

**Oyster River Cooperative School District
REGULAR MEETING**

March 20, 2019

OR High School - Library

7:00 PM

o. CALL TO ORDER (7:00 PM) {Superintendent}

I. 6:30 – 7:00 PM MANIFEST REVIEW AT EACH SCHOOL BOARD MEETING.

Election of Chairperson and Vice-Chair

1. Review ORCSD Policy BDB – Board Officers/Board Organization Meeting **and** Review ORCSD Policy BBAB – Duties of the Chairperson
2. Election of Officers
3. Welcome of School Board Student Representative

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 03/06/19 regular meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

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

VI. DISTRICT REPORTS

- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent’s Report**
 - Election Results
 - Strategic Plan Summary Information
- C. Business Administrator**
 - FY19 Budget Update
- D. Student Senate Report**
- E. Other:**

VII. DISCUSSION ITEM

- School Board Self – Evaluation
- E-Rate {Josh Olstad}

VIII. ACTIONS

- A. Superintendent Actions**
- B. Board Action Item**
 - Motion to approve E-Rate.
 - Motion to sign MS-22.
 - Motion to accept two (2) ORHS Letter of Resignation. {World Language/Math}
 - Motion to accept ORMS Letter of Resignation. {Social Studies}
 - Motion to accept Moharimet Letter of Resignation. {School Health Provider}
 - Motion to approve ORMS Maternity Leave of Absence from May 2019 through EOY.
 - Motion to elect William Leslie as ORCSD School District Clerk for the 2019-20 school year.
 - Motion to elect Lisa Harling as ORCSD School District Treasurer for the 2019-20 school year.
 - Motion to elect Karen Palmer as ORCSD School District Physician for the 2019-20 school year.
 - Motion to approve Administrator Contracts as submitted by the Superintendent.
 - Motion to nominate and approve Continuing Contract Professional Staff Members as submitted by the Superintendent.
 - Motion to approve 2019-20 Superintendent’s Contract.
 - Motion to approve List of Policies for first or second read/adoption: GCBD- Sabbatical Leave, IMBD-HS Credit, {1st/2nd} JICD-Student Discipline and Due Process, D Policy- Allowable Use of Funds & Adherence to Uniform Grant Guidance, D Policy – Federal Cash Management

IX. SCHOOL BOARD COMMITTEE UPDATES

- A. Manifest Reviewed and Approved by Manifest Subcommittee.**

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates** 04/03/19 – Regular Meeting – 7:00 PM ORHS Library

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

NON-MEETING SESSION: RSA 91-A:2 I (a) {If Needed}

XIII. ADJOURNMENT:

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

**Respectfully submitted,
Superintendent**

If you require special communication aids, please notify us 48 hours in advance.

**Oyster River Cooperative School District
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

Oyster River Cooperative School District Members:

• Brian Cisneros	Term on Board: 2018 –2021
• Thomas Newkirk	Term on Board: 2019 - 2022
• Kenneth Rotner	Term on Board: 2019 - 2022
• Denise Day	Term on Board: 2017 - 2020
• Michael Williams	Term on Board: 2017 - 2020
• Allan Howland	Term on Board: 2018 - 2021
• Daniel Klein	Term on Board: 2018 - 2021

Information Regarding Nonpublic Session

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

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB
Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 School Board Second Read/Adoption: May 4, 2016 Policy Committee Annual Review: April 19, 2017 – No Change Policy Committee Annual Review: April 11, 2018 – No Change	Page 1 of 1 Category: Recommended

BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right to Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BBAA – School Board Member Authority
 BDF – Advisory Committees to the Board
 BDB & R – District Clerk/District Treasurer Job Descriptions

Legal Reference: RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAB
Draft to Policy Committee: March 8, 2017 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017	Page 1 of 1 Category: Optional

ROLES AND DUTIES OF THE SCHOOL BOARD CHAIRPERSON

Duties of the Chairperson

The Oyster River Cooperative School Board Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent and Vice-Chair in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

The Vice-Chair will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such powers and duties as the Board may from time to time determine.

Cross Reference: BDB – Board Officers

**Oyster River Cooperative School District
Regular Meeting**

March 6, 2019

High School

DRAFT

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

ADMINISTRATORS: Todd Allen, Sue Caswell, Jay Richard, Suzanne Filippone, Heather Machanoff

There was one member of the public present.

I. CALL TO ORDER: Tom Newkirk commended Student Representative Patty Anderson for all her hard work this year. The Board really appreciates her contributions to the School Board this past year.

Strategic Plan Schedule: District Goals
Equity and Inclusion, World Language, Mental Health, Curriculum
Leadership Structure, Superintendent Transition

Todd Allen spoke and presented the District Equity and Inclusion 5 Year Goals: Bruce Mallard from NH Listens was present to help present the inclusion and equity goals learning curve and goals. NH Listens recently had a dialogue with the staff in the District on their experiences and goals.

K-12 Curriculum that provides students with knowledge, skills, and awareness of race, racism, equity, and inclusion: Develop K-12 equity and inclusion competencies, implement equity and inclusion competencies, review impact of implementation of equity and inclusion curriculum and offer PD to address issues identified in the review, provide professional development to address areas identified in 2021-22 and develop assessment program to determine student growth on equity and inclusion competencies, and conduct comprehensive assessment of equity and inclusion curriculum and use findings to guide development of goals for 2024-29 strategic plan.

Equitable and inclusive school climate: Develop specific strategies and partnerships to recruit, hire and retain diverse staff at all levels and roles. Include goals for hiring over next four years. Implement recruitment and hiring plan developed in year one. Explore restorative practices as a tool to address disciplinary issues within the school community. Develop retention strategies to retain recently hired diverse staff members. Begin implementation

of restorative practices. Reviewing of hiring process and modify strategies to better promote diverse applicants. Review restorative justice practices and make adjustments as needed. Conduct comprehensive assessment of hiring efforts, and restorative justice initiative and set goals for next five years.

Equitable and Inclusive Co-curricular and Extra-curricular Programs:
Conduct a review of current extra-curricular and co-curricular activities and organizations to identify areas in need of growth in order to provide an equitable and inclusive experience for all. Create assessment tools used by organizations and teams to assess student experience relative to equity and inclusion. Implement use of assessment tool developed in 2020-21 in all extra-curricular and co-curricular activities. Conduct comprehensive assessment of co-curricular activities to determine success in creating inclusive and welcoming programs.

World Language – 5 Year Goals

K-12 World Language: Develop a budget and plan to expand World Language instruction in French, Spanish and Chinese to grade 5. Review and refine proficiency curriculum model in place since 2018. Implement 5th grade World Language Plan. Review progress to date and establish a plan to provide World Language instruction in grades K-4. Develop schedule and budget to support K-4 expansion. Begin implementation of K -4 World Language plan conditional to Board approval.

The Board had an in depth conversation with Todd Allen about the ramifications of starting a K-4 program and that they are hesitant to move forward with implementing any type of programs until they flesh out definitively what the program would include and the financial impact.

Mental Health – 5 Year Goals:

Heather Machanoff explained that the goal is to pull together the three levels of SEL/Mental Health. They would develop systems to move to proactive versus reactive supports; implement screening and data collection procedures; define criteria for support. Refine MTSS supports/strategy; data collection of tiered interventions based on each school's individual goals; on-going self-assessment. Refinement of MTSS components using data from self-assessment. By 2024 students will be supported through a targeted

systematic and coordinated support and intervention with an MTSS Mental Health approach at each school K-12.

Curriculum Leadership 5 Year Goals:

Establish a budget and job description for a stipend for curriculum leadership positions in 6-12 ELA, Science SS and World Language; K-12 Art and PE and K-5 Science. Establish a district curriculum leadership with goals for the year and develop a budget and job description for Sustainability Coordinator K-4. Review curricular leadership structure and make adjustments as needed. Establish a sustainability/STEM position for K -4 to be shared between Moharimet and Mast Way. Review curricular leadership structure and make adjustments as needed.

Succession plan for District Leadership: Conduct review of district leadership needs. Determine positions in need of a succession plan. Develop and adopt a succession plan for Superintendent and Business Administrator. By 2024, a fully implemented succession plan for all district leadership positions in transition will have been implemented.

II. APPROVAL OF AGENDA

Denise Day moved to approve the agenda, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS

Dean Rubine of Lee reminded everyone that election day is March 12th and he hopes to see everyone at the polls.

IV. APPROVAL OF MINUTES:

Motion to approve 2/20/19 regular meeting minutes

Brian Cisneros moved to approve the February 20th meeting minutes, 2nd by Denise Day. Motion passed 6-0-1 with Kenny Rotner abstaining and the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District: Suzanne Filippone, Principal of the High School, announced that Noah Strout won the State Championship and placed 2nd in New England for

Wrestling. April 9th is the in school SAT and PSAT day for sophomores and juniors. The seniors will be doing community service day and the freshman will be involved with community building with the facilitators from the Brown Center at UNH.

