

**Oyster River Cooperative School District
REGULAR MEETING**

January 3, 2018

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 12/20/17 regular and nonpublic meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

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

VI. DISTRICT REPORTS

- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent's Report**
- C. Business Administrator**
- D. Student Senate Report**
- E. Other:**

VII. DISCUSSION ITEMS

- FY19 Proposed Budget
- Default Budget
- 2018 Warrant Article
- Assign Presentation of Warrant Article
- Public Hearing
- Master high school Schedule

VIII. ACTIONS

- A. Superintendent Actions**
- B. Board Action Item**

- Motion to approve budget to be presented at public hearing
- Motion to approve 2018 Warrant Article
- Motion to approve presentation of Warrant Article
- Motion to approve ORHS Maternity Leave of Absence from May 11, 2018 to End of Year.
- Motion to approve MOH Paraprofessional Unpaid Leave of Absence for Rest of the Year.
- Motion to approve List of Policies for second read/adoption: ADC – Use of Tobacco Products Strictly Prohibited.... JICH & R – Drug & Alcohol Use by Students

IX. SCHOOL BOARD COMMITTEE UPDATES

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 01/09/18 – Public Hearing – ORHS Auditorium,
01/17/18 – Regular Meeting – ORHS Library
01/22/18 – Superintendent w/Durham Town Council Budget Update,
01/29/18 – Superintendent w/Town of Lee Select Board Budget Update
02/05/18 – Superintendent w/ Town of Madbury Select Board Budget

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

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

2018-2019 BUDGET BY LOCATION as of 11/6/17

	2016-17	2017-18	2018-19	DIFFERENCE
	EXPENDED	APPROVED	PROPOSED	
MAST WAY	3,487,221	3,817,929	4,130,205	312,276
MOHARIMET	3,776,792	3,939,762	3,992,650	52,888
MIDDLE SCHOOL	6,933,182	6,993,369	7,184,117	190,748
HIGH SCHOOL	7,999,845	8,631,603	8,962,138	330,535
SAU/ADMN	3,891,857	3,114,546	3,104,847	-9,699
TRANSPORTATION	1,835,814	2,055,994	2,018,364	-37,630
TECHNOLOGY	1,154,200	1,242,119	1,334,140	92,021
FACILITIES	3,848,419	3,972,043	4,441,379	469,336
SPECIAL EDUCATION	8,671,309	9,176,036	9,031,221	-144,815
TOTAL	41,598,639	42,943,401	44,199,061	1,255,660
				2.92%

General Fund (10) TOTAL 44,199,061

Article 3 - ORBDA 54,083

Article 4 - ORPaSS \$64,876

Total with warrant article 44,318,020 3.20%

House Valued at	FY2015-Current	FY2016-Proposed	Tax Impact Proposed					
Durham								
\$200,000	\$3,864	\$3,976	\$112					
\$400,000	\$7,728	\$7,952	\$223					
Lee								
\$200,000	\$4,281	\$4,327	\$46					
\$400,000	\$8,562	\$8,653	\$91					
Madbury								
\$200,000	\$4,329	\$4,587	\$258					
\$400,000	\$8,659	\$9,174	\$515					



Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Instruction					
1100-1199	Regular Programs	\$17,867,281	\$801,283	\$0	\$18,668,564
1200-1299	Special Programs	\$6,812,091	\$0	\$0	\$6,812,091
1300-1399	Vocational Programs	\$17,300	(\$1,300)	\$0	\$16,000
1400-1499	Other Programs	\$796,754	\$2,188	\$0	\$798,942
1500-1599	Non-Public Programs	\$0	\$0	\$0	\$0
1600-1699	Adult/Continuing Education Programs	\$0	\$0	\$0	\$0
1700-1799	Community/Junior College Education Programs	\$0	\$0	\$0	\$0
1800-1899	Community Service Programs	\$0	\$0	\$0	\$0
Instruction Subtotal		\$25,493,426	\$802,171	\$0	\$26,295,597
Support Services					
2000-2199	Student Support Services	\$3,693,115	\$16,596	\$0	\$3,709,711
2200-2299	Instructional Staff Services	\$1,027,232	\$170,140	\$0	\$1,197,372
Support Services Subtotal		\$4,720,347	\$186,736	\$0	\$4,907,083
General Administration					
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
2310 (840)	School Board Contingency	\$0	\$0	\$0	\$0
2310-2319	Other School Board	\$130,995	(\$5,000)	\$0	\$125,995
General Administration Subtotal		\$130,995	(\$5,000)	\$0	\$125,995
Executive Administration					
2320 (310)	SAU Management Services	\$0	\$0	\$0	\$0
2320-2399	All Other Administration	\$1,138,242	\$20,412	\$0	\$1,158,654
2400-2499	School Administration Service	\$1,803,054	\$42,114	\$0	\$1,845,168
2500-2599	Business	\$598,704	\$13	\$0	\$598,717
2600-2699	Plant Operations and Maintenance	\$4,173,417	\$320,586	\$0	\$4,494,003
2700-2799	Student Transportation	\$2,004,072	(\$32,669)	\$0	\$1,971,403
2800-2999	Support Service, Central and Other	\$1,243,161	(\$21,105)	\$0	\$1,222,056
Executive Administration Subtotal		\$10,960,650	\$329,351	\$0	\$11,290,001
Non-Instructional Services					
3100	Food Service Operations	\$50,000	(\$20,000)	\$0	\$30,000
3200	Enterprise Operations	\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal		\$50,000	(\$20,000)	\$0	\$30,000



