

**Oyster River Cooperative School District  
REGULAR MEETING**

**REVISED 4/5/21**

**April 7, 2021**

**Oyster River High School Auditorium**

**7:00 PM**

- I. CALL TO ORDER 6:30 PM**  
6:15- 6:30 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
- **NON-PUBLIC SESSION: RSA 91-A:3 II b: Amended Guild Memorandum of Agreement**
- Ia. PUBLIC HEARING: ESSER II Funding 7:00 PM**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS (*Total allotted time for public comment 30 minutes*)**
- IV. APPROVAL OF MINUTES**
- Motion to approve 2/24/21 & 3/10/21 Workshop Minutes and 3/17/21 Regular Meeting Minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
- B. Board**
- VI. UNANIMOUS CONSENT AGENDA *{Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}***
- Motion to approve Friday, June 18, 2021 as the last day of school.
  - Motion to nominate and approve Non-Continuing Contract Professional Staff Members as submitted by the Superintendent.
  - Motion to approve list of high school and middle school spring coaches.
  - Motion to approve high school & middle school activity stipend position.
  - Motion to approve List of Policies for second read/adoption JLCJ – Concussions & Head Injuries, GEA – Hiring of Coaches, DGA – Authorized Signatures
- VII. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent's Report**
- Last Day of School: Friday, June 18, 2021
  - Update Assistant Superintendent Vacancy Timeline
  - COVID Guidelines Update
  - All-In Plan K-12
- C. Finance Committee Report**  
Updated Charge/Add Finance to Standing Committees/Input for April 14<sup>th</sup> and May 5<sup>th</sup> meetings
- D. Business Administrator**  
FY21 Budget Update
- E. Student Representative Report**
- F. Other:**
- VIII. DISCUSSION ITEMS**
- School Board Committee Assignment Requests
- IX. ACTIONS**
- A. Superintendent Actions**
- B. Board Action Items**
- Motion to approve the amended Guild Memorandum of Agreement.
  - Motion to approve All-In Plan K-12.
  - Motion to approve the list of policies for a first read: ACA – Racism, BBAA – School Board Member Authority, ~~BCA School Board Member Ethics~~, BDD – Board Superintendent Relationship, BEDB & R& R1, Agenda Preparation/Format/Agenda Request
- X. SCHOOL BOARD COMMITTEE UPDATES**
- XI. PUBLIC COMMENTS**
- XII. CLOSING ACTIONS**
- A. Future meeting dates:** April 21, 2021 – Regular Meeting – 7:00PM – ORHS Auditorium  
May 5, 2021 – Regular Meeting – 7:00 PM – ORHS Auditorium  
May 19, 2021 – Regular Meeting – 7:00 PM – ORHS Auditorium
- XIII. NON-MEETING SESSION: RSA 91-A2 I {If needed}**
- XIV. ADJOURNMENT:**

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

**Respectfully submitted,  
Superintendent**

Public wishing to attend our regular meetings need to arrive between 6:30 and 7:00 as everyone will need to participate in a health screening to enter the auditorium. The doors will be locked at 7 p.m.

**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 additional 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:**

- |                           |                            |
|---------------------------|----------------------------|
| • Michael Williams, Chair | Term on Board: 2020 - 2023 |
| • Denise Day, Vice-Chair  | Term on Board: 2020 - 2023 |
| • Brian Cisneros          | Term on Board: 2021 - 2024 |
| • Thomas Newkirk          | Term on Board: 2019 - 2022 |
| • Allan Howland           | Term on Board: 2021 - 2022 |
| • Daniel Klein            | Term on Board: 2021 - 2024 |
| • Yusi Turell             | Term on Board: 2021 - 2024 |

**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  
Business Administrator's Office

SAU #5  
36 Coe Drive  
Durham, NH 03824

(603) 868-5100 x2003  
FAX (603) 868-6668  
[scaswell@orcsd.org](mailto:scaswell@orcsd.org)

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INTEROFFICE MEMORANDUM

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TO: Oyster River School Board  
FROM: Sue Caswell, Business Administrator  
DATE: April 7, 2021  
RE: Public Hearing for ESSER II Funding

This public hearing is being held to accept ESSER II funds made available to the district to address the impact of COVID-19. The district has been approved for \$134,520.08 in funding. We intend to use these funds to support professional development, salaries for summer learning and fund an additional counselor position at the middle school.

The grant requires Dr Morse to sign and agree to the Program Assurances. They are included with your agenda. Please review the content and obligations related to the Program Assurances. We will need a motion stating that Dr Morse has consulted with the Board and explained the obligations described by these assurances and has your approval to sign this document.



Frank Edelblut  
Commissioner

Christine M. Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

**TO:** Superintendents/Charter School Administrators  
**FROM:** March 17, 2021  
**DATE:** September 30, 2022  
**SUBJECT:** Elementary and Secondary School Emergency Relief II (ESSER II) Fund Program Assurances

Attached are the New Hampshire Department of Education (NHDOE) Program Assurances for the Elementary and Secondary School Emergency Relief II (ESSER II) Funds grant. New Hampshire Local Education Agencies (LEAs), which include School Districts and public Charter Schools, may apply to the NHDOE for an ESSER II Fund grant.

As the Superintendent/Charter School Administrator, you must carefully review and sign the attached Program Assurances as part of the ESSER II Fund grant application process. These Program Assurances must be signed and uploaded to the *District Page* of the online Grants Management System (GMS) before an application for ESSER II Funds can be approved.

Please remember that these Program Assurances are reviewed and signed by you, the Superintendent/Charter School Administrator as indicating your agreement to fully comply with the laws and regulations specific to the ESSER II Fund grant. The attached Program Assurances are not all-inclusive as to the entire scope of requirements for the LEA. Superintendents/Charter School Administrators are responsible for understanding all requirements of the ESSER II Fund grant.