Suzanne is recommending June 7th as graduation day for the high school seniors.

Brian Cisneros moved to approve June 7th as graduation day for the high school seniors, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

B. Board: Al Howland talked about the Human Library Project. A block of time can be reserved to sit down with someone different from you to hear their story and he encouraged everyone to look into it. On March 10th there will be a Local Climate Action Change Forum which will be including many high school students.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Reports:

Todd Allen talked about the Literacy Report. They are continuing to make progress and will be back with a presentation this spring. This is a grade K-5 initiative.

A NH Listens Dialogue pamphlet guide was distributed to everyone in the District.

B. Superintendent's Report:

Superintendent Morse mentioned the upcoming events for discussing the proposed new middle school. The PR piece they are using depicts a conceptual drawing of the proposed middle school and the four pillars of the school: sustainability, academics, safety, and wellness.

Superintendent Morse has been asked by the Commissioner of Education to sit on the Governor's Task Force on Diversity.

He also detailed a possible limited retirement incentive for teachers with the Board and is recommending that it be offered for two or three staff members.

Al Howland moved to approve a retirement incentive for up to three staff members, 2nd by Tom Newkirk. Vote: 6-0-1 with Michael Williams abstaining.

C. Business Administrator: None

D. Student Representative:

Patty Anderson mentioned that the One Act Play “Hey Boss” is this Friday at 7:00 p.m. Winter Sports are wrapping up their seasons. The Literary Magazine has been renamed the Creative Arts Magazine and they are now called the Pearl.

E. Other: None

VII. DISCUSSION ITEM:

School Board Self-Evaluation: Postponed to a future meeting.

Update on Response to Gun Legislation:

Tom Newkirk sent a letter to the President of NHSBA urging them to take a second look at its position on HB564. He will keep the Board updated on their response.

Tom Newkirk and Dan Klein drafted an op-ed article on Support Gun-Free Schools. The Board reviewed this and agreed to eliminate paragraph 8 of the draft.

Denise Day moved to adopt the op-ed article and it will be distributed to the major publications in the state, 2nd by Al Howland. Motion passed 7-0.

VIII. ACTIONS

A. Superintendent Actions: None

B. Board Activities:

Motion to approve ORMS Maternity Leave for the 2019-2020 School Year: Brian Cisneros moved to approve the ORMS Maternity Leave for the 2019-2020 School Year, 2nd by Denise Day. Motion passed 7-0.

Motion to approve the list of policies:

Policy JICD: Student Discipline and Due Process

Policy D TBD- Allowable Use of Funds and Adherence to Uniform Grant Guidance

Policy D TBD- Federal Cash Management

Denise Day moved to approve the above list for a first reading, 2nd by Al Howland. Motion passed 7-0.

Denise Day moved to delete Policy IJ, 2nd by Brian Cisneros. Motion passed 7-0.

IX. SCHOOL BOARD COMMITTEE UPDATES

Kenny Rotner was very impressed with the members of the Sabbatical Committee and their due diligence. They are meeting tomorrow to review the process.

The Manifest Review Committee met earlier this evening.

Payroll Manifest #17: \$1,332,016.88

Vendor Manifest #21: \$ 181,402.10

Kenny Rotner would like to see the manifests review have a threshold. This should be done in an efficient manner and would like to see this on a future agenda item to be discussed.

X. PUBLIC COMMENTS: None

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

3/20/19 Regular Meeting - ORHS Library 7:00 PM

4/3/19 Regular Meeting - ORHS Library 7:00 PM

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

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

XIII. ADJOURNMENT:

Al Howland moved to adjourn the meeting at 9:30 p.m., 2nd by Brian Cisneros. Motion passed 7-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Strategic Plan Staffing Breakdown
Updated 03/14/19

If all aspects of the Strategic Plan are implemented:

Staffing	Year 1 (FY 2020)	Year 2 (FY 2021)	Year 3 (FY 2022)	Year 4 (FY 2023)	Year 5 (FY 2024)
Academics: K-4 5-8 9-12	Develop Plan	Curricular Stipends (\$2,500) 6-12: ELA (1) 6-12: Social Studies (1) K-5: Science (1) 6-12: Science (1) 5-8: Sustainability (1) \$2,500 x 5 = \$12,500	Curricular Stipends (\$2,500) K-12: Art (1) Physical Education (1) World Language (1) K-4: Sustainability (1) \$2,500 x 4 = \$10,000	Curricular Stipends (\$2,500) 9-12: Sustainability (1) K-5: Social Studies (1) K-12: STEM Coord. (1) \$2,500 x 3 = \$7,500	Review
		<u>FY2021 – Operations</u> \$100,000 Technology Integrator	<u>FY2022 – Operations</u> \$ 50,000 Technology Support \$ 50,000 Learning Lab – MTSS – ELA Support	<u>FY2023 – Operations</u> \$ 50,000 New Middle School Custodian \$ 50,000 Building Administrative Asst. \$100,000 Mental Health: (One Position) ? Mental Health Professional ? Additional Support Professional ? Social Worker \$100,000 Counseling Position	
World Language	Plan yet to be developed ~ Staffing to be determined.				

Mast Way & Moharimet

Goal Area	Initial Five-Year Outcome	Modified Five-Year Outcome
Multi-Tiered Systems of Support (MTSS)- Social Emotional Learning (SEL)/Mental Health	By June 2024, MW & MOH will have consistent, evolving, and proactive SEL instruction & support programming	By June 2024, students K-4 will have consistent, evolving and proactive SEL instruction in classrooms and as necessary in small groups and/or 1:1 setting.
Multi- Tiered Systems of Support (MTSS)- Academic	By June 2024, MW & MOH will have fully implemented MTSS Structures.	By June 2024, students K-4 will learn and grow in a cohesive system that supports their wide variety of learning needs.
Competency Based Education (CBE)	By June 2024., MW & MOH will have articulated competencies for all K-4 subject areas and CBE report card will be fully implemented.	By June 2024, K-4 teachers will understand how competencies support student learning and be knowledgeable of writing and evaluating competencies.

Strategic Plan Competency Based Education (CBE) Modification

Mast Way & Moharimet

<p>Goal Area Competency Based Education (CBE)</p>	<p>2019-2020 Initial Learn about CBE by writing science units with a competency focus.</p>	<p>2020-2021 Initial Continue writing competency-based science units.</p>	<p>2021-2022 Initial Develop ELA/Math competencies and begin development of CBE progress reports.</p>	<p>2022-2023 Initial Implement ELA CBE; Create work groups to develop K-4 school-wide competency structures; Review draft CBE progress reports in Science, ELA, Math.</p>	<p>2023-2024 Initial Implement CBE progress reporting system.</p>
<p>Goal Area Competency Based Education (CBE)</p>	<p>2019-2020 Modified Learn about CBE through professional development and writing science units with competency focus.</p>	<p>2020-2021 Modified Continue learning about CBE through professional development and the continued writing of science units.</p>	<p>2021-2022 Modified Develop and begin a schedule of competency writing for English language arts and mathematics.</p>	<p>2022-2023 Modified Continue writing competencies ELA and mathematics.</p>	<p>2023-2024 Modified Continue writing competencies ELA and mathematics.</p>

Middle School

Goal Area	Initial Five-Year Outcome	Modified Five-Year Outcome
<p>New Middle School</p>	<p>By June 2024, ORMS will be in a new facility that meets the program needs of student</p>	<p>By June 2023, students will have programming that meets their needs in a new facility.</p>
<p>Multi-Tiered Systems of Support (MTSS)- Social Emotional Learning (SEL)/ Mental Health</p>	<p>By June 2024, ORMS will have a SEL program that incorporates assessment, instruction, and support.</p>	<p>By June 2024, students will participate in a program that incorporates assessment, instruction, and support to develop and enhance their social and emotional development.</p>
<p>Multi-Tiered Systems of Support (MTSS)- Academic</p>	<p>By June 2024, ORMS will fully implement a Multi-Tiered System of Support (MTSS).</p>	<p>By June 2024, students will access systems of support (instruction, intervention, enrichment with progress monitoring) that meets their personalized learning needs through a fully implemented Multi-Tiered System of Support (MTSS).</p>
<p>Competency Based Education (CBE)</p>	<p>By June 2024, ORMS will have full implementation of CBE across all grades and subject areas.</p>	<p>By June 2024, students will participate in competency-based education with a greater understanding and depth to their learning to support high school aspirations.</p>

Strategic Plan New Middle School Modification

Middle School

Goal Area	2019-2020 Initial	2020-2021 Initial	2021-2022 Initial	2022-2023 Initial	2023-2024 Initial
Competency Based Education (CBE)	By June 2020, ORMS will have completed an academic program assessment and have submitted it to the architect.	Implementation of communication plan.	Develop school opening transition plan, consider academic year calendar. Review master schedule.	Implement transition plan, including a master schedule that optimizes the learning experiences for students.	/
Goal Area	2019-2020 Modified	2020-2021 Modified	2021-2022 Modified	2022-2023 Modified	2023-2024 Modified
Competency Based Education (CBE)	By September 2019, ORMS will have completed an academic program assessment and have submitted it to the architect.		Develop school opening transition plan, consider academic year calendar.	Implement transition plan.	/

Strategic Plan Summary Page

High School Updated 03/12/19

Goal Area	Initial Five-Year Outcome	Modified Five-Year Outcome
Social Emotional Learning (SEL)/Mental Health	ORHS will have comprehensive programming to support SEL	By June 2024, students will be supported through a comprehensive SEL program.
Multi-Tiered Systems of Support (Academic)	ORHS will have fully implemented MTSS for academic support.	By June 2024, students will be supported through a fully implemented MTSS academic program.
Competency Based Education	By June of 2024 ORHS will have full implementation of CBE in all subject areas at all grade levels which is reflected in the student report card.	By June 2024, students will have a greater understanding and depth of their learning through a fully implemented CBE to support post-secondary aspirations.
Technology	ORHS will have a 1 to 1 program with staff and resources in place to fully utilize the program to maximize student learning.	By June 2024, students will have a 1 to 1 program with staff and resources in place to fully maximize their learning experience.

