Oyster River Cooperative School District
REGULAR MEETING

May 7, 2014  Oyster River High School, C-124  6:30 PM

o. CALL TO ORDER (6:30 PM)
I. 6:30 – 7:00 PM  MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
II. PLEDGE OF ALLEGIANCE (7:00 pm)
III. PUBLIC COMMENTS
IV. APPROVAL OF MINUTES
   • Motion to approve: 4/16/14 meeting minutes.
V. ANNOUNCEMENTS AND COMMENDATIONS
   A. District
   B. Board
VI. DISTRICT REPORTS
   A. Assistant Superintendent/Curriculum & Instruction Report(s)
   B. Superintendent’s Report
      • Enrollment Update
   C. Business Administrator
      • Budget Update
      • Priority Spending List
   D. Student Senate Report
   E. Other:
      • Sustainability Report Presentation (30 minutes)
VII. DISCUSSION ITEMS
   • Board Goals for 2014-15 – a discussion w/ORCSD Leadership Team (Action Item for 5/21)
   • Board Policy: Intent and Process
VIII. ACTIONS
   A. Superintendent Actions
   B. Board Action Items
      • Motion to approve priority spending list.
      • Motion to approve the purchase of three additional school buses according to the required bid.
      • Motion to approve ORMS Jazz Band Overnight Field Trip 5/9/14 - 5/11/14 to Burlington, VT
      • Motion to approve ORMS Maternity Leave of Absence BOY to November 14, 2014
      • Motion to approve ORHS volunteer coach and ORMS Club stipend.
IX. SCHOOL BOARD COMMITTEE UPDATES
X. PUBLIC COMMENTS
XI. CLOSING ACTIONS
   A. Future meeting dates: 5/21/14, 6/4/14 regular meeting
XII. ADJOURNMENT
XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Needed}
      NON-MEETING SESSION: RSA 91-A:2 {If Needed}

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). The comment section of the agenda should not exceed three (3) minutes unless extended by the Chair. Occasionally, the Board may “suspend its rules” to allow visitor participation at the time an issue of specific interest is being addressed.

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 ORCSA 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: 2012-2015
- Thomas Newkirk Term on Board: 2013-2016
- Kenneth Rotner Term on Board: 2013-2016
- Sarah Farwell Term on Board: 2014-2017
- Denise Day Term on Board: 2014-2017
- Allan Howland Term on Board: 2012-2015
- Edwin Charle Term on Board: 2012-2015

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 Board

Regular Meeting

April 16, 2014 6:30 p.m.

SCHOOL BOARD: Chair Tom Newkirk, Al Howland, Kenny Rotner, Sarah Farwell, Denise Day, Maria Barth, Ed Charle and Student Representative M. Doody

ADMINISTRATORS: Superintendent Jim Morse, Sue Caswell, Todd Allen, Jay Richard, Jim Rozcki, Doris Demers, Carolyn Eastman, Carrie Vaich, and Dennis Harrington

There were seven members of the public present.

CALL TO ORDER: 6:30-7:00 p.m. Manifest Review

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS: William Hall of Durham spoke and is advocating for the enlargement for the cafeteria project at Moharimet School.

Dean Rubine of Lee is researching Middle and High School students having a later start time to their school day.

Darren Keller of Madbury spoke to the Board regarding the declining enrollment in the District. He feels that the tuition contract that was signed for ten years is too long. Darren would like all information on the tuition contract documented.

Joseph Morietti of Madbury spoke regarding the additional space project in the cafeteria at Moharimet. He feels that it should be seriously considered. This project is close to the town property line.

APPROVAL OF 3/19 and 4/2 Minutes:
Kenny Rotner moved to approve the March 19th Minutes, 2nd by Al Howland. Revisions: change 7:00 to 6:30.
Motion to pass the minutes with revisions passed 7-0 with the Student Representative voting in the affirmative.
Al Howland moved to approve the April 2nd minutes, 2nd by Denise Day. Revisions: Add Sarah Farwell to the Strategic Planning Committee. Policy BHC insert “A reminder that a first read will go back to the Policy Committee for review.”
Motion to approve the minutes with revisions passed 6-0-1 with Maria Barth abstaining and the Student Representative voting in the affirmative.

APPROVAL OF MANIFESTS:
PM #23: $825,053.81
VM#22: $229,016.90

DISTRICT REPORTS
A Assistant Superintendent/Curriculum and Instruction Report: None

B Superintendent’s Reports: Superintendent Morse would like to nominate Andrea von Oeyen for the Strings Teacher at a salary $54,984. Denise Day moved to approve Andrea Von Oeyen for the Strings Teacher Position, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

C. Business Administrator: Sue Caswell provided the Board with a budget update.

Sue also presented to the Board a priority spending list of one time costs:

<table>
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<tr>
<th>Project:</th>
<th>Project Amount:</th>
<th>Comments:</th>
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</thead>
<tbody>
<tr>
<td>Funding for an additional ten feet To Cafeteria/Gymnasium expansion</td>
<td>$64,000</td>
<td>Facilities study. Firm quote obtained.</td>
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<tr>
<td>DDC controls to classrooms</td>
<td>$60,600</td>
<td>Facilities study. Firm Estimate.</td>
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<tr>
<td>Install 2 new boilers – Middle School</td>
<td>$120,000</td>
<td>Facilities study. Firm Estimate.</td>
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</table>
### Driveway expansion and resurfacing
- $35,000
- Can work this into work at Coe Drive this summer.

### Upgrade all security card readers and software/hardware
- $47,000
- Was planning on this or budget 15/16 but can use this upgrade now given issues we have.