**The Process:**

Please read each step carefully:

1. The Superintendent/Charter School Administrator carefully reviews the Program Assurances for the ESSER II Fund grant program and consults with the LEA School Board/Charter School Board of Trustees about the content and obligations related to the Program Assurances.
2. The Superintendent/Charter School Administrator signs and dates the signature block on the last page of the Program Assurances.
3. The Program Assurances (this entire document) must then be scanned and uploaded to the District Page of the NHDOE online GMS.

Please note that the Program Assurances apply to the entire period of performance of the ESSER II Fund grant, which may include multiple State and LEA fiscal years. The requirements of the annual NHDOE General Assurances, Requirements and Definitions for Participation in Federal Programs document also apply to the ESSER II Fund grant program.

Should you have any questions or need additional information, please send an email to [Susan.K.Murphy@doe.nh.gov](mailto:Susan.K.Murphy@doe.nh.gov).

## New Hampshire Department of Education

### ELEMENTARY AND SECONDARY SCHOOL EMERGENCY II (ESSER II) FUND GRANT PROGRAM ASSURANCES

Subrecipients must submit a signed copy of these Program Assurances to the New Hampshire Department of Education (NHDOE) **prior** to receiving funds for grants awarded under the Elementary and Secondary School Emergency Relief II (ESSER II) Fund as authorized in section 313 of the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021. By signing these ESSER II Fund Program Assurances, the subrecipient assures that it will accept and administer the funds in accordance with all applicable Federal and State statutes and regulations.

**The subrecipient hereby assures the New Hampshire Department of Education that it will:**

1. Comply with the requirement that, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with section 315 of Division M of the CRRSA Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. ESSER II funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
2. Comply with the requirement that ESSER II funds will be used only for activities allowable under section 313(d) of Division M of the CRRSA Act. The US Department of Education does not consider the following to be an allowable use of ESSER II funds, under any part of section 313: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the LEA or 2) expenditures related to state or local teacher or faculty unions or associations.
3. Comply with the requirement that, to the extent applicable, the subrecipient will include in its application for ESSER II funds a description of how it will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a). The description must include information on the steps the subrecipient proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede equal access to, or participation in, the program.
4. Comply with the requirement that the subrecipient will adhere to the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
5. Have the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to

ensure proper planning, management and completion of the project(s) described in this application.

6. Comply with the requirement to cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the State of New Hampshire and its agencies; (ii) the US Department of Education and/or its Inspector General or the Comptroller General of the United States; or (iii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority; and will establish a proper accounting system in accordance with generally accepted accounting standards or NHDOE directives.
7. Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
8. Comply with the requirements of the NHDOE with regard to the drafting, review and approval of construction plans and specifications.
9. Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the Federal assistance awarding agency or NHDOE.
10. Initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
11. Establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. Additionally, will comply with the requirement that none of the funds expended under this program will be used to acquire equipment if such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees.
12. Comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
13. Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
14. Comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as

amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

15. Comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
16. Comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
17. Comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333) regarding labor standards for federally-assisted construction sub-agreements.
18. Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
19. Comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
20. Comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
21. Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection



of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).

22. Comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance, if applicable.
23. Comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance, if applicable.
24. Cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
25. Comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program. This program will be administered in accordance with applicable statutes, regulations, program plans, and applications.
26. Comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
27. Comply with the requirements adopted by the US Department of Education in the Code of Federal Regulations at 2 CFR 175 and incorporates those requirements into this grant through this condition. The grant condition specified in 2 CFR 175.15(b) is incorporated into this grant with the following changes.

Paragraphs a.2.ii.B and b.2. ii. are revised to read as follows:

"a.2.ii.B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85."

"b.2. ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 34 CFR part 85."

Under this condition, the Secretary may terminate this grant without penalty for any violation of these provisions by the grantee, its employees, or its subrecipients.

28. Comply with the requirement to make reports available to the NHDOE and to the US Department of Education Secretary as may be needed for the NHDOE and the Secretary to perform their duties under this program, and maintain records (as required in GEPA Section 443) and provide access to those records as is deemed necessary by the NHDOE or Secretary to carry out their responsibilities.
29. Comply with the requirement that any facilities constructed under this program will be consistent with overall State construction plans and standards and with the requirements of

Section 504 of the Rehabilitation Act of 1973 in order to ensure that the facilities are accessible to and usable by individuals with disabilities.

30. Comply with the requirement that subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Subrecipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009.
31. Comply with the requirements that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, subrecipients shall clearly state:
  - 1) The percentage of the total costs of the program or project which will be financed with Federal money;
  - 2) The dollar amount of Federal funds for the project or program; and
  - 3) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Subrecipients must comply with these conditions under Division B, Title V, Section 505 of Public Law 115-245, Consolidated Appropriations Act, 2019.

**By signing this document, I attest I have read and understand the obligations of all the assurance statements above (1 through 31) for the ESSER II Fund grant and will ensure that the LEA named below complies with the assurances. I further attest that I have provided a copy of these ESSER II Fund grant assurances to the LEA School Board/Charter School Board of Trustees and have consulted with them, including explaining the obligations of the LEA described by these assurances. I will ensure that the LEA electronically attach this signed document in the online Grants Management System – District page and that a copy will be kept on file at the LEA.**

LEA Name: \_\_\_\_\_

Signature of Superintendent/Charter School Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

**Oyster River Cooperative School District  
Additional School Board Meeting Minutes**

**February 24, 2021**

**DRAFT**

**SCHOOL BOARD PRESENT:** Dan Klein, Tom Newkirk, Denise Day, Michael Williams, Al Howland, Yusi Turell, Brian Cisneros. **Student Representative:**

**ADMINISTRATORS PRESENT:** James Morse, Todd Allen, Jay Richard

**STAFF PRESENT:**

**GUEST PRESENT:**

**CALLED TO ORDER at 7:00 PM by Tom Newkirk**

Tom Newkirk stated that under Section IV – Budget Process Guide for Community he explained that they had just received guidance from our attorney and felt the discussion should be delayed until people had the opportunity to review it. This will be on the March 3rd meeting agenda.