Strategic Plan Competency Based Education (CBE) Modification

High School

Goal Area Competency Based Education (CBE)	2019-2020 Initial Competencies reviewed, written and posted for all courses.	2020-2021 Initial Develop common assessment practices and investigate grading and reporting systems.	2021-2022 Initial Implement ORHS grading and reporting systems to reflect competency-based education.	2022-2023 Initial Examine and refine competency-based education and implementation.	2023-2024 Initial Fully implement CBE program.
Goal Area Competency Based Education (CBE)	2019-2020 Modified	2020-2021 Modified Staff will develop a variety of assessments to measure student achievement through curriculum.	2021-2022 Modified	2022-2023 Modified	2023-2024 Modified

Strategic Plan Summary Page

School District

Goal Area	Initial Five-Year Outcome	Modified Five-Year Outcome
Curriculum Leadership Structure	By 2024 a fully implemented curriculum leadership structure to support district curricular needs will be in place.	By 2024, a teacher-based curriculum support team will be in place across all curricula areas.
MTSS - SEL/Mental Health	By 2024, ORCSD will have a coordinated and systematic MTSS for mental health at each school K-12	By 2024, student's wellness and post-secondary aspirations will be supported through a targeted, systematic MTSS Mental Health approach at each school K-12.
K-12 World Language	By 2024 a fully implemented K-12 World Language Program will be in place.	By 2024, students will have access to a fully implemented K-12 World Language Program.
Succession plan for district leadership	By 2024 a succession plan for all district leadership positions in transition will have been implemented. By 2023, a succession plan will be developed and approved by the School Board for the Business Administrators transition.	By 2024, a succession plan will be developed and approved by the School Board for the Superintendent's transition.

Strategic Plan Facilities – High School Auditorium Expansion

Facilities

REMOVE THIS GOAL FROM THE STRATEGIC PLAN

Goal Area	2019-2020 Initial	2020-2021 Initial	2021-2022 Initial	2022-2023 Initial	2023-2024 Initial	5 Year Outcome
High School Auditorium Expansion			Facilities will explore design of the HS Auditorium expansion with an Architect.	All contracts and work schedule will be ready in preparation for a July 2024 construction.	Auditorium will be complete and ready for occupancy.	By June 2024, the High School Auditorium will be increased to house large performances and accommodate full school assemblies.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

FISCAL YEAR 2018-19

FINANCIAL STATUS AS OF:

3/15/2019

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
SALARIES:					
Administrator	1,479,199	1,021,615	454,074	3,510	100%
Teacher	16,287,558	8,664,378	7,311,901	311,279	98%
Para	2,175,446	1,315,818	761,086	98,542	95%
Tutor	220,677	135,438	78,333	6,906	97%
Custodian	785,237	522,481	239,649	23,107	97%
Secretary	382,576	279,381	141,546	(38,351)	110%
District Hourly	755,296	534,880	228,445	(8,029)	101%
Maintenance	196,754	141,537	54,257	960	100%
Drivers	805,718	432,184	217,789	155,745	81%
Misc & Summer	179,500	95,161	35,459	48,880	73%
Subs - Professional	358,580	128,960	31,449	198,171	45%
Subs - Para	35,300	22,680	0	12,620	64%
Subs - Secretary	6,700	2,772	0	3,928	41%
O/T	25,500	7,595	0	17,905	30%
Med & Dent Payback	474,087	264,699	142,373	67,015	86%
TOTAL SALARIES	24,168,128	13,569,579	9,696,361	902,188	96.3%
BENEFITS:					
Health Ins	5,242,759	2,855,380	2,498,800	(111,421)	102%
Dental Ins	144,579	78,216	68,242	(1,879)	101%
Life Ins	61,226	34,466	30,079	(3,319)	105%
LTD Ins	64,475	28,512	25,158	10,805	83%
FICA	1,838,023	995,700	751,096	91,227	95%
Retirement - Non Professional	336,399	231,867	107,995	(3,463)	101%
Retirement - Professional	2,941,787	1,585,568	1,323,231	32,988	99%
Annuity	128,134	80,053	54,060	(5,979)	105%
Tuition Reimb	5,000	1,335	0	3,665	
Unemployment Comp	15,000	124	0	14,876	1%
Workers Com	153,108	153,108	0	0	100%
TOTAL BENEFITS	10,930,490	6,044,329	4,858,661	27,500	99.7%
ALL OTHER OPERATING EXPENSES:					
Mast Way	257,563	143,966	6,353	107,244	58%
Moharimet	177,675	113,138	7,931	56,606	68%
Middle School	362,001	264,731	15,021	82,249	77%
High School	690,687	467,321	31,841	191,525	72%
District	1,973,842	1,864,188	52,027	57,627	97%
Transportation	495,530	361,096	12,250	122,184	75%
Technology	690,778	582,396	11,938	96,444	86%
Facilities	3,010,495	2,375,305	137,980	497,210	83%
SPED	1,560,831	1,353,815	265,464	(58,448)	104%
TOTAL OPERATING	9,219,402	7,525,956	540,805	1,152,641	87.5%
GRAND TOTAL	44,318,020	27,139,864	15,095,827	2,082,329	95.3%

Comment Section:

\$247k from teacher position

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BA
Date of Adoption: June 15, 1988 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 School Board First Read: April 5, 2017 School Board Second Read/Adoption: April 19, 2017	Page 1 of 1 Category: Recommended

School Board Self-Evaluation and Goal Setting

At the conclusion of each year, the Oyster River School Board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

Appendix BA-R1 Evaluation Questions

BA- R2 Individual Board Member Self-Evaluation Worksheet

To the Board:

By policy BA we are required to perform an annual self-evaluation. The policy states:

At the conclusion of each year, the board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

There are various evaluation tools available, but I thought we should keep it simple. So, I would like each of you to consider the following questions:

1. How effective was the process of formulating Board goals?
2. How effective has the Board been in accomplishing its goals?
3. Have Board meetings been run in an efficient and civil way, with all viewpoints welcomed?
4. Has the Board been effective in crafting a budget that balances educational needs and fiscal responsibility?
5. Comment on any other aspect of Board work.

We will have an open discussion on these questions.

INDIVIDUAL BOARD MEMBER SELF-EVALUATION WORKSHEET

Please complete the following personal assessment of your boardsmanship. This individual evaluation will not be shared, but is for your review only.

The Key: 1 – Never; 2 – Occasionally; 3 – Sometimes; 4 – Frequently; 5 – Always

- 1. I familiarize myself with school policies and laws which are important for meetings.
- 2. I attend all School Board Meetings.
- 3. I read the agenda and supporting material prior to the Board meeting.
- 4. I reserve all decisions on matters until the Board is in session.
- 5. I keep personal matters personal and discuss nonrelated concerns at appropriate times and places.
- 6. I use the chain of command and direct questions to the superintendent when contacted by a district resident.
- 7. I attend NHSBA workshops and meetings.
- 8. I read school publications sent to my home.
- 9. I contact the superintendent and make proper arrangements when I visit schools within the district.
- 10. I am informed about community feelings toward the schools.
- 11. I respect the superintendent's office and refrain from unwarranted interferences in the administrator's affairs.
- 12. I believe in long-range planning and recognize that changing trends change school needs.
- 13. I believe the district should place great emphasis on professional growth.
- 14. I know that I have no authority as a Board member except when the Board is legally in session. Board officers have specific duties that are occasionally performed outside of Board sessions.
- 15. I rely on the superintendent to provide the Board with accurate information on the school system.
- 16. I take part in Board in-service and orientation programs.
- 17. At no time do I speak for the full Board as an individual Board Member.
- 18. I work toward mutual trust between Board members and administration and keep criticism of either to private sessions.
- 19. I recognize that governance and policy duties belong to the Board and administrative duties belong to the district's administrators.
- 20. I support budgetary provisions and encourage the professional growth of the superintendent.
- 21. I support strong professional growth programs for all school personnel.
- 22. I attend PTA, concerts, plays, athletic contests, and other school events.
- 23. I am familiar with the budgeting process of the district.
- 24. I am familiar with the curriculum and graduation requirements of the district.