### Grounds tractor replacement
- $67,000
- Price includes $13K off for trade in of old machinery.

### Live Broadcasting capabilities
- For Auditorium: $56,000

### SAU Roof Replacement
- $10,000
- Total: $459,000

The Board had a discussion on these potential projects and this will come again before the Board at the next meeting.

Superintendent Morse noted that these potential projects are one time only costs.

**Student Senate Report:** Tomorrow is voting day for the Student Senate. The World Language Honor Society induction ceremony will be May 6th. There is a Casino Night sponsored by the Junior Class is tomorrow evening.

**DISCUSSION ITEMS:**

**Board Goals for 2014-15 A discussion with the ORCSD Leadership Team**

Tom Newkirk reviewed the Board goals for the previous two years:
Priorities for Possible Board Goals:
Equitable distribution of elementary students
Tuition students
Continued development and adoption of a strategic plan
Establish the Sustainability charge for the upcoming year
Continued dialogue with community
Common Core Implementation
Completion of Review of Policy Manual

Each School Board Member and Administrator gave input on Board goals:

Maria Barth:
Math: Hire a Math Consultant to review Math Program in the District
A concrete plan for all day Kindergarten
K-12 visible approach to risky behavior
Process of Goals before Budget conversation

Ed Charle:
All day Kindergarten Program in the District
Facilities Projects
Athletic Fields
Review Math Program
Review World Language Program
Common Core integrated smoothly into the system
Mental Health and Well Being

Tom Newkirk:
Develop a plan for implementation of all day Kindergarten
Oversee a revision of the teacher evaluation system.
Math curriculum review
Complete the Strategic Plan
Move forward with the Athletic Fields improvement

Al Howland:
Academic and Operation information before the Budget Session
Multi-year CIP
Technology Plan
Snapshot of Academic Needs by Elementary Middle and High School.
All day Kindergarten
Athletic Fields Upgrade
Kenny Rotner:
All day Kindergarten
Math and Science Curriculum
World Language Program
K-12 approach to risky behavior
Sustainability – possible solar project in the schools
Teacher and Student Evaluation
Start times in the schools
Formal structure to enable teachers to learn from each other

Sarah Farwell:
Communication between the Board and the Community, the schools and the family
All day Kindergarten
Budget Goal
Revamping of Math, Guidance, and Science Programs
Security

Denise Day:
Athletic Fields
Budget Process: Transparency to the Community
Process: Not to be spread too thin.

Todd Allen:
A sense of being overwhelmed by too many initiatives from staff and excitement from staff about bringing forward action plan.
Strategic Planning
Athletic Facilities Upgrade

Jay Richard:
Math
Facilities
Guidance
Teacher Evaluations
Start times in the schools
Sue Caswell:
Strategic Planning Process
Budget Process

Jim Rozycki:
Strategic Plan
Facilities: Middle School
Athletic Fields Upgrade: They may need additional training and supplies
Sustainability

Doris Demers:
A capital improvement for the kitchen equipment
Staff Development
Farm to School Coordinator

Carrie Vaich:
All day Kindergarten
Revamping of K-12 model of Math and Guidance
Continued communication

Josh Olstad
Strategic Planning Process
Technology Plan
Reviewing Technology Policies

Dennis Harrington:
Strategic Plan
Continue listening to teachers
World Language
All day Kindergarten

Maegan Doody:
Athletic Facilities Upgrade
Weighted grades
Counseling Program for Students
Carolyn Eastman:
Strategic Planning Process
All day Kindergarten
Athletic Fields
Math Program

The Board and Administrators had a discussion around the proposed goals. Superintendent Morse reported that most of the goals tonight will be addressed through the Strategic Plan. The staff is very excited and is engaged.

PUBLIC COMMENTS:

Darren Keller of Madbury doesn’t agree that all day Kindergarten should be a priority in the District. He does not want to see any tuition revenue going to Kindergarten. He feels that Mandarin should be offered in the District.

David Taylor of Durham noted that it was an exciting conversation to watch.

CLOSING ACTIONS
Future Meeting Dates: May 7th and May 21st

Maria Barth moved to adjourn the meeting at 9:25 p.m., 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary
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**Total**

- Madbury: 1
- Lee: 189
- Durham: 96

**286 Total**
## MOHARIMET School FYI 14
### Classroom Enrollment Breakdown for 13-14
**Effective 5/1/2014**

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**Totals:** 56 94 89 80 93 412
## Enrollment Update as of April 30, 2014

### Oyster River Middle School

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### Oyster River High School

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# Oyster River Cooperative School District