**II. APPROVAL OF AGENDA:**

**Denise Day moved to approve the agenda as amended, 2<sup>nd</sup> by Brian Cisneros. Motion passed with a vote of 7-0.**

**III. PUBLIC COMMENTS:** None

**IV. DISCUSSION ITEMS:**

Governor's Executive Order

Dr. Morse began by stating that districts heard about the executive order on Thursday but did not receive the actual hard copy order until late Friday. He went on to state that he had received numerous inquiries from parents on how this order would affect the remote students. Dr. Morse also explained that he has been in contact with other superintendent's as well as Barrett Christina, the executive director of NHSBA, who is also an attorney. In the past a governor's order has been challenged three times with one time by churches. The governor has won them all. At this time there has not been any organized effort to challenge this order. He asked the Board if they had any questions.

Denise Day stated that she heard on WMUR that the Dover School District appealed the March 8<sup>th</sup> date as they were already planning a March 15<sup>th</sup> change. Is there any way if March 8<sup>th</sup> is too soon that we can ask for an extension?

Brief Audio interruption.

Dr. Morse spoke to the commissioner asking if there was an appeal process. The governor is steadfast on the March 8<sup>th</sup> date, and that a compelling reason for a later start date would be needed.

Denise Day asked if we did not have staff hired, would that be a good enough reason.

Dr. Morse confirmed that this would be a viable reason.

Yusi Turell asked how this order is enforced, is there a penalty for noncompliance, and what is the appeal process that is used.

Dr. Morse stated that there is no formal appeal process, enforcement is based on compliance by the state, and the governor's emergency order is a law that needs to be followed.

Yusi Turell asked what the process and cost would be to challenge until just the end of the school year?

Dr. Morse stated that it would be incredibly expensive for just us.

As there were no additional questions pertaining to the emergency order Dr. Morse invited Jay Richard up to the podium to present his middle school plan.

Dr. Morse took a moment to thank Jay and his staff who worked over the weekend and into the vacation week to make this presentation available for this evening. He also stated that this proposal was resurrected from the fall and modified for the governor's executive order.

#### Modified ORMS Hybrid Schedule Proposal

Jay began by updating the Board on the success of the current model. The concerns for the lunch program is well in hand, and the staff getting to see each other is a positive thing.

Jay began his presentation by directing the Board to his power point included in their packets.

He stated that following the executive order they need to increase the current hybrid model to have students in the building 2 days per week. This will include the 5<sup>th</sup> Grade in the hybrid model, this is a significant change. He went on to state that they will continue to utilize Wednesday's as Targeting Learning days with 40 – 60 students per grade level. This revised model will also still allow families to continue with the remote learning option if that is what they prefer.

Jay continued the presentation by showing the Board a weekly student schedule that currently shows a version with a Monday & Tuesday for A-K and a Thursday & Friday L-Z option. He went on to state that he and his staff prefer a Monday & Thursday A-K and a Tuesday & Friday L-Z option.

There was a brief audio issue at this time.

Tom Newkirk clarified the Monday & Thursday for A-K and a Tuesday & Friday L-Z option as the preferred option.

Jay went on to show the Board the Hybrid In-Person and Remote student schedule that will run from 8:00 – 2:30. They will use the MPR and cafeteria and follow all of the Covid safety guidelines. He then explained the Asynchronous Day student schedule. Targeted Learners would still have two and half days and Music and World Language would still be remote.

A sample teacher's In-Person day schedule was reviewed and explained.

There was a brief audio issue at this time.

Jay continued his presentation with the weekly Wednesday student schedule by grade which runs from 9:00 – 2:30 and continued his presentation with the weekly Wednesday Teacher schedule by grade as well. Included in the presentation was the weekly Wednesday UA teacher schedule which runs from 8:15 – 3:30.

Jay moved on to his questions and answers slide that asks if they can use an AM/PM model for current hybrid students. This is not a possibility and the reasons are transportation and there being too many routes, not enough drivers, and conflicting schedules. Additionally, UA, World Language, and specialist would have conflicting schedules working in both AM/PM and Hybrid Models. There would also be a major change to special education services and support schedules.

Tom Newkirk asked if there would need to be a change for teams.

Brian Cisneros asked if the students who are currently coming in as targeted students on days other than Wednesday would still be coming in on those extra days.

Yusi Turell asked if targeted learners would be in the same class all for days.

Jay stated that there would be no changes in teams. That it most likely will change due to the utilization of additional classrooms. That space is a challenge and that currently they are using the World Language rooms as they are still remote.

Jay went on to review his slide on synchronous and asynchronous learning. He outlined that he would provide professional development time for his staff for close reading of the two reports that have just been completed. He went on to state that these reports will be given to his staff on Monday. Additionally he will provide PD for teachers and team planning for integrated projects. He also stated that he will keep world language and music on asynchronous days due to space and safety reasons.

Tom Newkirk stated that they just approved a change to two PD days moving them to the end of the year and asked if for the middle school only, these days could be sooner.

Jay outlined his thoughts for providing this time to his staff as follows: Tuesday March 2nd will be a PD day for teacher planning for grades 7 & 8. Thursday March 4th will be a PD day for grades 5 & 6. These days were selected with no loss of in person learning for students next week.

The last slide that Jay reviewed was the timeline assuming the Board approved this model tonight. He went on to state that he would do a transportation survey only so they can create new bus routes, outlined the need to hire three paraeducators to cover remote staff, and time for teacher preparation and meetings for a shift in instructional model, special education services and support schedule changes.

Denise Day asked what it would mean if additional staff could not be hired in time.

Jay stated that it would be all hands-on deck including him, his administrative staff, or whoever is available to cover the gaps.

Jay asked the Board if they had any additional questions.

Tom Newkirk asked if he could do this by the 8<sup>th</sup>.

Jay stated it will be a challenge, but he knows his staff is up to the task. He would prefer the 15<sup>th</sup>.

Dr. Morse reminded the Board that approval by the Board would need to happen this evening for a March 8<sup>th</sup> start.

Denise Day thanked Jay and his staff for completing this task over the weekend and vacation. Her opinion is that the governor was incredibly insensitive for sending this out the day before February vacation. She went on to state that she will support Jay's Monday & Thursday, Tuesday & Friday proposal, but if we do not have the staff, she asked that Dr. Morse ask for a one-week extension.