Oyster River Cooperative School District
RFP-RFQ Summary

Name of RFP/RFQ: eRate Switches

Timeline:

- Release of RFP/RFQ to bidders: Friday, February 8, 2019
- Classified ad ran in Fosters: Friday, February 8, 2019
- Posted on website: Monday, February 11, 2019
- Posted in the SAU Office: Monday, February 11, 2019
- RFP/RFQ due dates and opening date: Tuesday, March 5, 2019 at 12pm
- Date contract awarded: 3/21/2019
- Projected date of completion 8/31/2019

Contract awarded to: Omada

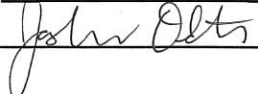
Project was awarded to Omada based on compatibility with current district systems and price

Summary of bids:

Vendor	Bid Amount	Required	Additional	Comments
ePlus	\$231,564.20			Compatible with current system
Omada	\$206,338.05			Lowest compatible proposal.
New England Communications	\$130,470.47			Not compatible with current system.

Person completing this form:

Print name Joshua Olstad

Signature  Date 3/14/2019

Oyster River Cooperative School District
RFP-RFQ Summary

Name of RFP/RFQ: eRate ORHS Internal Fiber Cable

Timeline:

- Release of RFP/RFQ to bidders: Friday, February 8, 2019
- Classified ad ran in Fosters: Friday, February 8, 2019
- Posted on website: Monday, February 11, 2019
- Posted in the SAU Office: Monday, February 11, 2019
- RFP/RFQ due dates and opening date: Tuesday, March 5, 2019 at 12pm
- Date contract awarded: 3/21/2019
- Projected date of completion 8/31/2019

Contract awarded to: ePlus

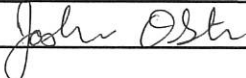
Project was awarded to ePlus based on experience with vendor

Summary of bids:

Vendor	Bid Amount	Required	Additional	Comments
ePlus	\$23,686.00			Detailed bid specs and good prior experience with vendor
New England Communications	\$19,523.27			Parts list did not provide enough detail to know if it met bid specs. No prior experience with vendor

Person completing this form:

Print name Joshua Olstad

Signature 

Date 3/14/2019



Report of Appropriations as Voted

Oyster River

(RSA 21-J:34 and RSA 198:4-a)

For the period beginning July 1, 2019 and ending June 30, 2020

Form Due Date: 20 Days after the Annual Meeting

SCHOOL BOARD CERTIFICATION

This is to certify that the information contained in this form, appropriations actually voted by the school district meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Dr. James C. Morse, Sr.	Superintendent	
William Leslie	School District Clerk	
Thomas Newkirk	School Board Member	
Denise Day	School Board Member	
Allan Howland	School Board Member	
Brian Cisneros	School Board Member	
Kenneth Rotner	School Board Member	
Daniel Klein	School Board Member	
Michael Williams	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	
	School Board Member	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:

NH DRA Municipal and Property Division

(603) 230-5090

<http://www.revenue.nh.gov/mun-prop/>



Report of Appropriations as Voted

Account	Purpose	Article	Appropriations As Voted	Elementary	Middle/Jr.	High
Instruction						
1100-1199	Regular Programs	03	\$18,954,604	\$6,268,097	\$5,951,393	\$6,735,114
1200-1299	Special Programs	03	\$6,661,374	\$2,081,409	\$2,155,031	\$2,424,934
1300-1399	Vocational Programs	03	\$30,000	\$0	\$0	\$30,000
1400-1499	Other Programs	03,04	\$898,784	\$97,942	\$182,638	\$618,204
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			\$26,544,762	\$8,447,448	\$8,289,062	\$9,808,252
Support Services						
2000-2199	Student Support Services	03,04	\$4,080,836	\$1,320,452	\$1,045,107	\$1,715,277
2200-2299	Instructional Staff Services	03	\$1,058,792	\$459,217	\$288,030	\$311,545
Support Services Subtotal			\$5,139,628	\$1,779,669	\$1,333,137	\$2,026,822
General Administration						
2310 (840)	School Board Contingency		\$0	\$0	\$0	\$0
2310-2319	Other School Board	03	\$117,357	\$37,052	\$36,290	\$44,015
General Administration Subtotal			\$117,357	\$37,052	\$36,290	\$44,015
Executive Administration						
2320 (310)	SAU Management Services		\$0	\$0	\$0	\$0
2320-2399	All Other Administration	03	\$1,297,040	\$392,646	\$422,728	\$481,666
2400-2499	School Administration Service	03,04	\$1,861,632	\$691,803	\$493,578	\$676,251
2500-2599	Business	03	\$625,795	\$197,574	\$193,512	\$234,709
2600-2699	Plant Operations and Maintenance	03,04	\$5,433,804	\$1,771,545	\$1,778,464	\$1,883,795
2700-2799	Student Transportation	03	\$2,020,687	\$620,220	\$617,508	\$782,959
2800-2999	Support Service, Central and Other	03	\$1,427,278	\$450,615	\$441,351	\$535,312
Executive Administration Subtotal			\$12,666,236	\$4,124,403	\$3,947,141	\$4,594,692
Non-Instructional Services						
3100	Food Service Operations	03	\$30,000	\$10,800	\$9,300	\$9,900
3200	Enterprise Operations		\$0	\$0	\$0	\$0
Non-Instructional Services Subtotal			\$30,000	\$10,800	\$9,300	\$9,900
Facilities Acquisition and Construction						
4100	Site Acquisition	03	\$1	\$0	\$1	\$0
4200	Site Improvement	03	\$1	\$0	\$1	\$0
4300	Architectural/Engineering	03	\$1	\$0	\$1	\$0
4400	Educational Specification Development	03	\$1	\$0	\$1	\$0
4500	Building Acquisition/Construction	03	\$1	\$0	\$1	\$0
4600	Building Improvement Services	03	\$1	\$0	\$1	\$0
4900	Other Facilities Acquisition and Construction	03	\$1	\$0	\$1	\$0



Report of Appropriations as Voted

Facilities Acquisition and Construction Subtotal \$7 \$0 \$7 \$0

Other Outlays

5110	Debt Service - Principal	03	\$1,285,000	\$0	\$0	\$0
5120	Debt Service - Interest	03	\$198,848	\$0	\$0	\$0
Other Outlays Subtotal			\$1,483,848	\$0	\$0	\$0

Fund Transfers

5220-5221	To Food Service	03	\$824,050	\$0	\$0	\$0
5222-5229	To Other Special Revenue	03	\$641,000	\$0	\$0	\$0
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			\$1,465,050	\$0	\$0	\$0

Total Voted Appropriations			\$47,446,888	\$14,399,372	\$13,614,937	\$16,483,681
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Report of Appropriations as Voted

Description	Function	Object	Elementary	Middle/Jr.	High	Total
Tuition to NH LEA's	All	561	\$0	\$0	\$30,000	\$30,000
Other Tuition	All	562-569	\$211,690	\$191,463	\$232,225	\$635,378
Land & Improvements	All*	710				\$0
Buildings	All*	720				\$0
Additional Equipment	All*	730	\$73,009	\$99,834	\$137,204	\$310,047
Summer School	1430		\$72,582	\$75,080	\$73,742	\$221,404

** includes all functions except 4100*

Office of the Superintendent
Oyster River School District
36 Coe Drive, Durham, NH 03824

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Dr. James C. Morse, Sr.
DATE: March 20, 2019
RE: Nominations for District Openings

Please nominate the below listed individuals for the 2019-2020 school year:

School District Clerk:	William Leslie
School District Treasurer:	Lisa Harling
School District Physician:	Dr. Karen Palmer

Thank you.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 1 of 2

Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools

Position: School District Clerk

Status: Part-Time; Stipend Position

Qualifications: Must be a registered voter of the School District (RSA 671:18); cannot be a member of the School Board (RSA 195:5,1); must possess basic computer knowledge and clerical skills.

Reports to: School Board

Job Goal: Performs the duties mandated by New Hampshire law. Many of those duties are clerical or administrative in nature.