Appropriations

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
Facilities Acquisition and Construction					
4100	Site Acquisition	\$0	\$0	\$0	\$0
4200	Site Improvement	\$0	\$0	\$0	\$0
4300	Architectural/Engineering	\$0	\$0	\$0	\$0
4400	Educational Specification Development	\$0	\$0	\$0	\$0
4500	Building Acquisition/Construction	\$0	\$0	\$0	\$0
4600	Building Improvement Services	\$0	\$0	\$0	\$0
4900	Other Facilities Acquisition and Construction	\$0	\$0	\$0	\$0
Facilities Acquisition and Construction Subtotal		\$0	\$0	\$0	\$0
Other Outlays					
5110	Debt Service - Principal	\$1,285,000	\$0	\$0	\$1,285,000
5120	Debt Service - Interest	\$302,983	(\$51,722)	\$0	\$251,261
Other Outlays Subtotal		\$1,587,983	(\$51,722)	\$0	\$1,536,261
Fund Transfers					
5220-5221	To Food Service	\$730,047	\$0	\$0	\$730,047
5222-5229	To Other Special Revenue	\$641,000	\$0	\$0	\$641,000
5230-5239	To Capital Projects	\$0	\$0	\$0	\$0
5251	To Capital Reserve Fund	\$0	\$0	\$0	\$0
5252	To Expendable Trusts/Fiduciary Funds	\$0	\$0	\$0	\$0
5253	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
5254	To Agency Funds	\$0	\$0	\$0	\$0
5310	To Charter Schools	\$0	\$0	\$0	\$0
5390	To Other Agencies	\$0	\$0	\$0	\$0
9990	Supplemental Appropriation	\$0	\$0	\$0	\$0
9992	Deficit Appropriation	\$0	\$0	\$0	\$0
Fund Transfers Subtotal		\$1,371,047	\$0	\$0	\$1,371,047
Total Operating Budget Appropriations		\$44,314,448	\$1,241,536	\$0	\$45,555,984



Reasons for Reductions/Increases & One-Time Appropriations

Account	Explanation
<i>No reasons entered for reductions/increases or one-time appropriations.</i>	

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT THE
STATE OF NEW HAMPSHIRE
2018
SCHOOL WARRANT**

To the Inhabitants of the Oyster River Cooperative School District of Durham, Lee, and Madbury qualified to vote upon District affairs:

You are hereby notified to meet at the Oyster River High School in said district on the 6th day of February 2018, at 7:00 o'clock in the evening for Session I of the Annual School District Meeting for discussion of Articles 3 through 5 and for any amendments thereto. Warrant articles whose wording is prescribed by law shall not be amended and no warrant article shall be amended to eliminate the subject matter of the article at Session I.

Official ballot voting for school district officers (articles 1 and 2) and on articles 3-5 will occur at town polling locations on Tuesday, March 13, 2018:

Town of Durham	Oyster River High School	7:00 am to 7:00 pm
Town of Lee	Lee Safety Complex	7:00 am to 7:00 pm
Town of Madbury	Madbury Town Hall	11:00 am to 7:30 pm

ARTICLE 1: To choose a Moderator for the coming year.

ARTICLE 2: To choose three School Board members one each for Durham, Lee and Madbury for the ensuing three years.

ARTICLE 3: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$45,625,555. Should this article be defeated, the operating budget shall be \$ 45,555,984 (Default Budget) which is the same as last year with certain adjustments required by previous action of the District or by law; or the District may hold one special meeting in accordance with RSA 40:13, X, and XVI to take up the issue of the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)*

Note:

Fund 10 = \$ 44,199,061 (regular operating budget); Fund 21 = \$ 785,494 (expenditures from food service revenues); Fund 22 = \$ 600,000 (expenditures from federal/special revenues); Fund 23 = \$ 41,000 (expenditures from pass through funds).