Jay stated that this is not only a challenge for him and his staff but also for parents.

Yusi Turell asked if we must comply to the order, should we comply to the order, and can we comply with the order. She also asked Jay if he had a sense of what his teachers think.

Jay stated that he has not had a chance to really speak about this to his staff. He did state that his teachers love having the students back and that he is confident that they can make this happen.

Tom Newkirk asked about the options and if there was an official process for asking for an extension. He also stated that this is the governor's order and will not defy it.

There was discussion surrounding the difference between defying and appealing.

Al Howland asked how do we work best in the confines the order has ordered. What is the most effective instruction that we can provide? Once we do, we have the opportunity to adapt.

Brain Cisneros stated that this is a state mandate for implementation by the 8<sup>th</sup>, a lot of parents want this.

Dan Klein stated that the reality is we need to adapt, and this is consistent with the goal to bring students back. He asked Jay what the proportion of asynchronous to synchronous in the current model is to the proposed.

Jay stated that the current model has two asynchronous days and the new has three. He went on to say that no one is a fan of that.

Michael Williams stated that there were significant reasons for not going with this model in November. He went on to say that in school classes are much smaller, all four core classes meet all four days, there are two bobcat times each of those four days. Given all of that infrastructure do we still need Wednesday's dedicated to targeted learners.

Denise Day asked the people listening at home to not to write to the School Board but to write to the governor.

Yusi Turell stated we have been pushing for a hybrid for our community but is the 15 days' worth it.

Denise Day stated that we go forward, it's an order. Our hands are tied.

Al Howland stated that we need to adapt. It is hard to pivot.

Dan Klein stated that we have two parallel efforts, one being to meet the deadline and second for the reason articulated here, it does not meet the needs of our students.

Dr. Morse clarified that there is no process going on in Concord and that each district writes their own letter.

Dan Klein asked Dr. Morse what the impact would be to transportation, the elementary schools, and the high school.

Dr. Morse stated that he had a conversation with Lisa Huppe on Friday. Right now, the impact to the high school is modest. The middle school will need to survey parents regarding transportation. Concerned that adjustments may need to be made to the Covid plan of 26 students riding the bus, but we do not have that data now.

He went on to state that we can do both options of approving and writing a letter for an extension. The biggest complaint from parents is that we turn on a dime and parents need time to change family schedules. The community is waiting for a decision from this body, if it is the 8<sup>th</sup> than Jay gave you his plan.

Yusi Turell stated that we should appeal for the middle school and share the reasons that have been discussed. She also suggested that a quick turnaround parent survey be done due on Tuesday for their preference.

Dr. Morse confirmed that we move forward with the 8<sup>th</sup> and also with submitting an extension request to the 15<sup>th</sup>.

An additional discussion ensued between the Board members surrounding the options and the reasons behind their opinions.

Tom Newkirk clarified that we would be looking at two motions, one to move forward with model approval for March 8<sup>th</sup>, and one to write an appeals letter.

**Yusi Turell made a motion to state as a district move forward with hybrid model, look at the variety of options vetted at the elementary and high school and at the middle school the one day model with more synchronous time and the ability to send a parent survey with options.**

Brian Cisneros felt that we have surveyed so much and does not feel like we would get accurate data.

Jay Richard interrupted before they moved forward with a motion with two items that he needed to clarify. One that he wanted the Monday & Thursday for A-K and a Tuesday & Friday L-Z option as the preferred option, and that Tuesday March 2<sup>nd</sup> would be a PD day for teacher planning for grades 7 & 8 and Thursday March 4<sup>th</sup> will be a PD day for grades 5 & 6.

**Al Howland made a motion to approve the model that Jay Richard proposed with a deadline date of March 8<sup>th</sup>, 2<sup>nd</sup> by Brian Cisneros.**

Discussion:

Michael Williams will vote against this as he prefers 3 days of education.

Yusi Turell will vote no if this motion is first, will approve if other motion goes first.

**Motion passed with a vote of 5-2 with Michael Williams and Yusi Turell voting against.**

Tom Newkirk moved forward with the second motion for the letter of appeal.

**Yusi Turell made a motion to write an appeal letter to the governor reflecting the individual points previously discussed asking for an extension, 2<sup>nd</sup> by Dan Klein.**

Discussion:

Tom Newkirk suggested that Dr. Morse write the appeal.

**Motion passed with a vote of 6-1 with Brian Cisneros voting against.**

Yusi Turell stated that she can withdraw the survey portion of her initial motion.

There was additional discussion with Board opinions and ideas discussed.

Tom Newkirk informed Yusi Turell that her initial motion did not receive a second and she withdrew her initial motion.

Tom Newkirk moved the meeting forward by informing the Board that in accordance with Board policy, a self-evaluation of the Board need to be completed. He is suggesting an additional meeting on March 10<sup>th</sup> from 7:00 PM to 8:30 PM. He felt that this was especially important to complete due to the tremendous number of situations that the Board covered over the last year.

Michael Williams confirmed that the election on the 9<sup>th</sup> was not certified until that Friday, so we are still the acting Board.

Dr. Morse stated that he will clarify this with the attorney.

Yusi Turell asked what the Board evaluation entailed.

Al Howland suggested that everyone come to this meeting with their thoughts ahead of time.

Dr. Morse clarified that the policy and subsequent procedures will cover this.

#### **IX. PUBLIC COMMENTS:**

Tom Newkirk noted that there was no one in the audience for public comment.

Tom Newkirk asked if there were any questions. Hearing none he called for a motion to adjourn.