Performance Responsibilities:

- Prepares ballots for School District elections. (RSAs 699:23 and 671:20), and delivers the ballots to the town moderator before the opening of the polls at the town elections. (RSAs 671:20 and 671:25);
- Provides for absentee voting as required by RSAs 669:26 – 669:29. (RSA 671:21);
- Receives from town election officials after ballots are counted, the number of votes received by each candidate for school district office. (RSA 671:26). Upon receipt of the list, records the results from each town and shall, when the results from all towns within the School District have been recorded, determine, and announce the names of the winning candidates. (RSA 671:26);
- May administer oaths to all elected or appointed School District officials. (RSA 92:5). Keeps record of the certification of all oaths administered to elected or appointed School District officials. (RSA 92:6);
- After the annual meeting, reports the names and post office addresses of all School District officers to the Commissioner of Revenue Administration and to the Commissioner of Education. (RSA 671:31);
- At any time, reports to the Commissioner of Revenue Administration and the Commissioner of Education the names and mailing address of School District officers who are appointed or are elected. (RSA 617:31);
- Receives recount petitions and fees. (RSA 671:32). Serves on the Board of Recount. (RSA 671:21). Appoints the time and place for recounts. (RSAs 40:4-c and 669:30). Notifies candidates of time and place for recounts. (RSA 669:31). At the recount, publicly breaks the seal and opens the ballot packages. (RSA 669:32). At the conclusion of the recount, preserves the ballots. (RSA 669:33);
- If office of moderator is vacant, acts as moderator until moderator pro-tempore is chosen by the meeting or election. (RSAs 197:20 and 671:33);
- Appoints assistant clerks for each additional polling place. (RSA 40:15);
- Shall be available between 3:00pm – 5:00pm on any day that the election hours require a filing with or an action by an official (e.g., last day for candidates to file and last day to submit petition warrant articles). (RSA 652:20);

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 2 of 2

- Records in Registry of Deeds a petition to take land for schoolhouses. (RSA 199:19-a);
- Performs same duties as Town Clerk when the School District establishes a capital reserve fund. (RSAs 35:11 to 35:13);
- Records posted warrant in School District records. (RSA 197:10);
- Keeps true written records of the Annual Meeting which includes preparing minutes of the Annual Meeting's deliberative session. (RSA 199:20);
- Is served with legal process in lawsuits against the School District. (RSA 510:10). Promptly provides Superintendent with copies of those papers;
- Performs any other duties as may be required by law.

Suggested process for appointment of the School District Clerk:

RSA 195:5 requires the School Board to appoint the School District Clerk annually; however, it does not specify the process that the School Board must use. The following is a process that the School Board can utilize to appoint the School District Clerk.

If more than one candidate applies follow steps 1 through 5. If only one candidate applies, proceed from step one to step 5.

1. Advertise for the position by posting at the SAU office and in the other school buildings in which job openings are posted;
2. At a meeting held and posted in accordance with the Right-to-Know Law, the School Board or subcommittee of the School Board screens all applications and identifies candidates to be invited for interviews;
3. At a meeting held and posed in accordance with the Right-to-Know Law, the School Board interviews the selected candidates;
4. The School Board discusses the candidates in public;
5. The School Board publicly votes to appoint a candidate.

NOTE: The School District Clerk is a public official, not an employee, so interviews, discussions, and votes regarding the selection of this candidate must occur in public. It is, however, permissible to discuss candidates in non-public only if the School Board will be discussing matters that would adversely affect the reputation of the candidate(s).

Original Effective: 03-2012

Revision Date:

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 1 of 2

Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools

Position: School District Treasurer

Status: Part-Time; Stipend Position

Qualifications: Must be a registered voter of the School District (RSA 671:18); cannot be a member of the School Board (RSA 195:5, II); must have the experience or expertise in the area of fiscal management for medium to large size organizations or companies. It is preferred that the School District Treasurer be a certified public accountant.

Reports to: School Board

Job Goal: The School District Treasurer performs the duties mandates by New Hampshire law. Those duties require the Treasurer to handle and account for all School District money. The Treasurer must understand accounting principles required for municipalities and have an attention to detail.

Performance Responsibilities:

- Before beginning duties, provides a bond from a company licensed to do business in New Hampshire that is acceptable to the School Board for the faithful performance of the Treasurer's duties. (RSA 197:22);
- Maintains custody of all School District moneys. (RSA 197:23-a,I);
- Pays out money upon orders of School Board. (RSA 197:23-a,I);
- Deposits moneys in authorized banks. (RSA 197:23-a,I);
- Keeps suitable books to fairly and correctly account for all sums received into or paid from School District funds, and all notes given by the School District, with the particulars thereof. (RSA 197:23-a,III);
- Maintains payroll/vendor manifests and cashbooks. (RSA 197:23-a,III);
- Keeps a register which states the denomination, number, and date of every bond issued by the School District, including the time and place at which the payment of principal and interest is to be made, as well as any other information the Commissioner of Revenue Administration may require. (RSA 33:12);
- Within ten (10) days after the issuance of bonds and notes, submits to the Commissioner of Revenue Administration a report setting forth the details of the issue on the form prescribed by the Commissioner of Revenue Administration. (RSA 33:14);
- At the close of each fiscal year, shall make a report to the School District, giving a particular account of all of the Treasurer's financial transactions during the year. (RSA 197:23-a,III);
- Upon request, shall furnish to the School Board statements from the books and/or submit the books and vouchers to the School Board and to the auditors for examination. (RSA 197:23-a,III);
- Prepares for and participates in yearly audit. (RSA 197:23-a,III);

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDB-R
School Board: May 2, 2012	Page 2 of 2

- Prepares Treasurer's report for School Board. (RSA 197:23-a,III);
- Verifies all bank statements and reconciles monthly accounts. (RSA 197:23-a,III);
- For excess funds which are not immediately needed for the purpose of expenditure, shall invest with the approval of the School Board those funds in approved accounts and in accordance with the School District's investment policy and statutory limitations. (RSA 197:23-a, IV);
- Appoint with the approval of the School Board a deputy treasurer. (RSA 197:24-a);
- Shall pay to the School Board and other District officers their salaries granted by the School District. (RSA 194:11);
- Shall pay the truant officer upon order of the School Board. (RSA 194:11);
- Receives payment from the town all moneys to support the schools. (RSA 198:5);
- Performs any other duties as may be required by law.

Suggested process for appointment of the School District Treasurer:

District policy BDB requires that the School Board appoint the School District Treasurer annually; however, it does not specify the process that the School Board must use. The following is a process that the School Board can utilize to appoint the School District Treasurer.

If more than one candidate applies follow steps 1 through 5. If only one candidate applies, proceed from step one to step 5.

1. Advertise for the position by posting at the SAU office and in the other school buildings in which job openings are posted;
2. At a meeting held and posted in accordance with the Right-to-Know Law, the School Board or subcommittee of the School Board screens all applications and identifies candidates to be invited for interviews;
3. At a meeting held and posed in accordance with the Right-to-Know Law, the School Board interviews the selected candidates;
4. The School Board discusses the candidates in public;
5. The School Board publicly votes to appoint a candidate.

NOTE: The School District Treasurer is a public official, not an employee, so interviews, discussions, and votes regarding the selection of this candidate must occur in public. It is, however, permissible to discuss candidates in non-public only if the School Board will be discussing matters that would adversely affect the reputation of the candidate(s).

Original Effective: 03-2012
Revision Date:

**Oyster River Cooperative School District
School Administrative Unit #5
Office of the Superintendent of Schools**

Position: School District Physician

Status: Part-Time; Stipend Position

Qualifications: Must be legally qualified to practice medicine and currently be licensed to practice in the State of New Hampshire (RSA 200:28).

Reports to: School Board

Job Goal: The School District Physician serves as a consultant to the administration and health services personnel in the planning, revision, implementation, and evaluation of health services programs.

Performance Responsibilities:

- Updates school nurses on current health care issues/medications;
- As appropriate, provides staff training on health-related issues;
- Consults, advises, and answers questions for school nurses and administration;
- Reviews and makes recommendations for policies on health-related issues including but not limited to policies on medications in schools. (Ed 311.02(h));
- Participates as needed in decision making for special education;
- Consults with parents or guardians of students on health-related conditions and makes recommendations for evaluations and treatment. (RSA 200:34);
- As requested, serves as liaison to State and local health departments and private physicians;
- Must have a criminal history records check under RSA 189:13-a and District policy;
- Performs such other tasks as assigned by the Superintendent within the scope of certification.

Suggested process for appointment of the School District Physician:

Although School Boards are not required to appoint a School District Physician, it is a good practice. Since the School District Physician is not a public official, should it desire, the School Board could interview School District Physician candidates in non-public and discuss the candidate in non-public. The vote to appoint should be done in public.

