Oyster River Cooperative School District  
REGULAR MEETING  

October 5, 2016  ORMS Library  6:30 PM

I. CALL TO ORDER (6:30 PM)

II. MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

III. APPROVAL OF AGENDA

IV. PUBLIC COMMENTS

V. APPROVAL OF MINUTES
   • Motion to approve 9/21/16 regular meeting minutes.

VI. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS
   A. District
   • Suzanne/High School Students request for two Overnight Field Trips
   B. Board

VI. DISTRICT REPORTS
   A. Assistant Superintendent/Curriculum & Instruction Report(s)
   B. Superintendent’s Report
   • October 1 Enrollment
   C. Business Administrator
   • FY ’18 Calculations
   D. Student Senate Report
   E. Other:
   • Commissioner Barry – Reporting out on the state’s educational initiatives

VII. DISCUSSION ITEMS
   • Budget Goal FY18

VIII. ACTIONS
   A. Superintendent Actions
   B. Board Action Items
   • Motion to appoint Catherine Plourde as Affirmative Action Officer
   • Motion to approve budget goal.
   • Motion to approve two ORHS Field Trips: 11/17-11/20 Model UN Conference, Princeton, NJ and 2/10-2/12 Model UN Conference, Boston, MA

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS
   A. Future meeting dates: 10/13/16 Late Start Forum – ORHS Auditorium 6:00 PM  
   10/17/16 Town of Durham Council Meeting  
   10/19/16 Regular School Board Meeting  
   10/24/16 Town of Lee Selectman Meeting

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

- Maria S. Barth
- Term on Board: 2015 - 2018
- Thomas Newkirk, Chair
- Term on Board: 2016 - 2019
- Kenneth Rotner
- Term on Board: 2016 - 2019
- Sarah Farwell
- Term on Board: 2014 - 2017
- Denise Day, Vice-Chair
- Term on Board: 2014 - 2017
- 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

September 21, 2016  Oyster River High School  6:30 p.m.

SCHOOL BOARD MEMBERS: Tom Newkirk, Denise Day, Sarah Farwell, Dan Klein, Kenny Rotner, Maria Barth, Al Howland, and Student Representative Troy LaPolice

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen

There were two members of the public present

I. CALL TO ORDER: The Board thanked Todd Allen and Corey Parker for the athletic field’s tour.

6:30 – 7:00 p.m. Manifest Review/Approval at each School Board meeting

II. APPROVAL OF AGENDA: Denise Day moved to approve the agenda, 2nd by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS: None

IV. APPROVAL OF MINUTES:
Motion to approve September 7th Regular Meeting Minutes:
Denise Day moved to approve the September 7th meeting minutes, 2nd by Dan Klein

Revisions:
Page 3 Fifth paragraph: Replace “crisis response planning” with “crisis response planning and training”

Page 9: Replace paragraph 6 with “Board Goal 5: Kenny Rotner really appreciates the work that has gone into formulating the wellness goal. Students need to be engage in the process of developing a wellness training program.”

Page 10 Public Comments:
Dean Rubine: Replace his second sentence with “He is recommending the start times be 8:45 – 3:45 at the middle school and high school, and 7:45 – 2:25 at the elementary schools

Page 8 substitute “interview team” instead of “observation team” in the fourth paragraph and in the fifth paragraph motion.
The Motion passed 7-0 with the above revisions and the Student Representative voting in the affirmative.

APPROVAL OF MANIFESTS:
Payroll Manifest #6: $818,685.15
Vendor Manifest #7: $683,182.82

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:
A District: None

B Board: None

VI. DISTRICT REPORTS:
Assistant Superintendent/Curriculum and Instruction Report: None

Superintendent’s Report: Superintendent Morse referenced correspondence received from Mr. Yeager regarding the property across the street from the High School to gage the District’s interest. They are doing due diligence to make sure that this property is looked at thoughtfully and thoroughly.

Superintendent Morse reported that he has begun the process with the Moharimet Staff on the Principal search. It was a great meeting.