#### **XI. ADJOURNMENT:**

**Al Howland moved to adjourn the meeting at 8:32 PM, 2<sup>nd</sup> by Brian Cisneros. The motion passed with a vote of 7-0.**

Respectfully Submitted,  
Wendy L. DiFruscio  
Executive Assistant to Superintendent of Schools



# Oyster River Cooperative School District

## Additional Meeting Minutes

March 10, 2021

DRAFT

**SCHOOL BOARD PRESENT:** Dan Klein, Tom Newkirk, Denise Day, Michael Williams, Al Howland, Yusi Turell, Brian Cisneros. **Student Representative:**

**ADMINISTRATORS PRESENT:** James Morse,

**STAFF PRESENT:**

**GUEST PRESENT:**

**CALLED TO ORDER at 7:00 PM by Tom Newkirk**

Tom Newkirk stated that they will begin using a round robin method of allowing each Board member to speak for 5 minutes.

**II. APPROVAL OF AGENDA:**

**III. PUBLIC COMMENTS:** None

**IV. DISCUSSION ITEMS:**

Denise Day stated that in the past one major issue with COVID it was constant decision making. We lacked time to delve into issues as the COVID world was against us.

Perhaps a task force would have helped.

I felt a little bit out of touch with issues/communication breakdown at the Board Level.

We need to hire a note taker, not fair to Wendy.

We need to avoid adding items to the agenda at the last minute ~ if not available by Monday – delay unless it is an emergency.

Al Howland stated that the budget process was phenomenal.

The reports on blended and synchronous learning ~ let's keep revising.

What did we learn – technology, homework, learning lab.

Springing solutions for us. Lack of supporting materials (plausible deniability) limited choices/make recommendations. Context, why and recommendations.

Keeping everyone in the loop ~ send it to us.

Clear pathway to where we are going. Elementary presentation is an example.

Michael Williams stated MS bond/School up. A lot of crap/no overreaction.

Good progress on communication.

Lack of process ~ no clear goals. What does success look like?

Squishy motions – share the motions in writing.

My bringing budget late was frustrating to all.

Finance committee not seeing the budget before all.

Concerned about rubber stamping.

Guess what we want ~ not what educators recommend

Right-to-Know policies – review with Gordon.

Thomas Newkirk stated that the Budget was approved at 78%/New Middle School passed Board taking decision roles rather than administrators.

Questioned the process of elementary model ~ little to go on.

Administrator opinion/teacher opinion.

Brian Cisneros stated to provide motions in writing.  
Communications/Board decisions not translated to community.  
We need to stick together as a group.  
Put explanations out there ~ Change from governor not from Board.  
Strategic Plan ~ more foundation for budget process/does it fit the plan.  
Finance committee was great.  
Communicate it ~ be more decisive.  
Administration listen – what can we do?  
More on consent ~ speed it up.

Yusi Turell stated it is a plus that the group of people who come together is real here.  
What is normal/what is different.  
Trying to understand relationship between administration and Board.  
Recommendation at end eliminates decision making along the way.  
Does the administration/capacity of leaders in crisis.  
Think about non-teacher representative on the Board.  
I want to acknowledge that my out of the box thinking can be disruptive.

Dan Klein stated that Brian hit on something critical. Mutual respect/do not overreact.  
We need to do a better job articulating expectations.  
Can we define our process better?  
Project management style.  
Create a running list of those things ~ parking lot.  
Set up administration better so that administration is not walking on eggshells.  
We come from a position of strength.

Tom Newkirk began the next phase of the meeting with suggestions of the changes.

1. Agenda development process.
  - a. Council communications
    - i. What is this about
    - ii. Provide supporting materials
    - iii. Submitted to Chair/Vice-chair ~ Chair does not decide 100% of all requests.
2. With all motions.

Yusi Turell ~ plan agenda over weeks and months.

Denise Day ~ the policy procedure currently provides opportunities for multiple opportunities to provide input.

Yusi Turell ~ work plan for strategic plan example world language. Questions to guide the outcome.  
Be able to have conversations without being vetted to an idea.

Dan Klein ~ the middle school process was extremely well done.  
Create timeline with milestones. Things change over time.  
Report back to ourselves and to administration.  
Board representing committees – Board reports to itself.

Dan Klein – How/what can we learn from others?  
Opportunity to hear from others.  
How's evaluation going?  
Highlights of what is going on.  
In dealing with community it is good to know what is going on.

Brian Cisneros suggested having a Board representative on Governance committee.

**X. ACTIONS**

**A. Board Action Items:**

**Discussion:**

**XI. ADJOURNMENT:**

Respectfully Submitted,  
Dr. James C. Morse, Sr.  
Superintendent of Schools

**Oyster River Cooperative School District**

**Regular Remote Meeting Minutes**

**March 17, 2021**

**DRAFT**

**SCHOOL BOARD PRESENT:** Dan Klein, Tom Newkirk, Denise Day, Michael Williams, Al Howland, Yusi Turell, Brian Cisneros. **Student Representative:** Megan Deane

**ADMINISTRATORS PRESENT:** James Morse, Todd Allen, Suzanne Filippone, Sue Caswell, Catherine Plourde, Josh Olstad

**STAFF PRESENT:**

**GUEST PRESENT:** Andre Kloetz, Anne Ketterer, Steve Laput for Middle School update and Maggie Morrison, Kendall Gray for sustainability report

**CALLED TO ORDER at 7:00 PM by Dr. Jim Morse**

Dr. Morse began the meeting by asking the Board for a nomination as Chair for the School Board.

**Election of Chair and Vice-Chair**

**Tom Newkirk nominated Brian Cisneros for Chair, 2<sup>nd</sup> by Brian Cisneros.**

**Dan Klein nominated Michael Williams for Chair, 2<sup>nd</sup> by Yusi Turell.**

There were no additional nominations and Dr. Morse suggested that each party be given two minutes to express their reasons for their interest in being the chair. Dr. Morse suggested that they go by alphabetical order with Brian Cisneros going first.

Brian began by thanking Tom for the nomination. He stated that this has been a rough year for all of us. He spoke about the relationship that has formed with the Guild. During the Board self-evaluation meeting it opened up the communications within the Board and that he would like to continue to improve communications with the towns and taxpayers.

Michael Williams spoke of the challenges during the pandemic and that there are areas that need improvement, but we are making progress. He reiterated his current style as being straight forward in his thinking as a member of the Board. He stated that as a Board it is how we operate and how we make decisions.