**Fiscal Year 2013-2014**

**Financial Status As Of:**

4/30/2014

<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Expended</th>
<th>Encumbrances</th>
<th>Amount Remaining</th>
<th>Percentage Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td>1,253,072</td>
<td>1,060,294</td>
<td>192,778</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Teacher</td>
<td>13,750,753</td>
<td>9,708,018</td>
<td>4,105,463</td>
<td>(6,272)</td>
<td>100%</td>
</tr>
<tr>
<td>Para</td>
<td>2,124,839</td>
<td>1,502,267</td>
<td>415,230</td>
<td>207,342</td>
<td>90%</td>
</tr>
<tr>
<td>Tutor</td>
<td>127,017</td>
<td>99,219</td>
<td>27,031</td>
<td>767</td>
<td>99%</td>
</tr>
<tr>
<td>Custodian</td>
<td>694,692</td>
<td>569,735</td>
<td>102,238</td>
<td>22,719</td>
<td>97%</td>
</tr>
<tr>
<td>Secretary</td>
<td>350,017</td>
<td>278,859</td>
<td>59,009</td>
<td>12,149</td>
<td>97%</td>
</tr>
<tr>
<td>District Hourly</td>
<td>511,477</td>
<td>444,455</td>
<td>81,082</td>
<td>(14,070)</td>
<td>103%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>212,179</td>
<td>152,857</td>
<td>52,623</td>
<td>6,899</td>
<td>97%</td>
</tr>
<tr>
<td><strong>Drivers:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Assistant</td>
<td>7,400</td>
<td>5,787</td>
<td>0</td>
<td>1,613</td>
<td>78%</td>
</tr>
<tr>
<td>Misc &amp; Summer</td>
<td>234,256</td>
<td>155,197</td>
<td>52,936</td>
<td>26,123</td>
<td>89%</td>
</tr>
<tr>
<td>Subs - Professional</td>
<td>229,169</td>
<td>203,825</td>
<td>18,748</td>
<td>6,906</td>
<td>97%</td>
</tr>
<tr>
<td>Subs - Para</td>
<td>20,800</td>
<td>33,148</td>
<td>0</td>
<td>(12,548)</td>
<td>161%</td>
</tr>
<tr>
<td>Subs - Secretary</td>
<td>5,000</td>
<td>4,506</td>
<td>0</td>
<td>195</td>
<td>98%</td>
</tr>
<tr>
<td>O/T</td>
<td>42,526</td>
<td>5,744</td>
<td>0</td>
<td>36,782</td>
<td>14%</td>
</tr>
<tr>
<td>Med &amp; Dent Payback</td>
<td>548,190</td>
<td>424,804</td>
<td>83,874</td>
<td>38,512</td>
<td>93%</td>
</tr>
<tr>
<td><strong>Total Salaries:</strong></td>
<td>20,720,923</td>
<td>15,197,862</td>
<td>5,292,950</td>
<td>230,111</td>
<td>98.9%</td>
</tr>
<tr>
<td><strong>Benefits:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Ins</td>
<td>4,700,803</td>
<td>3,286,657</td>
<td>1,411,151</td>
<td>2,995</td>
<td>100%</td>
</tr>
<tr>
<td>Dental Ins</td>
<td>125,359</td>
<td>87,830</td>
<td>37,318</td>
<td>211</td>
<td>100%</td>
</tr>
<tr>
<td>Life Ins</td>
<td>109,169</td>
<td>50,845</td>
<td>58,324</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>LTD Ins</td>
<td>49,525</td>
<td>33,772</td>
<td>14,507</td>
<td>1,166</td>
<td>98%</td>
</tr>
<tr>
<td>FICA</td>
<td>1,573,085</td>
<td>1,129,806</td>
<td>417,813</td>
<td>25,466</td>
<td>98%</td>
</tr>
<tr>
<td>Retirement - Non Professional</td>
<td>306,996</td>
<td>243,205</td>
<td>59,663</td>
<td>4,228</td>
<td>99%</td>
</tr>
<tr>
<td>Retirement - Professional</td>
<td>1,966,895</td>
<td>1,401,520</td>
<td>614,116</td>
<td>(48,741)</td>
<td>102%</td>
</tr>
<tr>
<td>Annuity</td>
<td>83,662</td>
<td>61,370</td>
<td>28,706</td>
<td>(5,114)</td>
<td>106%</td>
</tr>
<tr>
<td>Tuition Reimb</td>
<td>0</td>
<td>3,057</td>
<td>0</td>
<td>(3,057)</td>
<td></td>
</tr>
<tr>
<td>Unemployment Comp</td>
<td>24,279</td>
<td>13,344</td>
<td>0</td>
<td>10,935</td>
<td>55%</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>103,084</td>
<td>50,325</td>
<td>4,576</td>
<td>48,184</td>
<td>53%</td>
</tr>
<tr>
<td><strong>Total Benefits:</strong></td>
<td>8,985,757</td>
<td>6,346,302</td>
<td>2,602,876</td>
<td>36,579</td>
<td>99.6%</td>
</tr>
<tr>
<td><strong>All Other Operating Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maint. Way</td>
<td>132,041</td>
<td>113,763</td>
<td>8,433</td>
<td>9,845</td>
<td>93%</td>
</tr>
<tr>
<td>Moharimet</td>
<td>119,694</td>
<td>98,487</td>
<td>8,870</td>
<td>8,797</td>
<td>91%</td>
</tr>
<tr>
<td>Middle School</td>
<td>257,212</td>
<td>183,362</td>
<td>13,004</td>
<td>50,846</td>
<td>85%</td>
</tr>
<tr>
<td>High School</td>
<td>463,528</td>
<td>364,940</td>
<td>45,781</td>
<td>53,749</td>
<td>88%</td>
</tr>
<tr>
<td>District</td>
<td>2,092,851</td>
<td>1,546,809</td>
<td>50,006</td>
<td>496,136</td>
<td>76%</td>
</tr>
<tr>
<td>Transportation</td>
<td>689,979</td>
<td>512,188</td>
<td>3,600</td>
<td>173,190</td>
<td>75%</td>
</tr>
<tr>
<td>Technology</td>
<td>500,795</td>
<td>319,155</td>
<td>8,486</td>
<td>173,154</td>
<td>65%</td>
</tr>
<tr>
<td>Facilities</td>
<td>1,918,098</td>
<td>1,461,470</td>
<td>243,061</td>
<td>213,567</td>
<td>89%</td>
</tr>
<tr>
<td>SPED</td>
<td>2,001,450</td>
<td>1,453,649</td>
<td>302,432</td>
<td>246,360</td>
<td>88%</td>
</tr>
<tr>
<td><strong>Total Operating:</strong></td>
<td>8,174,747</td>
<td>6,063,481</td>
<td>684,173</td>
<td>1,427,093</td>
<td>82.5%</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
<td>37,881,427</td>
<td>27,607,645</td>
<td>8,579,999</td>
<td>1,693,783</td>
<td>95.5%</td>
</tr>
</tbody>
</table>