Original Effective: 03-2012

Revision Date:

UPDATED: March 11, 2019

Administrators Salaries FY2019 Current Information

Last Name	First Name	Position	Year(s) of Experience	Year in Position	FY19 Salary	FY20 Proposed	Contract Days
Allen	Todd	Assistant Superintendent	34/4 Years		\$122,560	\$128,560	260
Caswell	Susan	Business Administrator	33/9 Years		\$113,684	\$118,231	260

UPDATED: March 11, 2019

ORAA Salaries **FY2019 Current Information**

Last Name	First Name	Position	Year(s) of Experience	Years in Position	FY19 Salary	FY 20 Proposed	Contract Days
Filippone	Suzanne	Principal -HS	21/4 Years		\$118,000	\$122,720	227
Goldsmith	David	Principal - MOH	17/3 Years		\$108,150	\$112,476	227
Richard	Jay	Principal - MS	24/10 Years		\$114,000	\$118,560	227
Vaich	Carrie	Principal - MW	24/7 Years		\$112,144	\$116,630	227
Plourde	Catherine	Dir. Special Services	21/7 Years		\$113,684	\$118,231	260
McCann	Michael	Asst. Prin.	26/11 Years		\$96,756	\$100,626	227
Milliken	Mark	Asst. Prin.	24/5 Years		\$93,000	\$97,000	227
Sullivan	William	Asst. Prin.	19/8 Years		\$94,319	\$98,092	227
Machanoff	Heather	K-12 Counseling Dir.	17/10 Years		\$93,477	\$97,216	227
Lowe	Misty	Asst. SPED Dir.	17/5 Years		\$88,035	\$91,556	202
Biniskiewicz	Andrea	Asst. SPED Dir.	14/7 Years		\$88,035	\$91,556	202
Lathrop	Andy	Athletic Dir.	16/3 Years		\$80,000	\$85,000	210

UPDATED: March 11, 2019

Directors Salaries FY2019 Current Information

Last Name	First Name	Position	Years of Experience	Years in Position	FY19 Salary	FY 20 Proposed	Contract Days
HUPPE	LISA	Transportation Director	19/13 Years		\$56,000	\$60,000	260
OLSTAD	JOSHUA	Technology Director	16/7 Years		\$85,534	\$88,955	260
GEHLING	TIMOTHY	Accounting Director	30/7 Years		\$68,713	\$70,774	260
DEMERS	DORIS	School Nutrition Director	25/7 Years		\$65,228	\$67,837	210

Mast Way 2019-20
Tenure Staff List to School Board
03/20/19

Last	First	FTE	Position	1st	2nd	3rd	4th	5th	Cont.
Ameduri	Kathleen	1.00	Special Education						x
Baker	Catherine	1.00	Physical Education						x
Baker	Melisa	1.00	Special Education						x
Bowden-Gerard	Maria	1.00	Grade 4						x
Burke	Whitney	1.00	Grade 1						x
Buswell	Heather	1.00	Grade 4						x
Darois	Heather	1.00	Grade 2						x
Desrochers	Kirsten	1.00	Grade 1						x
Drew	Heather	1.00	Grade 3						x
Ervin	Ellen	0.50	Math Coach						x
Felber	Pamela	1.00	Music Education						x
George	Judy	1.00	Grade 4						x
Handwork	Erin	1.00	Grade 1						x
Hastings	Debra	1.00	Art						x
Jasinski	Barbara	1.00	Reading Specialist						x
Leone	Amy	1.00	Speech & Language						x
McCormick	David	1.00	Kindergarten						x
Moore	Katherine	1.00	School Nurse						x
Moulton	Heather	1.00	Grade 2						x
Paquette	Barbara	1.00	Grade 3						x
Sperry	Felicia	195 days	Psychologist						x
Stacy	Elizabeth	1.00	Grade 2						x
Tomaszewski	Suzanne	1.00	Librarian						x
Webb	Mary Ellen	1.00	Kindergarten						x
Zimar	Katherine	1.00	Grade 2						x

Moharimet 2019-20
Tenure Staff List to School Board
03/20/19

Last	First	FTE	Position	1st	2nd	3rd	4th	5th	Cont
Anderson	Rebecca	1.00	Speech/Language						x
Bailey-Bradley	Becky	1.00	Grade 1						x
Birnam	Elizabeth	1.00	Literacy Specialist						x
Carter	Eileen	1.00	Art Education						x
Chartrand	Joanne	1.00	Kindergarten						x
Crosby	Katherine	1.00	Special Education						x
Cupp	Lydia	1.00	Special Education						x
Curtin	Sarah	1.00	Technology Integrator						x
Czepiel	Robyn	1.00	Speech/Language						x
Dolcino	Carina	1.00	School Counselor						x
Dolcino	Cristina	1.00	Grade 1						x
Ervin	Ellen	0.50	Math Coach						x
Filion	Jacqueline	1.00	Special Education						x
Fitzhenry	Michelle	1.00	Grade 4						x
Gordon	Ann	1.00	ESOL Teacher/Coordinator						x
Hall	Trisha	1.00	Grade 3						x
Hoff	Douglas	1.00	Grade 2						x
Jones	Margaret	1.00	Grade 2						x
Kelley	Margaret	1.00	Librarian						x
Lapierre	Marsha Lynn	1.00	Kindergarten						x
Larson-Dennen	Sarah	1.00	Grade 3						x
Lee	Tony	1.00	Grade 4						x
Nadeau	Terry	1.00	Grade 2						x
Raspa	Jessica	1.00	Kindergarten						x
Ross	Gwen	1.00	Special Education						x
Schmitt	Elizabeth	1.00	Grade 3						x
Struthers	Beth	1.00	Choral Music						x
Swift	Virginia	1.00	Grade 3/4						x
Torr	Renee	1.00	Grade 1						x
Van Ledtje	Matthew	1.00	Grade 4						x
Whalen	Jessica	1.00	Physical Education						x

ORMS 2019-20
Tenure List to School Board
03/20/2019

Last	First	FTE	Position	1 st	2 nd	3 rd	4 th	5 th	Cont.
Bellows	Nicholas	1.00	Library Media Specialist						x
Bissell	Susan	1.00	Science						x
Bobo-Caron	Erin	1.00	Grade 5						x
Boucher	Joseph	1.00	Art Education						x
Cain	Todd	1.00	Health Education						x
Carter	Alida	1.00	Physical Education						x
Cormier	Shelby	1.00	Social Studies						x
Dawson	Catherine	1.00	Special Education						x
Demers	Jason	1.00	Science						x
Dinger	Nellie	1.00	Special Education						x
DiPerri	Donna	1.00	Special Education						x
Douglass	Cynthia	1.00	Reading Specialist						x
Duff	Jason	1.00	Special Education						x
Ellsworth	Lynn	1.00	Mathematics						x
Ervin	David	0.80	Music Education						x
Geltz	Emily	1.00	Language Arts						x
Geschwendt	David	195 days	School Psychologist						x
Grove	Nathan	1.00	Social Studies						x
Hall	Chris	1.00	Grade 5						x
Hewson	Emma	1.00	Physical Education						x
Jackson	Susan	1.00	Special Education						x
Kuhn	Sarah	1.00	Music Education						x
Lawrence	Andrea	1.00	Science						x
Lofgren	Alfred	1.00	Technology Education						x
Marshall	Kim	1.00	Art						x
Martel	Janet	1.00	Science						x
Martin	Michele	1.00	Science						x
Mathison	Susan	1.00	Social Studies						x
McCarthy	Patricia	1.00	Special Education						x
Miller	Lisa	1.00	Mathematics						x
Montgomery	David	1.00	Grade 5						x
Moran	Eileen	1.00	School Nurse						x
Nichols	Mark	1.00	Social Studies						x
Pelletier	Diana	1.00	Grade 5						x
Pennelli	Michelle	1.00	World Language						x
Pirtle	Holly	1.00	Health Education						x
Rief	Linda	1.00	Language Arts						x
Roberge	Miles	1.00	Grade 5						x
Sadana	Sunpreet	1.00	Grade 5						x
Savage	Keith	1.00	Special Education						x
Saxe	JoAn	1.00	School Counselor						x
Schulte	Thomas	1.00	Physical Education						x
Silverio	John	1.00	STEM						x
Snow	Jennifer	1.00	Language Arts						x
Von Oeyen	Andrea	0.80	Strings Teacher						x
Ward	Aaron	1.00	Mathematics						x
Wesson	Kim	1.00	Special Education						x
Widelski	Julia	1.00	Mathematics						x

Last	First	FTE	Position	1st	2nd	3rd	4th	5th	Cont.
Williams	Susan	1.00	Special Education						x
Wolfson	Valerie	1.00	Social Studies						x
Wons	Jean	1.00	School Counselor						x
Woodbury	Juliann	1.00	Speech/Language						x