There was no additional discussion and a vote was called for.

**Dr. Morse asked for a vote for Brian Cisneros for Chair. Voting results were 2-4-1, with Michael Williams, Dan Klein, Yusi Turell and Al Howland voting against and Denise Day abstaining.**

**Dr. Morse asked for a vote for Michael Williams for Chair. Voting results were 4-2-1, with Tom Newkirk and Brian Cisneros voting against and Denise Day abstaining.**

**Motion passed for Michael Williams as the Board Chair with a vote of 4-2-1 as depicted above.**

Michael Williams opened the nomination for Vice-Chair.

**Dan Klein nominated Denise Day for Vice-Chair, 2<sup>nd</sup> by Al Howland.**

**Tom Newkirk nominated Brian Cisneros for Vice-Chair, 2<sup>nd</sup> by Brian Cisneros.**

As with the process noted above, each candidate will be given two minutes to express their reasons for their interest in being the Vice-Chair. Michael Williams invited Denise Day to go first.

Denise Day thanked Dan for the nomination. She stated that she has served in the capacity of vice-chair previously for 4 years and understands the role. She went on to say that her perspective is opposite to Michael's and that could be a good thing. She has worked in an education setting her entire career.

Brian Cisneros stated that he would not repeat what he had previously said, but that in his current role as a Business Administrator for another town, he has been on both sides of the table and that with this knowledge he could help guide the chair, not in how to do the job, but to help in keeping the Board on track.

**Michael Williams asked for a vote for Denise Day for Vice-Chair. Voting results were 4-2-1, with Brian Cisneros and Tom Newkirk voting against and Denise Day abstaining.**

Michael Williams stated that this was the majority and that we did not need an additional vote.

## **II. APPROVAL OF AGENDA:**

Dr. Morse asked if the MS22 report could be moved to the unanimous consent agenda as it was a form that requires signatures. He also asked if the Sustainability Greenhouse Gas Report could be moved to Superintendent Reports following the Bauen Middle School Update.

Brian Cisneros asked if the approval of the two professional development days currently under the unanimous consent agenda could be move under Discussion Items.

**Brian Cisneros moved to approve the agenda as amended, 2<sup>nd</sup> by Yusi Turell. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

## **III. PUBLIC COMMENTS:** None

## **IV. APPROVAL OF MINUTES:**

**Motion to approve the March 3, 2021 regular and non-public meeting minutes:  
Revisions:**

Michael Williams stated that on page 5, fifth paragraph replace the existing language with, "Michael Williams stated that an additional 30 hours is the equivalent of an additional 2.5 to 3 weeks of contact time."

Tom Newkirk stated that on page 4 after the second paragraph add, "Michael Williams and Dan Klein were selected as Board members for the Communication Committee."

**Denise Day moved to approve the March 3, 2021, regular meeting minutes as amended, 2<sup>nd</sup> by Dan Klein. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

**Denise Day moved to approve the March 3, 2021, non-public meeting minutes as written, 2<sup>nd</sup> by Brian Cisneros. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

Yusi Turell asked about the Committee Assignment Request. Dr. Morse explained that at this meeting it is for informational purposes and if a current Board member wished to remove or change an existing placement. Requests for change need to go to the Superintendent for a future meeting.

## **V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:**

**A. District:** None

**B. Board:**

Al Howland spoke in the capacity of a Durham resident when he thanked the District for all the hard work that went into making the numerous elections this past year successful.

Denise Day expressed that with the retirement of Todd Allen, she hoped that later in the spring that the District would pay tribute to Mr. Allen for everything that he has contributed during his tenure in the District for the past 36 years. She also acknowledged and thanked Tom Newkirk for the seven years he served in the capacity of the Board Chair for the District.

Dan Klein re-iterated all that has been stated and expressed the fantastic job that Tom has done representing the Board and acknowledge the time and work that he has dedicated to being the Chair.

Yusi Turell acknowledge Brian Cisneros for stepping up. She also wanted to take a moment to acknowledge the murders that were committed in Atlantic last evening and that it appeared to be racially motivated. She felt that this hit close to home even in New Hampshire. She went on to state that the continued work being done by the Equity and Justice committee will continue to make a difference in the OR community.

Brian Cisneros thanked Yusi for her acknowledgment. He went on to state that when he started on the Board, the first person that called him was Tom Newkirk and that he was always welcoming and helpful with any questions. He thanked him for his leadership and guidance and for his part in hiring a great superintendent.

Dr. Morse also thanked Tom for his support and friendship over his tenure as the superintendent and that he truly appreciates the friendship. Dr. Morse also acknowledged the murders in Atlanta and is appreciative of the racism committee that was formed and all of the work that they have completed and continue to do in the District.

Tom Newkirk passed his copy of Robert's Rules of Order over to Michael. He also took a moment to acknowledge the passing of Liz Whalen who was an English teacher at the high school and who had a hand in bringing women's literature into the curriculum and that she was an advocate for reading, women's rights and diversity.

Michael Williams spoke of a video that he went back and found when Tom was first running for the Board in March of 2012 and relayed the conversation that he had with Roger Dean from UNH.

## **VI. UNANIMOUS CONSENT AGENDA:**

**Motion to approve the agenda items as amended listed under the unanimous consent agenda:**

**Michael Williams moved to approve the unanimous consent agenda to nominate and approve the continuing contract professional staff members as submitted by the superintendent, approval of the Moharimet Maternity LOA from June 3, 2021 to the end of the year and beginning of the year to November 17, 2021, and approval of the MS/22, 2<sup>nd</sup> by Denise Day. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

## **VII. DISTRICT REPORTS:**

### **A. Assistant Superintendent Reports:**

#### COVID Metric

Todd Allen began by referring everyone to the most recent COVID Metric in their folders. He shared that the overall trending is positive and that the only area that is showing an increase is hospital stays. He went on to state that Megan Ward relayed to him the vaccinate rate is 25% for New Hampshire.

The REACH Program flyer is included in the back up and that the district is actively preparing for this program. He went on to state that he spoke with Yusi about other summer programming options and that there will be an ESY program for special education, a variety of academic recovery options and that they are in the process of getting existing staff to run these programs.