**Comment Section:**
<table>
<thead>
<tr>
<th>Project</th>
<th>School</th>
<th>Projected amount</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding for an additional 10 feet to Cafeteria/Gymnasium expansion project.</td>
<td>Moharimet</td>
<td>$64,000</td>
<td>Structural</td>
<td></td>
</tr>
<tr>
<td>DDC controls to classrooms</td>
<td>Moharimet</td>
<td>$60,600</td>
<td>HVAC</td>
<td>Facilities Study. Firm quote obtained.</td>
</tr>
<tr>
<td>Install 2 new boilers – lower boiler room</td>
<td>Middle School</td>
<td>$120,000</td>
<td>HVAC</td>
<td>Facilities study. These boilers are at life expectancy. Firm estimate.</td>
</tr>
<tr>
<td>Driveway expansion and resurfacing</td>
<td>SAU building</td>
<td>$35,000</td>
<td>Safety</td>
<td>Can work this in to work being performed on Coe drive this summer. Firm quote obtained.</td>
</tr>
<tr>
<td>Upgrade all security card readers and software/hardware</td>
<td>District Wide</td>
<td>$47,000</td>
<td>Security – Burns</td>
<td>Was planning on putting in budget for 15/16 but can use this upgrade now given issues we have. This is a firm quote.</td>
</tr>
<tr>
<td>Grounds tractor replacement (2).</td>
<td>Service Building</td>
<td>$67,000</td>
<td>Grounds</td>
<td>This replaces the large tractor with all attachments except a backhoe. Also replaces the zero turn with a small tractor for multi-season use. Price includes $13,000 off for trade-in of old machinery. Already have quotes.</td>
</tr>
<tr>
<td>Live broadcasting capabilities for Auditorium and gym</td>
<td>High School</td>
<td>$56,000</td>
<td>Technology</td>
<td>Has been outstanding for a long time. Price estimate includes equipment and wiring.</td>
</tr>
<tr>
<td>SAU roof replacement</td>
<td>SAU</td>
<td>$10,000</td>
<td></td>
<td>Had in 13/14 budget but re-directed for the foundation issues.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>($459,000)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Local food teaching students sustainability

DURHAM — In Oyster River schools, lunch is personal — and a teachable moment. Unlike cafeteria experiences of the past, the new dining philosophy is "The closer the better." Local, fresh food is considered a necessity, not a luxury.

Last year, for the first time, students ate salad greens they grew in eight raised garden beds outside the high school as part of their environmental science class. In conjunction with student-grown greens, the school district is working to fulfill the school's nutrition motto of "healthy, local, fresh." For Oyster River Cooperative School District (ORCSD) Food Service Director Doris Demers, that is only possible with locally produced food.

Demers grew up around her two grandfathers' farms, where fresh food wasn't a goal but part of the family DNA. With 20 years of food service experience, Demers, family farms in mind, started revamping the source of ORCSD cafeteria food when she began her job last year.

In fiscal year 2013, the district spent 10 percent of its $222,000 food budget locally. This was made possible in part by the contribution of a town warrant of $14,000 for local food. Demers' goal is for local food to ultimately account for 40 percent of the district's food budget. The focus on sustainability began at ORCSD three years ago. In 2011, ORCSD established a sustainability committee of faculty, teachers, community members and students. The committee focuses on issues such as transportation, education and energy, and each school has a designated "green team" that works to implement the committee's decisions.

ORCSD's proactive approach to local food is part of a national movement connecting schools to farmers. The 2011-12 USDA Farm to School Census found that nearly $354.6 million school dollars were spent on local food.

New Hampshire has more school gardens than the national average. Twenty-one percent of New Hampshire school districts have producing gardens compared with 13 percent nationally.

Despite the shrinking miles between students and the source of their school lunches, the demand for school lunch in New Hampshire is declining. There was a 13,415-student drop from 2009 to 2013. In just the last year, student participation dropped from 96,014 in 2013 to 92,374 in 2014, according to the USDA.

Demers has seen a similar decline at ORCSD and believes her focus on local food sources may help stem the decline. She believes school lunches have gotten "a bad rap," and believes that a sustainable food initiative can get parents to think positively about school lunch programs.

"We have low participation here," Demers said. "People think if they make their kid's lunch, they
are better parents. It's just not true. We have really healthy lunches here. We're buying great foods; really great stuff."

Changing student perceptions about sustainable food initiatives may be even more difficult than changing their parents' minds.

The biggest barrier is the social tendencies of high school students to resist new ideas or follow their peers who deem ideas cool or not cool, said Oyster River High School Principal Todd Allen. He said that the administration taking an authoritative position on the issue only makes it worse.

"I believe strongly that it has to be something students buy in to do," Allen said. "One of the biggest struggles is making it something students own and want to do."

The ORCS&D's composting program is an example of a sustainable food program that the high school students apparently haven't yet bought into. The district is composting food scraps successfully at all schools except the high school. ORHS was told it couldn't send compost to Mr. Fox Composting because it was too contaminated — the result of high school students throwing trash in compost bins.

Composting will be redressed with a guest presentation focusing on the importance of recycling food.