ORHS 2019-20
Tenure List to School Board
03/20/2019

Last	First	FTE	Position	1 st	2 nd	3 rd	4 th	5 th	Cont.
Ayers	Leslie	1.00	World Language						x
Anderson	Gabrielle	1.00	Social Studies						x
Baker	Jason	195 days	School Counselor						x
Beaton	Mary	1.00	World Languages						x
Benkosky	Tracey	1.00	Science Teacher						x
Best	Celeste	1.00	Science						x
Bilynsky	Tracy	1.00	Art Education						x
Blais	Corey	1.00	English Teacher						x
Bromley	Jonathan	1.00	Biology						x
Cangelo	Derek	1.00	Social Studies						x
Cassamas	Kim	195 days	School Counselor						x
Cathey	Sara	1.00	Science						x
Cooke	Erica	1.00	Mathematics						x
Devins	Sandra	1.00	Transition Coordinator						x
Drake	Andrea	1.00	Mathematics Teacher						x
Ervin	David	0.20	Music Education						x
Freeman-Caple	Meredith	0.60	Theater						x
Garman	Trevor	1.00	English						x
Gibson	Gwendolyn	1.00	World Language						x
Golding	Anne	1.00	Special Education						x
Hallbach	Lisa	1.00	Mathematics						x
Harwood	Peter	1.00	Mathematics						x
Hausmann	Thomas	1.00	World Languages						x
Hawley	David	1.00	Social Studies						x
Healy	Heather	1.00	Economics						x
Horsley	Shauna	1.00	English						x
Johnson	Katie	1.00	Mathematics						x
Kearney	Chris	1.00	Mathematics						x
Kelly	Shawn	1.00	English						x
LaForce	Marc	1.00	Music Education						x
Lamberts	Dagmar	1.00	Special Education						x
Lawrence	Timothy	1.00	Art Education						x
Long	Ryan	195 days	Psychologist						x
Maynard	Donald	1.00	Physical Education						x
McGuinness	Jennifer	1.00	Special Education						x
Milliken	Barbara	1.00	World Language						x
Monahan	John	1.00	English						x
Morin	John	1.00	Physical Education						x
Ott	Esther	1.00	Special Education						x
Oxnard	Nathan	1.00	Biology/Physical Science						x
Pappas	Matthew	1.00	Social Studies						x
Pearce	Kathleen	1.00	Librarian/Media Specialist						x
Quaglieri	Robert	1.00	Health/Computer Ed/PE						x
Reeves	William	1.00	Mathematics						x
Ricciardi	Nicholas	1.00	Life Skills/Culinary						x
Rosi	Maria	1.00	Art Education						x
Ryan	Brian	1.00	Special Education						x
Sekera	Kimberly	195 days	School Counselor						x
Smith	Carolyn	1.00	Special Education						x

Last	First	FTE	Position	1st	2nd	3rd	4th	5th	Cont.
Stanley	Heather	1.00	Special Education						x
Stetson	Cathi	1.00	Business/Computer Ed						x
Sullivan	Kara	1.00	English						x
Therrien	Amy	1.00	Special Education						x
Thibault	James	1.00	Physics/Physical Science						x
Troy	Michael	1.00	Indust. Tech						x
Van Dyke	Karen	1.00	Social Studies						x
Von Oeyen	Andrea	0.20	Strings Teacher						x
Wainwright	Jennifer	1.00	Chemistry						x
Whalen	Brendan	1.00	Mathematics						x
Yatsevitch	Marjke	1.00	English						x
Zottoli	Brian	1.00	Social Studies						x

Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
March 20, 2019

Title	Code
Policies for First Read	
Sabbatical Leave	G CBD
HS Credit for 8 th Grade Advance Coursework	IMBD
Policies for Second Read/Adoption	
HS Credit for 8 th Grade Advance Coursework	IMBD
Student Discipline and Due Process	JICD
Allowable Use of Funds & Adherence to Uniform Grant Guidance	D Policy - TBD
Federal Cash Management	D Policy - TBD
Policies for Deletion/Replacement	

As a reference the March 13, 2019 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCBD
Date of Adoption: February 12, 1987 Policy Committee Review – No Changes – February 20, 2013 Policy Committee Review – June 8, 2016 School Board First Read: June 15, 2016 School Board Second Read/Adoption: July 13, 2016 Policy Committee: September 14, 2016 School Board Second Read/Adoption: September 21, 2016 Policy Committee Review: March 13, 2019 School Board First Read: March 20, 2019	Page 1 of 1

SABBATICAL LEAVE

Purpose:

Sabbatical Leaves will be granted at the sole discretion of the Board for the purpose of enabling staff members to develop professionally in a manner consistent with the Individuals job assignment or Building and District goals. Proposals for sabbatical leave should be [either graduate study at an accredited college or university or other approved](#) educational activities which would benefit the students of our District. Applications for one of the two sabbatical plans: one full school year at one-half salary or a period up to one-half school year at full salary. In no case will more than one partial sabbatical leave request be approved per year.

As a condition of the sabbatical and in consideration of the payments made by the School District to the professional during his/her leave, the professional must file with the Superintendent an agreement which stipulates that he/she will return to the School District for at least one full year at the conclusion of his/her sabbatical leave or reimburse the School District the full amount received as salary and other economic benefits during the sabbatical leave.

Selection Committee:

Applicants will be selected by a selection committee consisting of: the superintendent (or assistant superintendent), a principal (or his/her representative) from each school, a School Board member, and one teacher from each school. Teachers will serve for three-year terms, staggered so that at least one term expires each year. Any teachers on the committee who submit an application for sabbatical leave must resign from the committee and a replacement will be chosen. Teachers will be eligible to serve on the committee after serving three years in the District. Teacher representatives to the committee will be elected by peers from their own school.

At the end of the sabbatical a written report and evaluation of the work for which the sabbatical is granted should be submitted to the committee for approval. Once approved, the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee will occur within 45 days of returning to school.

Cross Reference:

GCBD-R – Sabbatical Proposal

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMBD
School Board Adoption: September 22, 2010 Policy Committee: October 26, 2016 School Board First Read: November 2, 2016 School Board Second Read/Adoption: January 18, 2017 Policy Committee Reviewed: March 13, 2019 School Board: First/Second Read & Adoption: March 20, 2019	Page 1 of 1 Category: Optional

HIGH SCHOOL CREDIT FOR ~~7th~~ **AND** 8th GRADE ADVANCED COURSEWORK

~~Students in 7th or 8th grade may take up to two (2) approved high school level elective courses and apply the credit of those courses toward high school graduation, for a grade of pass or fail, provided the student meets the competencies of the course taken. School Board policies relative to assessment, mastery and competency shall apply.~~

~~In order to be approved for high school credit the student must complete the ORHS Extended Learning Opportunity (ELO) application and receive approval prior to taking the course.~~

~~Once completed, the principal or designee, will review the course to ensure course competencies have been met.~~

~~In addition, a middle school 8th grade student may receive one math credit and/or world language credit if they successfully complete an Oyster River math or world language course.~~

~~The high school principal shall approve such course work and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation.~~

Cross Reference:

IHBH, R, R1, R2 – Extended Learning Opportunities

IHBI – Alternative Learning Plan

IKAA – Interdisciplinary Credit Toward Graduation

IKF – Graduation

ILBAA – High School Graduation Competencies

IMBC,R – Alternative Credit Options

Legal References:

N.H. Code of Administrative Rules, Section Ed 306.26(e), Applying Credit Toward High School Graduation

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICD
Draft to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: July 20, 2011 Policy Committee Review: 11/7/18 & 12/12/18 & 2/20/19 School Board First Read: March 6, 2019 School Board Second Read/Adoption: March 20, 2019	Page 1 of 2 Category: Required

STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS – Safe School Zone

Inappropriate student conduct that causes material and substantial disruption to the school environment interferes with the rights of others or presents a threat to the health and safety of others will not be tolerated. Students are expected to exhibit appropriate classroom behavior that allows teachers to communicate and educate effectively.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Suspension means an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes ~~and practice~~ but will not participate in [any non-academic](#) school activities.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Due process in accordance with all applicable laws will be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The Superintendent may modify expulsion requirements as provided in RSA 193:14, IV.

Students receiving special education services will be disciplined in accordance with [the all district policies and state laws with consideration of a student's IEP](#), ~~and all applicable provisions of the Individual with Disabilities Education Act (IDEA)~~.

At all times, students are required to conduct themselves in accordance with behavioral standards set forth in [Policy JIC](#) ~~and~~ all other applicable Board policies.

Students and parents will be notified annually of this policy.

Legal References:

- RSA 193:13, Suspension & Expulsion of Pupils
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
- NH Code of Administrative Rules, Section Ed 317.04(b), Disciplinary Procedures.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: Policy D -TBD
Draft to Policy Committee: February 20, 2019 School Board First Read: March 6, 2019 School Board Second Read/Adoption: March 20, 2019	Page 1 of 3

ALLOWABLE USE OF FUNDS AND ADHERENCE TO UNIFORM GRANT GUIDANCE

The Oyster River Cooperative School District shall adhere to all applicable cost principles governing the use of federal and non-federal grants and contracts. This policy addresses the importance of properly classifying costs, both direct and indirect, charged to grant funded projects and that proposed and actual expenditures are consistent with the grant agreement and all applicable federal rules embodied in the Uniform Grant Guidance at 2 CFR 200 (UGG). District personnel who are responsible for administering, expending or monitoring grant funded programs should be well versed with the categories of costs that are generally allowable and unallowable.

A portion of financial support for the School District comes from the federal government. This funding is in the form of direct support for District programs and often includes reimbursement for indirect costs. The federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge these costs to federally funded projects. Individual non-federal awards may also include special terms and conditions that must be met before costs can be charged or reimbursed, which must also be considered before allocating certain costs to the award.

