8, 2017 School Board First Read: November 15, 2017	Page 3 of 7 Category: Priority

5. The Principal shall by telephone and in writing by first-class mail, notify the parent of the victim and perpetrator within forty-eight (48) hours of receiving the School District's Bullying/Cyberbullying Reporting Form that a report of alleged bullying or cyberbullying was received and is being investigated in accordance with this Policy. The content of the notice shall comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

6. The Superintendent may, within the forty-eight (48) hour time period in paragraph 5 of this Section, grant the Principal a written waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the victim or perpetrator. The waiver shall not negate the school's responsibilities to comply with the remainder of this Policy.

87. The Principal or his/her designee shall notify the Superintendent of all substantiated instances of bullying or cyberbullying. The Superintendent shall report to the School Board all substantiated instances of bullying and cyberbullying.

98. Within ten (10) school days of completion of the investigation, the Principal shall notify the parents of the victim and perpetrator of the school's remedial action. In accordance with FERPA, the School District may not disclose to the parents of victims the educational records of perpetrators which include but are not limited to the discipline and remedial action assigned to the perpetrators.

IV. INVESTIGATION AND REMEDIAL ACTION

1. The Principal or his/her designee shall begin an investigation of the alleged acts of bullying or cyberbullying within five (5) school days of receiving the School District's Bullying/Cyberbullying Reporting Form. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations, to determine whether bullying or cyberbullying occurred, and to identify the student(s) responsible for the acts. These procedures are intended to protect the rights of a victim and perpetrator.

(a) The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.

(b) Privacy rights of all parties shall be maintained in accordance with applicable laws.

(c) The building principal/assistant principal shall keep a written record of the investigation process.

(d) The building principal/assistant principal may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.

(e) The building principal/assistant principal shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.

(f) Consistent with applicable law, students may not be required to disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, District investigators may request a student or a student's

parent/guardian voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing investigation.

2. The Principal or his/her designee will complete the investigation within seven (7) school days after the Principal receives the School District's Bullying/Cyberbullying Reporting Form, except in cases where the Superintendent grants a written extension. The Superintendent, if necessary, may grant an extension of the time period for the completion of the investigation for up to an additional seven (7) school days. The Superintendent shall notify all parties in writing of the granting of an extension. The Principal or his/her designee will expedite the investigation of any claim involving physical violence or serious threats of harm.

3. To end bullying or cyberbullying and prevent its recurrence, the Principal or his/her designee will take such disciplinary action deemed necessary and appropriate, including but not limited to detention, in-house suspension, out-of-school suspension or referral to the Superintendent to consider long-term suspension or expulsion, and/or referral to law enforcement. Any discipline imposed will be in accordance with and consistent with the School Board's policies on student discipline.

4. Administrators have the discretion within the requirements of district policies on student discipline, to determine appropriate disciplinary consequences and/or interventions for violations of this policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.

5. Besides initiating disciplinary action, the Principal or his/her designee may also take other remedial action deemed necessary and appropriate to end bullying or cyberbullying and prevent its recurrence including but not limited to requiring participation in peer mentoring, or other life skills groups; reassigning student's classes, lunch periods or transportation; and/or offering appropriate assistance to the victim or perpetrator.

6. At the time a bullying or cyberbullying report is made, the Principal or his/her designee in consultation with the Superintendent, shall develop a strategy to protect all students from any kind of retaliation.

7. The Principal or his/her designee must document his/her investigation results in a written report. The investigation report shall include documentation of the statements/interviews of the victim, perpetrator, and witnesses. Copies of any documents or other evidence (e.g., electronic communications) obtained during the investigation shall be attached to the report. The Principal or his/her designee's investigation report shall also include the Principal or his/her designee's findings of whether the report of bullying or cyberbullying was substantiated and the reasons why the report was or was not substantiated. If the report is substantiated, the Principal or his/her designee shall include in the investigation report recommendations for remediating the bullying or cyberbullying and shall, when appropriate, recommend a strategy to protect students from retaliation. If the report is not substantiated as bullying or cyberbullying but the conduct violates school rules or policies, the Principal or his/her designee shall specify the school rules or policies violated and make appropriate recommendations to address the violations.