Eliza Balch, an ORHS senior and member of the school's Sustainability Club, has been working to help fellow students understand the importance of the district's sustainability initiatives. Balch is the only student representative on the district-wide Sustainability Committee.

She said, "It is funny that composting is working successfully at both elementary schools, and that it's the young adults that are struggling (with it). We are presenting to the school next week on composting and how they need to wake up ... because it's not that hard."

"Being involved in these groups," said Balch, "has made me realize that small, active, grassroots ideas are meaningful and successful because we've tried and they've worked. It's amazing to see how easy these projects are in comparison to the complexity of the broader issue."

A 2013 ORHS graduate, Stephanie Hollister, has become an integral part of the district's sustainable food initiative by selling food produced on her family farm to the school district. She said she hopes that will help "put a face and personal connection to food."

Hollister says it is a formidable challenge getting students to understand the importance of sustainable food programs.

"Kids are so on-the-go nowadays that we find ourselves eating out or parked at McDonald's," she said. "Don't get me wrong; living on a farm doesn't mean I (only) eat my food. I can hardly find time to cook."

"But kids need to start developing a better idea of sustainability. If other schools start doing what ORHS has begun doing, then students will start to understand these concepts of eating
locally.”
Demers hopes to accelerate the ORCSD's sustainable food initiative by increase the amount of local food in school meals. She is seeking a USDA Farm to School grant of up to $100,000 that would be applied toward purchasing local food. She's hoping to increase ORCSD's local food content to 40 percent even if the grant doesn't come through.

More community and student involvement growing their own foods in local gardens could help Demers more easily achieve that goal.

Jon Bromley, an ORCSD environmental science teacher and one of the two teachers working with students in the district's raised garden beds, feels the gardens only scratch the surface of what is possible.

“(We need to look at) what can we do better to make it more than a token gesture of what local food is all about,” said Bromley, who aims to incorporate environmental sustainability in his lesson plans.

Teaching students where onions come from is important, said Bromley, to show students the systems and interactions of biodiversity and biology. But local food can't be taught in textbooks. Bromley said this is why working in the school gardens is so valuable.
“"We live in a world where stuff just falls in our laps," said Bromley. "(We miss) the blood, sweat and tears part of life. We’re so coddled, it's important for kids to see food takes time, that food comes from the ground."
## School Gardens: A long range commitment in sustainability

### Purpose Statement:
To develop school gardens that supports our nutritional and educational programs.

(Task's highlighted in bold print have commenced or been completed)

<table>
<thead>
<tr>
<th>Today</th>
<th>Key Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Today there are gardens in each of the schools. There is activity towards supporting both education of the children and making contributions to the district nutrition program. There is no systemized recording of those efforts and few know where exactly the gardens are located and their specific purpose.</td>
<td>1. Gardens will be identified based on purpose and crop by June of 2016 as indicated by:</td>
</tr>
<tr>
<td></td>
<td>- Dedicated descriptions by school and location.</td>
</tr>
<tr>
<td></td>
<td>- Identified crops</td>
</tr>
<tr>
<td></td>
<td>- Yearly usage coordination from food service.</td>
</tr>
<tr>
<td></td>
<td>- School information on use of gardens.</td>
</tr>
<tr>
<td></td>
<td>- Optimize our use of land for growing</td>
</tr>
<tr>
<td>1. <strong>Identify school staff members already engaged in gardens and the location/purpose of those gardens.</strong></td>
<td></td>
</tr>
<tr>
<td>a. Identify all possible garden sites</td>
<td></td>
</tr>
<tr>
<td>b. Identify what has already been achieved in classrooms and what is scheduled to happen (started on 4/28/14)</td>
<td></td>
</tr>
<tr>
<td>c. Integrate garden-based lessons in all Schools through different curricula areas</td>
<td></td>
</tr>
<tr>
<td>2. Identify land/faculty for additional locations for gardens</td>
<td></td>
</tr>
<tr>
<td>a. Identify individuals in the community who may have land for gardens for us to use</td>
<td></td>
</tr>
<tr>
<td>b. Visit other sites for practical knowledge</td>
<td></td>
</tr>
<tr>
<td>c. Identify individuals who would be willing to “grow for the Schools”</td>
<td></td>
</tr>
<tr>
<td>d. Consider opportunities to glean gardens/farms</td>
<td></td>
</tr>
<tr>
<td>3. Identify soil types and the ideal crops. Coordinate with Doris and intern. Crop rotation plans when appropriate.</td>
<td></td>
</tr>
<tr>
<td>4. Identify ideal crops for the nutrition program</td>
<td></td>
</tr>
<tr>
<td>a. Production standards/practices identified and communicated to each school. (Organic, IPM, seeds, compost etc.)</td>
<td></td>
</tr>
<tr>
<td>b. Tool and supply needs assessed and fulfilled</td>
<td></td>
</tr>
<tr>
<td>5. Tours of the gardens for interested community and school staff members.</td>
<td></td>
</tr>
<tr>
<td>6. Develop a therapy-sensory garden</td>
<td></td>
</tr>
</tbody>
</table>
2. The nutrition department has been supported for two years by warrant article dollar amounts of $14,000.00 and 15,000.00 over two years. Doris Demers has done a remarkable job making efficient use of the funds and gaining experience on timely and wise purchasing from local farmers.