He addressed a couple of rumors: The track has not gone over budget. There was a guaranteed maximum price on the project.

There was also a rumor that the Wellness Plan around suicide wasn’t funded adequately. In contrast, they have funded appropriately for the work that the District is doing.

Superintendent Morse urges anyone to contact him with any questions they may have and he is happy to answer them.

The busing is on track and the major issues around transportation have been solved. Lisa Huppe has been very thorough in responding to parent’s concerns. Superintendent Morse added that there is road construction going on that they have no control over and they won’t have the ability to get the kids home in the allotted time.
**Unofficial Opening Day Enrollment for the 2016-17 School Year:**
Superintendent Morse reported that enrollment is up and Mast Way has an increase of 39 students over last year. He will present the official enrollment numbers to the Board after the October 1st date.

He also noted that there are two full classrooms in the modulars at Moharimet School.

**Business Administrator:** Sue Caswell reviewed the proposed FY18 Budget Calendar with the Board:

**FY18 Proposed Budget Calendar:**
- **September 7**
  - School Board Goals FY18 Budget
- **Superintendent Department Reviews:**
  - **October 5**
    - Middle School/High School
  - **October 6**
    - Mast Way/Moharimet (1:00)
  - **October 7**
    - Facilities/Technology
  - **October 11**
    - Transportation/Food Service
  - **October 13**
    - SAU/District, SPED

- **November 7**
  - Draft Budget Distribution
- **November 10**
  - Workshop Session with the Board 8:00 – 1:00
  - Town of Lee Safety Complex
- **November 16**
  - Regular Board Meeting Budget Discussion
- **November 30**
  - Budget Workshop with Board 7:00 HS Library
- **December 7**
  - Regular Board Meeting Set Budget 7:00 p.m.
  - High School Library
- **January 9**
  - Town Budget Forum – Lee Safety Complex
  - 6:00 p.m.
- **January 16**
  - Town Budget Forum – Madbury Town Hall
  - 7:00 p.m.
- **January 23**
  - Town Budget Forum – Durham Town Hall
  - 7:00 p.m.
- **January 11**
  - Public Hearing – 7:00 High School Auditorium
- **February 7**
  - First Session/Deliberative Session 7:00
  - High School Auditorium
- **March 14**
  - Second Session/Voting by Ballot
Kenny Rotner moved to accept the budget calendar for the 2017-18 year, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Student Senate Report: Student Representative Troy Lapolice reported that they have been working on Spirit Week. It is a process that involves a lot of work. Freshman class officers have been elected.

VII. DISCUSSION ITEMS:

A Calendar Options Update: Josh Olstad, Director of IT, updated the Board on calendar options. These implementations more effectively allow communication with the community by modifying the District and individual building calendars to make them more user friendly.

Guild Negotiations Update: The entire proposed contract has been made available to the Board since the last meeting.

Al Howland moved to approve the three year Teacher Guild Agreement, 2nd by Denise Day. Motion passed 6-0-1 Kenny Rotner abstaining and the Student Representative abstaining.

2016-2017 Board Goals:
Proposed Board Goal:
Al Howland moved to approve the board goals, 2nd by Maria Barth
Al Howland moved to withdraw his motion, 2nd by Maria Barth

Goal 1: Develop a communication strategy that engages the community in a dialogue on key issues. Al Howland moved to approve Goal 1, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Goal 2: Inform the public of the condition of the Oyster River Middle School Facility and to engage in a dialogue with all stakeholders to determine community priorities. Al Howland moved to approve Goal 2, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Goal 3: Develop a plan to add Chinese instruction to the middle school and high schools. Develop a plan to expand Spanish and French instruction at the middle school. Sarah Farwell moved to approve Goal 3 2nd by Dan Klein. Motion passed 7-0.
Goal 4: To make decisions regarding start times for all schools for the 2017-18 school year. Al Howland moved to approve Goal 4, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Goal 5: Engage the community and students in a dialogue about the mental health and wellness of our student population. Develop a K-12 trauma action plan for School Board Review. Kenny Rotner moved to approve Goal 5, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Goal 6: The Middle School staff will complete the Competency Plan across all subjects and grades to include Standards and present recommended progress report format to the School Board for approval. Al Howland moved to approve Goal 6, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve transfer of funds: Al Howland moved to approve transfer of end of year fund balance of June 30, 2016 in the amount of 200,000 to the Facilities Development Capital Reserve Fund, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