~~8. The Principal or his/her designee shall notify the Superintendent of all substantiated instances of bullying or cyberbullying. The Superintendent shall report to the School Board all substantiated instances of bullying and cyberbullying.~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICK
Policy Committee Review: May 11, 2016 Legal Clarification Version School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 Policy Committee Review: November 8, 2017 School Board First Read: November 15, 2017	Page 5 of 7 Category: Priority

~~9. Within ten (10) school days of completion of the investigation, the Principal shall notify the parents of the victim and perpetrator of the school's remedial action. In accordance with FERPA, the School District may not disclose to the parents of victims the educational records of perpetrators which include but are not limited to the discipline and remedial action assigned to the perpetrators.~~

108. Since bullying or cyberbullying may begin again after several weeks or months have lapsed, the perpetrator in substantiated cases should be closely supervised. The victim should be encouraged to report any new problems to the Principal or his/her designee. The Principal or his/her designee should interview the victim regularly to make sure that there is no recurrence of bullying, cyberbullying, or retaliation. The Principal or his/her designee shall document all follow-up with the victim.

V. FILE RETENTION

The Principal will maintain in a separate confidential file the original completed School District's Bullying/Cyberbullying Reporting Form, investigatory interview notes and reports, findings made, the investigation report, including any decision for action, and other relevant investigatory materials, and maintain a copy of the file in the perpetrator's education record. The Principal shall also provide a copy of the file to the Superintendent.

VI. APPEAL

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the perpetrator and victim shall have the right to appeal the Principal or his/her designee's decision regarding their student to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal or his/her designee's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, then the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The appeal shall state in writing why the appealing party is aggrieved, and the specific relief they are requesting.

2. The procedures in RSA 193:13, Ed 317, and the School District's discipline policies establish the due process and appeal rights for students disciplined for acts of bullying, cyberbullying, or retaliation.

VII. RETALIATION OR FALSE ACCUSATIONS

No person shall retaliate or make false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. The School District will discipline any individual who retaliates or makes a false accusation or encourages others to retaliate or make a false accusation against a victim, witness, or anyone else who in good faith provides information, testifies, assists, or participates in an investigation, proceeding or hearing relating to an act of bullying or cyberbullying.

If a complaint or report is not made in good faith, the School District will take such disciplinary action deemed necessary and appropriate including but not limited to suspension, expulsion, or dismissal.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICK
Policy Committee Review: May 11, 2016 Legal Clarification Version School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 Policy Committee Review: November 8, 2017 School Board First Read: November 15, 2017	Page 6 of 7 Category: Priority

VIII. POLICY NOTIFICATION/DISSEMINATION

1. Copies of this Policy shall be given to all employees, students and parents annually by publishing in the applicable handbook. Whenever new School District employees or students begin during the school year, they shall receive a copy of the appropriate handbook before commencing work or school attendance. The Superintendent or his/her designee shall also make all volunteers, and contractors who have contact with students and chartered public schools aware of this Policy.

2. The School District will post this Policy and a summary of the Policy on the School District's website and conspicuously in each school building in areas easily accessible to students and staff.

IX. TRAINING OF STAFF AND EDUCATING PARENTS AND STUDENTS

1. The School Administration shall develop age-appropriate methods of discussing the meaning, substance, and application of this Policy with parents and students in order to minimize the occurrence of bullying and cyberbullying and to identify, respond to, and report incidents of bullying or cyberbullying. In support of this policy, the Board promotes preventative educational measures to promote greater awareness of aggressive behavior, including bullying.

2. The School Administration shall provide training annually for employees, school volunteers, and contractors who have contact with students for the purpose of preventing, identifying, responding to, reporting incidents of bullying or cyberbullying, and implementing this Policy.

X. RECORDINGS IN STUDENT DISCIPLINE MATTERS

1. Recordings on School Buses. Pursuant to RSA 570-A:2, notice is hereby given that the School Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. A sign informing the occupants of school buses that such recordings may occur shall be posted on all buses.

2. Use of Recordings. The District reserves the right to use audio/video on buses and video recording devices on District property to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policy ECAF.

In the event a recording is used as part of a student discipline proceeding, such recording may become part of a student's education record. If a recording does become part of a student's educational record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion in the event of such an occurrence.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICK
Policy Committee Review: May 11, 2016 Legal Clarification Version School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 Policy Committee Review: November 8, 2017 School Board First Read: November 15, 2017	Page 7 of 7 Category: Priority

XI. BULLYING AS ABUSE AND CRIMINAL CONDUCT

Under certain circumstances (e.g., physical harm/touching, or damage to property) bullying or cyberbullying may constitute a violation of the Safe School Zones Act or abuse under RSA 169-C, the Child Abuse Reporting Act. In such situations, employees, volunteers and contractors shall comply with provisions of the School District's Policy concerning the Safe School Zones Act and the law which in part requires reporting to the Principal and requires the Principal to file a written report with the police within 48 hours and to notify the victim's parents/guardian that a report has been filed.