1. Grants
   a. Farm to school grant written. (completed and submitted) 4/28/14
   b. Other grants sought. (ongoing)

2. Identify school leaders
   a. Define role of green team leaders in school gardens with their input
   b. Identify school community leaders in each school

3. Plan for increasing number of children using the nutrition program in the schools with Doris Demers.

4. Partner with Doris to collect negative balances. (ongoing)

5. Walk in refrigerator at Moharimet (part of grant if successful)

2. Budgetary needs will be identified and included in the nutrition department's overall financial needs by June of 2016 as indicted by:
   - Decreasing negative balance
   - Increased eater ship across the district.
   - Grant writing
   - Equipment needs addressed
3. Today each school is an island and the commitment to sustainability is largely based on staff and parents who are very committed to both gardening and sustainability. There is little or no coordination among schools. The first step in making that coordination happen is evident by the existence of Green Team Leaders in each of the schools.

1. Examine the possibility of hiring stipend garden coordinators. (possibility in grant)
2. Examine the prospect of a community volunteer coordinator. (possibility in grant)
3. Develop protocols for gardening: safety, communication, guidelines etc. (a Master Gardner being identified.)
4. Identify staff that use gardens in each school so community volunteers can be utilized if desired by a teacher or program.
5. Purchase, collect, build, label and store the necessary equipment and supplies.
6. Develop gardening plans for summer at each school. Consider how to encourage the involvement of students.
7. Establish Volunteer Home Gardener program.
8. Investigate the opportunities of involving UNH students and Master Gardeners.
9. Identify and visit other gardens outside the district that have been established.
10. Contact Community School Focused Websites (e.g., F.O.R.E., public sites, other community resources contacts.

3. An organized district wide system of recruiting volunteers and having them assigned responsibility will be in place as by June of 2016 as indicated by:

- Clearly identified lists of volunteers by school will be in place in November of each year.
- Gardening workshops established on a yearly basis based on the soil types in the gardens and the needs of the nutrition department.
- Regular connection with grant writing will be considered on an ongoing basis.
4. Communication about the school gardens is at its beginning stages. The information about them is limited to those who have an interest in gardens and sustainability.

<table>
<thead>
<tr>
<th>1. Share this document to demonstrate our purpose, outcomes, and activities with all the schools, the press and other community organizations. (ongoing) (tonight as part of sustainability report 5/7/14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Establish an ongoing system of managing the District’s website coverage in each school.</td>
</tr>
<tr>
<td>3. Use the District TV station to communicate accomplishments and action plans.</td>
</tr>
<tr>
<td>4. Identify and advocate who is able to attend, plan and organize meeting for each town via each Town’s Ag commission.</td>
</tr>
<tr>
<td>5. Encourage publicity through student run initiatives.</td>
</tr>
<tr>
<td>6. Make a school board presentation each year. 5/7/14</td>
</tr>
<tr>
<td>7. Write an advocate report and send it to parents in each school’s newsletter or emails. (Dennis will do this before 5/31/14)</td>
</tr>
<tr>
<td>8. Write a summary to share with each school’s staff meeting twice a year. (Dennis will do this before 5/31/14)</td>
</tr>
</tbody>
</table>

4. Steady and effective communication with the community will be in place as indicated in June of 2016 by:

- Connection with the outside media.
- Regular reports to the School Board on the status of the garden projects
- Regular reports to the Principal on the status of the garden projects
- Connection throughout the Community using various forms of media
Green Ribbon Schools Application Template

Thank you for your interest in completing the New Hampshire Department of Education application for nomination to U.S. Department of Education Green Ribbon Schools (ED-GRS). In order to complete this application, you will need to collect data about your school’s facility, health and safety policies; food service; and environmental and sustainability curriculum.

ED-GRS recognizes schools taking a comprehensive approach to greening their school. A comprehensive approach incorporates environmental learning with improving environmental and health impacts. Becoming a U.S. Department of Education Green Ribbon School is a two-step process. The first step is to complete and submit this form. The second step of the process will be selection of the New Hampshire nominees and submission of the nominee package to the U.S. Department of Education (ED).

ED selects honorees from those presented by eligible nominating authorities nationwide. Selection will be based on documentation of the applicant’s high achievement in all three ED-GRS Pillars:

Pillar I: Reduce environmental impact and costs.

Pillar II: Improve the health and wellness of students and staff.

Pillar III: Provide effective environmental and sustainability education, incorporating STEM, civic skills and green career pathways.

Schools demonstrating exemplary achievement in all three Pillars will receive highest rankings. It is important to document concrete achievement. Applications that lack exemplary achievement in all three Pillars will not be considered.

It will help you to assemble a team to complete the application. This team might include: a facilities manager, physical education director, food services director, curriculum director, finance department representatives, teachers and students. You should consult the ED-GRS resources page for standards, programs and grants related to each Pillar, Element and question. This is an excellent clearinghouse of resources for all schools, not just those who apply.

The questions in this application will help you demonstrate your high achievement in these Pillars as well as provide space for you to include pertinent documentation. You will receive points when you provide documentation for your answers. Applications are due by 4:00 PM, January 10, 2014.

Applications must be submitted electronically in Microsoft Word or Adobe Acrobat format and must not exceed 17 pages. Submit applications to Marjole.Schoormaker@doe.nh.gov.