District is aware of and utilizes the N.H. Department of Education Federal Funds Handbook

Policy Requirements

All costs expended using federal funds must meet the following general criteria laid forth in the UGG at 2 CFR 200, Subpart E:

- Be necessary and reasonable for the proper and efficient performance and administration of the grant program.
- Be allocable to federal awards under the provisions of the federal circular.
- Be authorized and not prohibited under state or local laws or regulations.
- Conform to any limitations or exclusions set forth in the principles, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items.
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the District.
- Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost.
- Except as otherwise provided for in the federal circular, be determined in accordance with generally accepted accounting principles.
- Not included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period.
- Be net of all applicable credits.
- Be adequately documented.

The cost guidelines of the UGG must be considered any time federal award funds are to be expended. The District may apply federal UGG requirements to non-federal projects as well.

Federal regulations also require that any other District policies related to specific types of expenditures must also be followed, for example student incentives, travel, meals or equipment.

<p>OYSTER RIVER COOPERATIVE SCHOOL BOARD</p> <p>Draft to Policy Committee: February 20, 2019</p> <p>School Board First Read: March 6, 2019</p> <p>School Board Second Read/Adoption: March 20, 2019</p>	<p>Policy Code: Policy D - TBD</p> <p>Page 2 of 3</p>
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Direct and indirect costs

Allowable and allocable costs must be appropriately classified as direct or indirect. In general, direct costs are those that can be identified specifically with a particular cost objective while indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

If an indirect cost rate is going to be utilized for charging indirect rates, the rate must first be approved by the applicable approving authority.

Definitions

Direct costs are expenses that are specifically associated with a particular grant program that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include the GPM's salary and fringe benefits, equipment and supplies for the program, subcontracted service provider, or other materials consumed or expended in the performance of the grant.

Indirect costs are incurred for common or joint objectives and, therefore, cannot be readily and specifically identified with a particular program. They are expenses that benefit more than one grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

Cost transfers

Any costs charged to a federal or non-federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines. Cost transfers must be performed in accordance with the District's policy.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding. Grant Program Managers (GPM), school personnel and any other individuals responsible for expending grant funds are held responsible for compliance with UGG and must understand that severe penalties and funding disallowances could result from instances of non-compliance.

Responsibilities

Central Office Fiscal personnel are responsible for creating encumbering and purchasing documents using grant funds at the request of a GPM or Principal. They should be familiar with the general cost principals embodied in the federal UGG and summarized above, and the cost principles applicable to the specific program funds they expend. Personnel must notify the Grant Program Manager or Principal if they recognize a request is for an unallowable cost.

Central Office Fiscal personnel monitor, review and approve (or disapprove) grant expenditures at the school and program office levels as the first level of " Approver" in Advantage for non-personnel expenditures to ensure that applicable cost principles, regulations and policies are followed. Effective July 1, 2013 the Central Office Fiscal

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: Policy D - TBD
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Personnel will have prior approval authority for federal non-full-time salary (supplemental pay) prior to their entry into the payroll system for payment to ensure allowability and documentation requirements have been met. They are also responsible for providing training and guidance to designated Program Office personnel, and any other District staff seeking clarification of cost allowability requirements.

Central Office Fiscal personnel are responsible for preparing financial reports and reviewing grant transactions. They should be familiar with the cost principles applicable to the program funds they oversee and should notify the GPM or Principal if they recognize a transaction for an unallowable cost. Grant Analysts have responsibility for processing journal vouchers needed to transfer unallowable costs between grant awards.

Grant Project Managers must ensure that any costs charged to their award are aligned with applicable cost principals, are computed correctly, and would not create a compliance violation. They should collect, maintain and where applicable, submit copies of adequate documentation to support the expenditures.

Cross Reference:

DA – Fiscal Management
DB – Annual District Budget
DBD – Budget Planning
DBI – Budget Implementation
DBJ – Transfer of Appropriation
DFA – Investment
DFE – Gate Receipts and Admissions
DGD – School District Credit Cards, Procurement Cards, or Other Purchasing Cards
DH – Bonded Employees
DIA – Fund Balance
DID – Fixed Asset Policy
DJ & R, R1 – Purchasing
DJC & R – Petty Cash Accounts
DJGA – Sales Calls and Demonstrations
DK & R – Payment Manifest
DKA – Payroll Process
DKC – Expense Reimbursement
DM – Cash in School Buildings

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: D Policy -TBD
Draft to Policy Committee: February 20, 2019 School Board First Read: March 6, 2019 School Board Second Read/Adoption: March 20, 2019	Page 1 of 1

FEDERAL CASH MANAGEMENT

The Oyster River Cooperative School District shall maintain the following information for cash management:

All federal contracts Oyster River enters into directly or indirectly must include the following and be retained in a contract binder in the Business Administrators office:

1. Requirements for subawards if allowed;
2. Requirements for cost analysis, match requirements, record keeping and billing procedures;
3. Specifics for suspensions or extension options of contract;
4. Any and all appropriate federal requirements and regulations that pertain to the award;
5. CFDA title and number;
6. Federal award identification number and year;
7. Name of Federal Agency; and
8. Name of pass-through entity, if any.

All federal requirements pertaining to the specific contract and award shall be followed. Reimbursement request for costs previously incurred shall follow stated guidelines and rules within the contract or award. Oyster River shall monitor each contract's costs and expenditures closely to ensure that they do not go over budget and that the cash is available for spending. All efforts shall be taken to avoid spending monies that are unavailable or incurring costs not expected to be reimbursed.

Responsibility for determining how required match amounts or limits for matching, levels of effort, or earmarking will be secured, are those of the Business Administrator and accomplished in the preparation and collaboration of contract proposal and preparation with said federal agency or agencies.

Methods of valuing matching requirements and in-kind contributions of property and/or services, calculations of effort, etc. are maintained by the Accounting Director and overseen by the Business Administrator in the management of the contract over the duration of the contract. These methods are to be based on the federal requirements specific to that award as stated in the award contract or based on accepted federal policies for that program. Day to day accounting of match, level of effort, or earmarking are monitored and documented by the Business Administrator during the course of the awarded contract.

Subcontracts between Oyster River and another entity will be established consistent with federal requirements governing the award. Payments will be a monthly basis and invoices must be received by Oyster River by the 8th of each month to be included in the upcoming billing cycle, unless otherwise specified in the contract with the sub-grantee. Unless explicitly forbidden by the granting agency Oyster River is not obliged to make a payment disbursement under a sub-agreement for grant funds which are not first made available by the federal granting agency.

Oyster River uses the following federal requirements in establishing its procedures for administering all awards for federally funded program agreements:

- OMB Uniform Guidance, Subpart E (Cost Principles)

Additionally, the allowability of costs is further determined by any additional federal requirements pertaining to the specific contract and award.

Subsequent to the identification of any instance of non-compliance, Oyster River shall take prompt action to remedy the situation. All such action shall be documented in writing

Policy Committee Meeting Minutes

Wednesday, March 13, 2019 @ 3:30 PM

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

Visitors: Suzanne Filippone, Heather Machanoff

Denise called the meeting to order at 3:35 PM.

Dr. Morse opened the meeting by asking, at the request of Suzanne Filippone and Heather Machanoff, if Policy IMBD – High School Credit for 7th & 8th Grade Advanced Coursework be added to the existing agenda for immediate review and revision. This existing policy was implemented prior to the revisions made on the graduation requirement policy and the adoption of the current ELO policy and we need to bring this policy in line with current practice. Suzanne gave examples of some current situations that need to be addressed and revising the current policy will assist in bringing this policy current. Policy committee members asked questions pertaining to VLAC courses and if credit is given for these courses. It was explained that credit is given at the high school level. There was discussion on different revision options. It was determined that the existing policy will be reworded and sent to the School Board for both a first and second read/adoption at the next meeting.

Suzanne and Heather thanked the committee and left the meeting at 4:15PM.

Todd Allen explained that the next policy on the agenda GCBD – Sabbatical Leave is being brought forward for a minor change in the language, resulting from the process that was followed during last year's sabbatical leave. It was determined that the language being removed would allow the outcome of the sabbatical to benefit the students and the District. There were no additional questions and this policy will go for a first read.

Policy JLCF – Student Wellness – Todd Allen explained that the Policy Committee has worked very hard on this policy and that he discussed with them that the policy should be shortened, and the remaining portion would become the procedure. He relayed that a lot of this policy are the Federal guidelines that need to be followed. He also explained that we asked for legal interpretation as to what should be policy and what should be procedure. We were given their interpretation along with a sample policy from another NH school district. Todd explained that he will bring the information acquired and the decision of the committee back to the Wellness Committee for their input before moving forward with any type of revision. He asked if members of the Wellness Committee could come to a future meeting to provide their input. The Policy Committee agreed to wait until a future meeting.

No additional questions or comments.

Meeting ended at 4:50 PM – Next meeting April 10, 2019.

Respectfully submitted,
Wendy L. DiFruscio