XII. SEXUAL HARASSMENT

Bullying or cyberbullying may constitute sexual harassment in which case it shall be subject to and be handled in accordance with the School District's Sexual Harassment and Sexual Violence Policy, not this Policy.

XIII. ANNUAL REPORT

The Superintendent shall prepare and submit an annual report of substantiated bullying/cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

XIV. IMMUNITY

A School Administrative Unit employee, School District employee, school volunteer, student, parent, legal guardian, or employee of a company under contract to the School District, School Administrative Unit, or chartered public school, shall be immune from civil liability for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under RSA 193-F.

Cross Reference:

JRB: Confidential Student Information

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
DRAFT to Policy Committee: May 9, 2011 School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014 Policy Committee Review: November 8, 2017 School Board First Read: November 15, 2017	Page 1 of 1 Category: Priority

EMERGENCY CARE AND FIRST AID

The Oyster River Cooperative School Superintendent, in consultation with school health personnel, will ensure that procedures are implemented in the schools to provide for emergency care and first aid for students, school staff and visitors who are injured or become ill at school.

Appropriate staff will receive an orientation regarding the District's emergency care and first aid procedures, and each school will have designated staff who have received first aid and CPR training. Emergency cards will be maintained for all students.

Minor injuries and illnesses should be referred to the school nurse or other designated school staff for treatment. Treatment will be provided within the school in accordance with applicable laws and Board policies. In the event of a serious injury or illness, the individual may be transported to ~~his/her physician or a~~ health facility, ~~depending upon the particular circumstances.~~

Parents will be informed when their child is injured or becomes ill at school, and appropriate records will be kept by the school nurse.

Authorization:

~~In case of medical emergency, in the event that I/we cannot be reached, I/we authorize the Oyster River School District, its agents, employees, and other officers to procure and consent to any medical examination, diagnostic process or course of treatment, including transportation and hospital care, to be rendered to my/our child by or under that supervision of any duly licensed health care provider.~~

~~An accident report must be completed for all serious injuries.~~

Legal References:

RSA 200:40; 200-40-a,
NH Code of Admin. R. 306.04(a)(19); 306.12(b)

Cross Reference:

JLCD – Administering Medications to Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBCD
Date of Adoption: January 3, 2007 Policy Committee Review: June 11, 2014 & June 8, 2016 Attorney review and revisions to Policy 9/14/16 School Board First Read: October 19, 2016 Back to Policy Committee: October 26, 2016 & 11/8/17 School Board: First Read: November 15, 2017	Page 1 of 3 Category: Priority

[Background Investigation and Criminal Records Check](#)

Background Investigation

The [Oyster River Cooperative School District](#) Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime **that has not been annulled by a court** and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions **that have not been annulled by a court** or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check, [with the exception of substitutes, the District](#) shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check.

“Persons regularly in contact with students” means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

Volunteers

~~Designated~~ Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. ~~“Designated Volunteers” are defined and so designated pursuant to Policy IJOC.—Volunteers not categorized as “Designated Volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.~~

Conditional Employment

Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBCD Category: Priority
Date of Adoption: January 3, 2007 Policy Committee Review: June 11, 2014 Attorney review and revision to policy 9/14/16 School Board First Read: October 19, 2016 Back to Policy Committee: October 26, 2016 & 11/8/17	Page 2 of 3

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

Contract Services

Any person performing contracted services and employees of the contractor whose duties require regular contact with students (e.g., bus drivers, service providers, cafeteria workers) or are designated by the Superintendent or School Board shall be subject to the State and FBI Criminal Records Check.

Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such person has charges pending or has been convicted of the following offenses, as referenced in RSA 189:13-a, V: murder; child pornography; aggravated felonious sexual assault; felonious sexual assault; **sexual assault**; kidnapping; manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property; or sexual misconduct within an education setting; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any **felony crime.** ~~s~~Such determination will be made by the ~~Board~~ Superintendent, on a case by case basis.

~~The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.~~

When the District receives a notification of a felony conviction from the State Police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four (24) hours of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

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Considerations that will be taken into account for this determination are as follows:

- The nature of the arrest offense compared to the nature of the conviction;**
- Age of conviction;**
- Age of applicant at the time of the offense;**
- Type of offense in consideration of the type of position applied for;**
- Number of offenses;**
- Any other consideration(s) the superintendent deems relevant to the position sought.**

Hiring Contracted Service Providers/Accepting Volunteers

The School District will not hire contracted service providers or accept the services of volunteers who would be disqualified from employment under this Policy.