ARTICLE 4: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Bus Drivers Association and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2018-2019	\$ 54,083
2019-2020	\$ 36,855
2020-2021	\$ 41,223

and further to raise and appropriate the sum of \$ 54,083 for the 2018-2019 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

ARTICLE 5: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Paraeducators and Support Staff and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2018-2019	\$ 64,876
2019-2020	\$ 64,939
2020-2021	\$ 75,239

and further to raise and appropriate the sum of \$ 64,876 for the 2018-2019 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

Given under our hands at said Durham NH this _____ day of January 2018:

Thomas Newkirk, Chairperson

Denise Day, Vice-chair

Kenneth Rotner

Brian Cisneros

Daniel Klein

Allan Howland

Michael Williams

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
January 3, 2018**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Use of Tobacco Products Strictly Prohibited...	ADC
Drug & Alcohol Use by Students	JICH
Policies for Deletion	

As a reference the December 13, 2017 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ADC Category: Required
Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 Policy Committee Review: April 13, 2016 School Board First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Review: December 13, 2017 School Board First Read: December 20, 2017 School Board Second Read/Adoption: January 3, 2018	Page 1 of 1

**USE [AND POSSESSION](#) OF TOBACCO PRODUCTS STRICTLY PROHIBITED
IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS**

No person shall use [and possess](#) any tobacco product in any facility maintained by the Oyster River Cooperative School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, [vaping products](#), e-cigarettes, liquid nicotine products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Cross Reference:

JICH – Student Tobacco, Alcohol and Drug Use
JICH-R – Student Tobacco, Alcohol and Drug Use - Procedure

Legal References:

RSA 155:64 – 77, Indoor Smoking Act
RSA 126 – K:6, Possession and Use of Tobacco Products by Minors
RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICH
First Reading School Board: 3/18/09 Second Reading & Adoption 5/6/09 Review by Policy Committee: August 6, 2014 First Read School Board: August 20, 2014 Second Read/Adoption: September 3, 2014 Policy Committee Review: December 13, 2017 School Board First Read: December 20, 2017 School Board Second Read/Adoption: January 1, 2018	Page 1 of 2 Category: Priority

DRUG AND ALCOHOL USE AND POSSESSION BY STUDENTS

The Oyster River School District is committed to maintaining schools that are free of tobacco, alcohol and drug use. In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of prohibited substances provide for early intervention when use is detected; and provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to the appropriate administrator immediately.

A. Prevention

The Oyster River Cooperative School District (“ORCSD”) will provide students with information and activities focused on abstaining from prohibited substances. Such information and activities will address the legal, social and health consequences of these prohibited substances and will provide information about effective techniques for resisting peer pressure to use prohibited substances. ORCSD will work in partnership with students, parents/guardians, local law enforcement officials, and other organizations as appropriate to eliminate these risks for students.

B. Intervention

ORCSD has Licensed Drug and Alcohol Counselors to provide substance abuse assessments and referrals, assist students in addressing their harmful involvement with prohibited substances and in continuing their educational program. Information will be provided, as appropriate, about tobacco, alcohol and drug counseling and treatment programs available to students.

C. Rules and Sanctions

Students will not consume, smoke, possess, furnish, sell, receive, buy, manufacture, administer, dispense or be under the influence of prohibited substances before, during and after school hours; at school in any school building, on school property or within 1,000 feet of any school property; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of ORCSD; or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICH
First Reading School Board: 3/18/09 Second Reading & Adoption 5/6/09 Review by Policy Committee: August 6, 2014 First Read School Board: August 20, 2014 Second Read/Adoption: September 3, 2014 Policy Committee Review: December 13, 2017 School Board First Read: December 20, 2017 School Board Second Read/Adoption: January 3, 2018	Page 2 of 2 Category: Priority

The term “prohibited substance” shall include, but not be limited to:

1. Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, [vaping products](#), e-cigarettes, liquid nicotine, products containing tobacco and tobacco in any other form;
2. Alcohol;
3. Controlled drugs or their analogs (as defined in RSA 318-B:1);
4. Controlled substances (as defined the federal Controlled Substances Act, 21 USC § 812);
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board’s policy on student medications (see Policy JLCD);
6. Any substance which can affect or change a student’s mental, physical or behavioral condition, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation);
7. Steroids or other performance-enhancing substances;
8. Paraphernalia – implements used for production, distribution or consumption of a prohibited substance [inclusive of vaping implements](#); ~~or~~
- ~~9.~~ [Vaping products and substances](#); or
- ~~9~~10. Any look-alike or counterfeit drug or substance that is described as or is purported to be a prohibited substance.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. The School Resource Officer or other appropriate law enforcement authority shall also be notified of violations of this policy.

D. Additional Sanctions and Rules for Students Participating in Extra-Curricular and Co-Curricular Activities

Students participating in extra-curricular and co-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with prohibited substances.

Legal References: 21 USC § 812 (Controlled Substances Act); 21CFR Part 1300.11-15
 20 USC § 7101 et seq. (Safe Drug-Free Schools and Communities Act)
 42 USC § 290dd-2; 42 CFR 2.1 et seq.
 RSA 126k:2, 126k:6, 126k:7,175:1; 318-B:1; 318-C;193:13; 193-B; 193-D;
 571-C:2

Cross References:

JICH-R – Student Tobacco, Alcohol and Drug Use Administrative Procedure
 JLCD – Administering Medication to Students