MS25/DOE25: Kenny Rotner moved to pass the MS25/DOE25, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Late Start/One Run System Direction: Superintendent Morse discussed with the Board the Public Forum that will be held on October 13th with the Community. More and more school systems are having the same conversations surrounding a later start time at the high schools.

The Board discussed the draft power point that Superintendent Morse will be presenting at the Public Forum. The Board discussed showing the impact of changing the times has on sleep.

The Board had a conversation about making a final decision to any start time changes for 2017-2018 at the first board meeting in November. After the public forum they will need to determine if the November 5th meeting is reasonable to make a decision.
The Public Forum date will be announced via school messenger.

VIII. ACTIONS:
A. Superintendent Actions: None
B. School Board Action Items:

Motion to approve revision to ORHS Activity Advisor Nomination and Volunteer Coaches:
Advisors:
Nate Oxnard SPARC/Project First Robotics $1,656.50
Sara Cathey SPARC/Project First Robotics $1,581.50

Volunteers:
Brian Contorchick Athletic Department Intern
Abbey Raiche Athletic Department Intern

Al Howland moved to approve the above revision to ORHS Activity Advisor Nomination and Volunteer Coaches, 2nd by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.

Policy:
Sabbatical Leave GCBD-R and R1
Sarah Farwell moved to adopt Policy GCBD-R Sabbatical Leave, 2nd by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Maria Barth mentioned that the Policy Committee has worked very hard at the last meeting on the Extended Learning Opportunity Policy. It will be coming to the board for a first read. It has financial implications.

Maria also reported that the NHSBA deadline for resolutions are due by October 21. She is proposing two: a building aid resolution and a policy for background checks. These would need to be approved at the October 19th meeting.

Denise Day reported that the Long Range Planning Committee met and discussed the K1 discrepancy numbers.

Dan Klein announced that the Sustainability Steering Committee is receiving updates from the green team leaders. They are working on a new process for
making funds available to teachers for sustainability projects. There is a meeting for the full committee on October 17th.

**X. PUBLIC COMMENTS:** Dean Rubine from Lee wants the Board to be more transparent about the start times.

**XI. CLOSING ACTIONS:**
A. Future Meeting Dates: 
   - 9/24 High School Athletic Fields Dedication
   - 10/5 Regular Meeting – ORMS Library
   - 10/13 Late Start Forum – ORHS Auditorium
   - 6:00 p.m.

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II:** None

**NON-MEETING SESSION: RSA 91-A2 I (a) Strategies with Respect to Collective Bargaining.**

**XIII. ADJOURNMENT:**

Maria Barth moved to adjourn the public meeting at 8:45, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary
October 1 Enrollment Totals for
School Board Meeting 10/5/16
By Schools

<table>
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<tr>
<th>SCHOOL</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Mast Way</td>
<td>320</td>
</tr>
<tr>
<td>Moharimet</td>
<td>373</td>
</tr>
<tr>
<td>Middle School</td>
<td>656</td>
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<tr>
<td>High School</td>
<td>766</td>
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<tr>
<td><strong>Sub Total</strong></td>
<td><strong>2115</strong></td>
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<tr>
<td><strong>Pre K Total</strong></td>
<td><strong>29</strong></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>2144</strong></td>
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To: School Board & Superintendent  
From: Sue Caswell, Business Administrator  
Date: October 5, 2016  
Re: FY2018 Calculations  

This memorandum is written to provide budget information to you as you begin a discussion regarding FY2018 budget goals setting.