Note that if selected for nomination to ED-GRS, the school principal and district superintendent must be prepared to certify that each of the statements below concerning the school’s eligibility and compliance with the following requirements is true; however, in no case is a private school required to make any certification with regard to the public school district in which it is located.
Grants.gov

Grant Application Package

Opportunity Title: FY15 Farm to School Grant Program
Offering Agency: Food and Nutrition Service
CFDA Number: 10.575
CFDA Description: Farm to School Grant Program
Opportunity Number: USDA-FNS-P2S-2015
Competition ID: 
Opportunity Open Date: 02/19/2014
Opportunity Close Date: 04/30/2014
Agency Contact: Farm to School Support Team
farntoschool@fns.usda.gov
202-720-0092

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: Oyster River Cooperative School District

Select Forms to Complete

Mandatory

Application for Federal Assistance (SF-424)
Project Narrative Attachment Form
Budget Narrative Attachment Form
Farm To School Grant Program (FSGP)
Disclosure of Lobbying Activities (SF-LLL)
Budget Information for Non-Construction Programs (SF-424A)
Assurances for Non-Construction Programs (SF-424B)

Optional

Attachments

Instructions

Show Instructions >>

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.
SUSTAINABILITY COMMITTEE
MAY 7, 2014 SCHOOL BOARD MEETING
ADDITIONAL RESOURCES

Videos:

1. ORTV News: April 2014 Go Green! ORTV News celebrates Earth Day by introducing you to the ORCSD Green Team, explaining composting at ORHS as well as other sustainable treats.
   http://vimeo.com/92262420

2. ORMS student Lucas Schroeder’s video: “Composting at OR Middle School”
   https://www.youtube.com/watch?v=l645PITWp2M

Report:

Ecological Footprint Report

To: Oyster River School Board  
From: Thomas Newkirk, Chair  
        Al Howland, Vice Chair  
        James Morse, Superintendent  
        Carolyn Eastman, Assistant Superintendent  
Date: April 30, 2014  
Re: DRAFT School Board Goals 2014-15

We discussed various items the Board suggested as goals for 2014-15. The discussion resulted in the following suggested goals:

Goal I: Complete the Strategic Plan

A. The Operations Plan will be presented in draft form for Board consideration in August 2014.  
B. The Academic/Technology Plan will be presented in draft form for discussion by the second meeting in September 2014.

Goal II: Develop a Multi-Year Plan for Implementation of Full Day Kindergarten

A. Form a Broad Committee  
B. Purpose to Define:  
   a. timeline  
   b. needed staffing  
   c. curricula needs

Goal III: Begin Multi-Year Discussion Related to Long Term Viability of Oyster River Middle School

A. Establish a Broad Committee  
B. Analyze Current Structure  
C. Analyze Flexibility to meet Academic Needs

Goal IV: Create a Multi-Year Capital Improvement Plan

A. Review Facilities and Program Analysis by Davis Goudreau Architects  
B. Create a Five to Ten Year Capital Needs Plan with an Executive Summary

Goal V: Refine Proposal for ORHS Fields Update

A. Hire Professional to Analyze Concept Design  
B. Prepare Financials  
C. Create Warrant Article for Community Consideration in March 2015
TO: Jim Morse, Superintendent
FROM: Ann Chapman, Policy & Labor Relations Consultant
RE: Intent and Purpose of a Board Policy Committee
DATE: May 2, 2014

You have requested that I provide you with information about the intent and purpose of a Board Policy Committee. Most Boards which choose to utilize a Policy Committee constitute it as a standing committee of the Board. The Oyster River Board has a Policy, BDE – Committees and Delegates that provides for standing committees “from [the Board’s] own membership to facilitate the work of the Board.” Policy BDE specifies that a standing committee “will be comprised of up to three Board members and have study and review functions as assigned by the School Board.” The policy further provides that members shall be “appointed by the Chairperson of the Board and approved by vote of a majority of the Board.” Presumably, the Board has already taken step to formally constitute the Policy Committee.

Generally, Board Policy Committees operate as outlined below (although local Boards can certainly do things differently if they choose). These bullets (and any other items you and the Board might want to include) could easily be formatted as a formal charge to the Committee if desired.

- Chair of the Committee chosen by the Committee membership (or by the Board Chair if that is the Board’s practice);
- Monthly meetings, with notice and open to the public;
- Superintendent and school administrators invited to meetings;
- The Superintendent serves as an advisor and resource for the Committee;
- Teachers’ association provided notice and agendas of meetings, and invited to speak on policy areas of interest;
- Individual Committee members (and other members of the Board) may provide input, but generally may not pursue individual policy topics/research unless this responsibility is delegated to them.
MEMORANDUM

- The Board generally delegates to the Policy Committee the responsibility for:
  - Reviewing the policy manual as a whole on a regular schedule;
  - Ensuring that the Board has the policies required by law and regulations, and consistent with good governance practices;
  - Keeping current on and researching policy topics (through resources such as NHSBA, NSBA, attorneys, media, etc.);
  - Making and reviewing suggestions for new and revised policies, and deleting outdated policies;
  - Obtaining appropriate input on draft policies;
  - Drafting/revising policies (or assigning drafting responsibilities as appropriate);
  - Recommending policy actions to the full Board.

The Board has four existing policies on policies (BG – Board Policy Process; BGA – Policy Development System; BGB – Policy Adoption; and BGC – Policy Review and Evaluation). None of these policies address the issue of a Policy Committee. In fact, the policies delegate a great deal of responsibility for policy work to the Superintendent and administration. Further, Policy BGA appears to utilize NHSBA as the driver for policy development and samples. While NHSBA is certainly a resource, we suggest that the Board and Policy Committee should also consider other available policy samples as appropriate.

Aside from not addressing the Policy Committee and its functions, these policies contain a great deal of overlapping language. One thought might be to make the first task of the new Policy Committee to review these policies and consolidate them into one policy.