Additionally, he wanted to acknowledge that he did watch the end of the last Board meeting after the Board accepted his retirement request, and stated that it has been an honor to have worked the last 36 years of his life as a part of the Oyster River School District and appreciated everyone's thoughts.

Dr Morse moved the meeting forward by introducing the construct manager and architect's working on the new middle school.

### **B. Superintendent's Report:**

#### Bauen Middle School Update

Andre Kloetz, the construction manager on the project began by thanking everyone for having them come in and report out on the status of the new middle school. He began by stating that they are on schedule and on budget and that they finally have a full building permit from the Town of Durham. As of February 28<sup>th</sup> they were 40% complete and that they have billed for \$18 million and still have \$800K in the contingency fund that is being held for work on the old middle school and removal of ledge under the ball field.

On the interior construction process the mechanical, electrical, and plumbing is ongoing with a lot of ductwork throughout. They are installing door frames and the insulation and installation of the triple paned windows are complete. The building will be very energy efficient and easier to heat and cool. The exterior is watertight and will have several layers of outside insulation applied before the final layer is attached.

In terms of the demolition of the old middle school, a survey was done, and areas of concern were noted and will be taken care of before the demolition. The demolition of the existing middle school gym building will be done the week of April vacation to make room for the work needed to be done for the access roads.

Andre asked the Board if they had any questions.

The Board asked that with the COVID pandemic is the air tightness of the facility a concern? A question about the financing and the status of the second bond payment was also asked.

Andre and Dr. Morse answered the Board questions.

Andre continued by acknowledging Tom Newkirk and stating that it is a pleasure to work with both him and Brian and he is glad that Tom will continue to be with us for the duration of the project. He thanked everyone for having them at the meeting for this update.

Sue Caswell approached the podium and introduced Maggie Morrison and Kendall Gray.

#### Sustainability Gas Greenhouse Report

Maggie Morrison began by thanking the Board for having them and that she was the Sustainability Coordinator for the District. She went on to state that the report that is in front of you tonight has been in the works since last summer and through to now and that Oyster River is the only school district in New Hampshire to do this. She introduced Kendall Gray who will summarize the report.

Kendall Gray is a UNH graduate and she began by thanking Sabrina at the SAU office for all her assistance in inputting the data that generated this report. Kendall reviewed and explained each slide of the presentation which spanned over a six-year period and included all of the buildings within the OR School district. She went on to explain areas of improvement which included continued communication with the area towns and collection of more tracking data for emissions.

Megan Deane stated that the sustainability club at the high school oversees the composting aspect, but she asked if there was more that students could be doing.

Yusi Turell stated that the report was very impressive and asked what the biggest obstacle was that we are facing to increasing sustainability in the district.

Dr. Morse asked Kendall what her thoughts were surrounding electric buses. She stated that she is not that familiar with electric buses, other than the upfront capital needed to purchase, but urged him to continue discussing the option of electric buses.

Dr. Morse expressed how impressed he was with this report and the amount of details that it contained.

#### Vaccine Plan

Dr. Morse began by stating that he is hopeful now that a vaccine is available. On Friday, members of the Strafford County Health network are coming down to do a walk thru for the area of the vaccine pod. Once completed he will be able to provide additional details on the vaccine process. He went on to state that we are joining forces with the Barrington School District to share this pod.

Dr. Morse went on to explain that due to this vaccine pod he is bringing before the Board a request to move two teacher workshop days to March 24 and April 19 so that we can hold this pod. He went on to say that initially the first shot does not create a reaction, but with the second shot there is a chance of an adverse reaction and that is why we are looking at an asynchronous day for April 20<sup>th</sup>.

Yusi Turell suggested making April 20<sup>th</sup> an asynchronous day combined with a remote day.



Denise Day stated that she appreciates trying to have more direct instruction, but for childcare issues it would be easier to have an asynchronous day.

There was no further discussion.

Dr. Morse stated that he felt that planning for a full return of K-12 would be in anticipation of a possible governor's directive to do so. He would like to request an additional workshop meeting for next Wednesday, March 24, 2021 at 7:00 PM and would also like to invite teachers and support staff to have an open dialogue with the Board about an All-In K-12 option. If possible, we can bring this before the Board at their April 7 meeting as a formal presentation and if needed at the April 21 meeting.

Dr. Morse asked if the Board had any questions.

Denise Day stated that it makes sense to have this workshop so that we can discuss the issue and that she supports doing this.

Brian Cisneros stated that this is great planning for something that is inevitable, and that getting ahead of the game is great. He would support this; however, he will not be able to attend due to a prior meeting engagement.

Dan Klein stated that he is hopeful that we will be able to do this but wanted to clarify that the District would still be following all of the CDC Protocols and Guidelines. He also questioned the change from 6' to 3' distancing and how it would be looked at.

Michael Williams stated that this is one time when there is a three-week span before the next Board meeting, and we have 4 separate issues that we are looking at as a Board to provide guidance to the Superintendent. A school calendar change, add an additional workshop meeting on March 24, a proposal for All-In K-12, and authorize the current negotiating team to remain for now.

Megan Deane stated that she was excited to hear about this proposal and will reach out to students to gauge their reactions and asked if the Board wanted her at the March 24 meeting.

Tom Newkirk stated that the Board recently approved a change in the elementary model to include Wednesdays as an in-person day beginning April 8, are we going to rescind the elementary motion.

Michael Williams asked the Board if there were any objections to adding the workshop on the 24<sup>th</sup>.

Al Howland stated that he would only be able to attend remotely. Brian Cisneros will not be attending.

Michael Williams asked for a motion to propose an All-In option for discussion.

**Yusi Turell made a motion to authorize the Superintendent to plan for and propose an All-In Model K-12 if choose to pursue it to begin May 3, 2021, 2<sup>nd</sup> by Brian Cisneros.**

Discussion:

Denise Day asked if we needed to rescind the elementary model before moving forward.

Yusi Turell suggested that we bring in Dr. Harvey and Scott Schuler at a future meeting.