Additional Criminal Records Checks

The [Superintendent and/or the](#) Board may require a Criminal Records Check of any employee at any time.

Legal Reference:

RSA 189:13-a, School Employee and Designated Volunteer Criminal History Records Check
RSA 651:5,X(f) Questioning an applicant for employment

Cross Reference:

[IJOC -R, R1 School Volunteers, Application Form, Confidential Form](#)

Policy Committee Meeting Minutes

Wednesday, November 8, 2017@ 3:30 PM

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

Visitors: Ben and Grace Caudill

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

Denise opened the meeting by inviting the visitors, Ben and Grace Caudill to speak regarding the nondiscrimination policy that is up for review. Discussion surrounding having a specific policy pertaining to racism and whether the District has a copy of the Coalition's policy that was available at the Forum. Questions and clarification given on what the strike outs and different color fonts were in the policy. Lengthy discussion between the parties. Jim stated that he believes that we can find a common ground, and with the Board's permission, make an addendum to both the nondiscrimination and bullying policy that would be more specific in terms of race. Ben and Grace thanked the committee for inviting them and left the meeting at 4:00 PM.

Policy AC – Nondiscrimination/Equal Opportunity – minor changes were made to the policy and is ready for a first read.

Policy JICK – Bullying and Cyberbullying Pupil Safety and Violence Prevention – This policy was brought forward again as it was reviewed by legal counsel. It was determined that the existing policy was up to date and a minor revision of moving one section of the policy under another heading within the policy was completed. Questions were asked, and a discussion ensued with the result of sending this policy for a first read.

Policy JLCE - Emergency Care and First Aid – This policy was reviewed. Language was updated in the third paragraph and the authorization section was removed and will be turned into a procedure for this policy. This is ready for a first read.

Policy GBCD – Background Investigation and Criminal Records Check – This policy has been reviewed by legal counsel on two separate occurrences with the changes depicted in blue and green. Jim explained the newest changes were due to a change in the law. Policy member asked a clarifying question which was answered. This policy will go for a first read.

Policy IJOC – School Volunteers – The existing version, NHSBA version and the October 26, 2016 version were reviewed. A lengthy discussion resulted in this policy being placed on hold until verification of the current practice and legal clarification is obtained.

Meeting ended at 4:40 PM – Next meeting December 13, 2017.

Respectfully submitted,
Wendy L. DiFruscio



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

OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

To: Dr. Jim Morse, Superintendent
From: Andy Lathrop
Date: 11/10/17
Re: 2017 HS/MS Winter Coach and Volunteer Nominations

Message:

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

High School/Middle School Volunteer Positions:

Paul Franz	Martial Arts Club
Paul Bamford	Boys Basketball
Mike Regan	Ski Team
Scott Reid	Ski Team
Kirsten Wilson	Ski Team
D Ellis Mueller	Boys Hockey
Leslie Gelsomini	Girls Hockey
Scott Barton	Girls Hockey

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Craig Randall	Boys JV Hockey	\$3,373	5	\$150	\$3,523
Jamie Long	Girls Varsity Ice Hockey	\$5,190	5	\$150	\$5,340
Scott McGrath	Girls Indoor Track	\$3,594	1	0	\$3,594
Nick Ricciardi	Boys Indoor Track	\$3,594	15	\$375	\$3,969
William Reeves	Swimming	\$3,195	24	\$375	\$3,570
Lynn Santosuosso	Diving	\$2,076	13	\$375	\$2,451
Laura Fant	Girls Asst. Swimming	\$2,076	9	\$300	\$2,376
Lorne Lucas	Boys Varsity Basketball	\$5,190	3	\$75	\$5,265
Zach Lewis	Boys JV Basketball	\$3,373	0	0	\$3,373
Nicole Casimiro	Girls Varsity Basketball	\$5,190	1	0	\$5,190
Erin Mullenix	Girls JV Basketball	\$3,373	1	0	\$3,373
Peter Antognetti	Boys Reserve Basketball	\$2,595	0	0	\$2,595

Middle School Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Sunny Sadana	Boys 7 th Grade Basketball	\$1,997	1	0	\$1,997
David Geschwendt	Girls 7 th Grade Basketball	\$1,997	1	0	\$1,997
Jason Duff	Boys 8 th Grade Basketball	\$1,997	2	0	\$2,072
Nate Grove	Girls 8 th Grade Basketball	\$1,997	13	\$375	\$2,372

Sincerely,

Andy Lathrop
 Director of Athletics
 Oyster River Cooperative School District