There are some increases we do know of and we can give you some figures based on assumptions. We do know that a new retirement rate has been set which will add an estimated $280,000 to the overall budget. The impact of the proposed Guild contract has an increase of $527,076. The first full year of the bond payment on the track and field upgrade will add $156,013 to the budget.

Keep in mind that we have moved the process back to accommodate the setting of the guaranteed maximum rate (GMR) for health insurance. We should have this figure before we meet on November 10. To give you an idea of how much this impacts the budget we have calculated a 10% increase to be approximately $490,000.

Using these estimating assumptions I have outlined what our increases might look like for FY2018.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Retirement</td>
<td>$280,000</td>
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<td>Guild Contract</td>
<td>$527,076</td>
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<tr>
<td>Track &amp; Field Bond</td>
<td>$156,013</td>
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<tr>
<td>Health at 10%</td>
<td>$490,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>$1,453,089</td>
</tr>
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</table>
It should be noted that this estimate does not include increases for other bargaining and non-bargaining unit employees which includes program directors, central office, maintenance and technology staff. Typically, we follow negotiated contracts to guide decisions for non-bargaining employees.

It also does not include additional efforts to address our capital needs. Our goal for our Strategic Plan for facilities has been to continue to increase our efforts until we reach 3% of the aggregate budget.

We also cut one bus out of this year’s budget and only purchased two replacements for the transportation department.

Additional revenues from tuition students will help to offset these expenses. We estimate an additional $350,000 in tuition revenues.
Budgeting is directly related to our academic vision. The proposed 2017-18 ORCSD budget reflects the priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements and health insurance costs.

The general budget goal will not have an overall impact that exceeds 3.25%.

However, the budget goal does not factor in new revenue from the Barrington tuition agreement that will be used to offset staffing, health care and retirement costs due to the increase in student enrollment.

This does not include any petitioned warrants.
To: ORCSD School Board
From: Jim Morse, Superintendent
Date: September 28, 2016
RE: Affirmative Action Officer

I would like to nominate Catherine Plourde to be the Affirmative Action Officer for the 2016-17 school year.

Thank you.
OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER HIGH SCHOOL, 55 COE DRIVE, DURHAM, NH 03824
ORHS OVERNIGHT FIELD TRIP REQUEST FORM

Today's Date: 9/26/16
Trip Date & Time: Depart on Nov. 17th at 7 (am/pm)
Return on Nov 20th at (am/pm)
Trip Contact Name & Phone Number: Gabrielle Anderson (Name) (Phone #)
Trip Destination/Address: Princeton, NJ
Instructional Objective: To attend Model U.N. Conference

Number of Students attending: 5 *
*Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip. Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

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

Chaperone Name(s): Gabrielle Anderson

Cell Phone Numbers active during trip:

Transportation: Bus; Yes** or No.
**Please make arrangements for bus transportation with the Principal's secretary, ext 6002.

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

Note: Overnight trips will be brought to the attention of the School Board; applications must be made at least one month in advance.

Calendar Approval:

Principal's Approval: [Signature]
OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER HIGH SCHOOL, 55 COE DRIVE, DURHAM, NH 03824

ORHS OVERNIGHT FIELD TRIP REQUEST FORM

Today’s Date: 9/19/16
Teacher/Organization: Model U.N. → Gab Anderson & Corey Blair
Subject:___

Trip Date & Time: Depart on 2/10 (Date) at 10:00 (am/pm)
Return on 2/12 (Date) at 3:30 (am/pm)

Trip Contact Name & Phone Number: Gabrielle Anderson
Trip Destination/Address: Park Plaza, Boston MA
Instructional Objective: Model U.N Conference

Number of Students attending: ___________

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

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

Chaperone Name(s): Corey Blair and Gabrielle Anderson
Cell Phone Numbers active during trip:

Transportation: Bus / Yes** or No.
**Please make arrangements for bus transportation with the Principal's secretary, ext 6002.

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

Note: Overnight trips will be brought to the attention of the School Board; applications must be made at least one month in advance.

Calendar Approval: ____________________________

Principal’s Approval: ____________________________