Please let me know if you have any questions about this memo; if you would like us to assist you in developing a formal charge for the Policy Committee; or if we can assist you in revising your existing policies on policies. In addition, we have some good background materials on policy development that we would be happy to share with you and the Board if you are interested.
<table>
<thead>
<tr>
<th>Project</th>
<th>School</th>
<th>Projected amount</th>
<th>Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding for an additional 10 feet to Cafeteria/Gymnasium expansion project.</td>
<td>Moharimet</td>
<td>$64,000</td>
<td>Structural</td>
<td></td>
</tr>
<tr>
<td>DDC controls to classrooms</td>
<td>Moharimet</td>
<td>$60,600</td>
<td>HVAC</td>
<td>Facilities Study. Firm quote obtained.</td>
</tr>
<tr>
<td>Install 2 new boilers—lower boiler room</td>
<td>Middle School</td>
<td>$120,000</td>
<td>HVAC</td>
<td>Facilities study. These boilers are at life expectancy. Firm estimate.</td>
</tr>
<tr>
<td>Driveway expansion and resurfacing</td>
<td>SAU building</td>
<td>$35,000</td>
<td>Safety</td>
<td>Can work this in to work being performed on Coe drive this summer. Firm quote obtained.</td>
</tr>
<tr>
<td>Upgrade all security card readers and software/hardware</td>
<td>District Wide</td>
<td>$47,000</td>
<td>Security—Burns</td>
<td>Was planning on putting in budget for 15/16 but can use this upgrade now given issues we have. This is a firm quote.</td>
</tr>
<tr>
<td>Grounds tractor replacement (2).</td>
<td>Service Building</td>
<td>$67,000</td>
<td>Grounds</td>
<td>This replaces the large tractor with all attachments except a backhoe. Also replaces the zero turn with a small tractor for multi-season use. Price includes $13,000 off for trade-in of old machinery. Already have quotes.</td>
</tr>
<tr>
<td>Live broadcasting capabilities for Auditorium and gym</td>
<td>High School</td>
<td>$56,000</td>
<td>Technology</td>
<td>Has been outstanding for a long time. Price estimate includes equipment and wiring.</td>
</tr>
<tr>
<td>SAU roof replacement</td>
<td>SAU</td>
<td>$10,000</td>
<td></td>
<td>Had in 13/14 budget but re-directed for the foundation issues.</td>
</tr>
</tbody>
</table>

($459,000)
Oyster River Cooperative School District
RFP-RFQ Summary

Name of RFP/RFQ: 77 Passenger School Bus 2014

Timeline:
- Release of RFP/RFQ to bidders 3/28/2014
- Classified ad ran in Fosters 3/28/2014
- Posted on website 3/28/2014
- Written questions end date 4/11/2014
- RFP/RFQ due dates and opening date 4/11/2014 and time 12:00pm
- Date contract awarded 5/8/2014
- Projected date of completion 90 - 120 days after order is placed

Contract awarded to: Dattco, Inc.
Project was awarded to Dattco, Inc based on Meets requested specs with additional specs included with price. Excellent Customer Service; Warranty Dealer location 2 miles away. Excellent history Parts Availability & Warranty repairs. Not a deciding factor, however the price was the lowest.

Summary of bids:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bid Amount</th>
<th>Required</th>
<th>Additional</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson BB Bus</td>
<td>$84,126.00</td>
<td>meets specs</td>
<td>see attached</td>
<td></td>
</tr>
<tr>
<td>W.C. Cressey</td>
<td>$83,078.00</td>
<td>meets specs</td>
<td>see attached</td>
<td></td>
</tr>
<tr>
<td>Dattco, Inc</td>
<td>$81,931.00</td>
<td>meets specs</td>
<td>see attached</td>
<td></td>
</tr>
</tbody>
</table>

Person completing this form: [Signature]
Print name Lisa Huppe

Signature [Signature] Date 5/1/2014
OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today’s Date: 4/4/14

Teacher/Organization: David Ervin  Subject: ORMS Grade 7/8 Jazz Band

Trip Date & Time:  Depart on 5/9/14 at 7:00AM  
                 Return on 5/11/14 at 11:00 AM

Trip Contact Name & Phone Number: David Ervin  (603)534-4145

Trip Destination/Address: Burlington, VT

Instructional Objective: ORMS Jazz band will perform in the Burlington Kid’s day festival and Kid’s day parade. Will also tour Ben and Jerry’s Ice Cream factory.

Number of Students attending: 108

*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): David Ervin and 15 Teacher/Parent chaperones
Cell Phone Numbers active during trip: Yes David Ervin (603)534-4145

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

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

Calendar Approval:
Principal’s Approval: Jay Richard
**Oyster River Cooperative School District**

**COACHING NOMINATION FORM**

<table>
<thead>
<tr>
<th>Name of Candidate: Evan Flower</th>
<th>School: Oyster River High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position:</td>
<td>Paid or Unpaid</td>
</tr>
<tr>
<td>Volunteer Boys Lacrosse coach</td>
<td></td>
</tr>
</tbody>
</table>

**Athletic Director Narrative:**

Please accept this nomination for Evan Flower as a volunteer boys lacrosse coach. Evan brings high school experience to the game and will be able to help instruct our defensemen. With over 40 boys at practice each day having coach to help lead instruction will greatly improve the overall individual growth of our players and will also assist with in game management decisions.

**Attachments:**

- Reference Check
- Application

**Signature of Athletic Director:**

[Signature]

**Date:**

3/26/14
TO: Superintendent Morse

FROM: Jay Richard

DATE: 4/29/14

RE: Activities for Stipend

<table>
<thead>
<tr>
<th>Activity</th>
<th>Name</th>
<th>Years</th>
<th>Stipend</th>
<th>Longevity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Outing Club</td>
<td>Chris Hall</td>
<td>2</td>
<td>$576</td>
<td>$0</td>
<td>$576</td>
</tr>
</tbody>
</table>

Jay Richard