Michael Williams suggested that if anyone had any questions that they wished to pose at next Wednesday's Workshop to send those to Dr. Morse.

There were no additional questions and a vote was taken.

**Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

Michael Williams moved onto the current negotiation team remaining as is with Tom Newkirk, Al Howland and Dan Klein as the committee members.

Tom Newkirk asked how the conversation would be constructed at the workshop.

Al Howland felt that it would be more of a discussion and also to determine the comfort level of the faculty and staff.

Yusi Turell asked if the timing of the committee assignments could be accelerated.

Megan Deane reminded the Board that they needed to have a motion to rescind the elementary plan.

Michael Williams asked for a motion for the elementary plan.

**Denise Day made a motion to rescind the prior motion for the elementary model that added Wednesdays as an in-person to begin April 7, 2021, 2<sup>nd</sup> by Brian Cisneros.**

Discussion:

Dan Klein suggested that this be contingent on the All-In decision and asked if it should be tied into the current motion.

Dr Morse stated that by doing this, it allows for the administration and staff to plan for a full in, and that if it does not work the Board can come back and re-instate the elementary Wednesday in-person model.

There were no additional questions and a vote was taken.

**Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

Tom Newkirk asked if the plan was contingent on the Governor mandating this or if not, would we still implement this plan.

Denise Day questioned the transportation of bringing all of the kids in.

Yusi Turell asked about the impact to remote families.

Dan Klein asked if there was a way to determine how many of the eligible staff have been vaccinated, and if that is information that we can know about.

Dr. Morse stated that we have been collecting that information and that we will have a general sense of the parties that have been vaccinated.

There was no additional discussion and Michael Williams asked for a motion of the change for the professional development days.

**Denise Day made a motion to move the two professional development days from the end of the school year to March 24 and April 19, 2<sup>nd</sup> by Tom Newkirk. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

#### Assistant Superintendent Vacancy Timeline

Dr. Morse stated that he is sad to do this as Todd is an awesome partner. He updated the Board on all that has happened so far with Todd's position. He referred to the timeline that they will be following for application deadline, resume review, interviews, reference checks, picking the candidate and a May 5 Board agenda item. Dr. Morse also informed the Board that Todd would be willing to assist the new person to get acclimated to the position.

Megan Deane took this opportunity to thank Mr. Allen for all that he has done for the students of the District.

Michael Williams appointed Tom Newkirk and Yusi Turell to be a part of the Assistant Superintendent search committee.

#### ORHS Master Schedule Plan 2021-22

Suzanne Filippone began by stating that this plan has been in the works since early fall. She wanted to assure parents that students have a choice. This plan will have the freshman and sophomores together and the juniors and seniors together, basically it allows us to create a school within a school. She referred the Board to the letter that is in their packets that outlines the process. She went on to say that this model allows more collaboration for teachers and for working together.

Denise Day asked what the student responses are so far.

Michael Williams appreciated all of the work that went into this.

Tom Newkirk asked if the high school would have a lower and higher-level faculty.

Yusi Turell asked if a sophomore would be able to request an advanced class if they want something higher.

There were no additional questions and Dr. Morse invited Josh Olstad to the podium.

#### ERate Bid

Josh began by stating the outside connectivity of the new middle school to the service building was not part of the original bid process. He stated that OR uses the federal ERate program and that it is based on our free and reduced lunch numbers. He went on to say that this Bid covers two projects. Wireless access points and the switches they will connect to in the new middle school, and upgrade of the district firewalls.

Al Howland confirmed that this was for the external connection to the service building.

Josh recommended that the District go with Omada for both bids and would need a motion from the Board to get quote approval.

**Denise Day made a motion to approve the quote from Omada for the wireless and switch in the amount of \$93,395.20, and to approve the quote from Omada for the firewalls not to exceed \$108,274, 2<sup>nd</sup> by Brian Cisneros. Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

**C. Finance Committee Update:** None

**D. Business Administrator:** None

MS/22 was moved to the Unanimous Consent Agenda at the beginning of the meeting.

**E. Student Representative Report:**

Megan Deane began by thanking Tom Newkirk for being a wonderful Board Chair and for making her feel comfortable on this Board. She also reiterated her thanks to Todd Allen and that she is glad that they are leaving together. She extended a thank you on behalf of all students. She additionally congratulated the alumni on the Board. She went on to state that the student senate response was positive to the March 8 model change and felt that it has gone well. She went on to extend a thank you to all teachers, and especially anyone listening this evening, for the wonderful job everyone has done with this change.

Megan relayed the spring activities that are being planned to include a junior and a senior outside prom on the field.

Dr. Morse also included that an outdoor strings concert is being planned.

Michael Williams requested a 5-minute break at 9:07 PM and returned to the meeting at 9:12 PM.

**Other:**

## **VIII. DISCUSSION ITEMS:**

### Quarantine Guidelines

Dr. Morse explained to the Board that Catherine Plourde and the District nurses had prepared a presentation on this topic, but as of last night major changes occurred and he asked the Board if this could be moved to the April 7, 2021 meeting.

## **IX. ACTIONS**

**A. Superintendent Actions:** None

**B. Board Action Items:**

**Discussion:**

### Committee Assignment Requests

Michael Williams stated that this agenda item was moved here for discussion by the full Board and asked the Board if they had a specific request to move from an existing committee or want to be

considered for another committee. He asked that the Board think about this and we will bring it back at the next meeting with their suggestions. He asked the Board if they had any questions.

Al Howland suggested that two of the existing committees could be consolidated into two other committees. He suggested moving the District Tech committee into the Finance Committee and also move the Wellness into the Negotiation committee.

Yusi Turell stated that she would like to nominate Brian Cisneros to the Negotiation committee, she felt that with his background he would be a good fit on this committee.

Tom Newkirk stated that he would be happy to step off of that committee.

#### List of Policies

**Denise Day moved to approve the list of policies for first read JLCJ – Concussions & Head Injuries, GEA – Hiring of Coaches, DGA – Authorized Signatures, 2<sup>nd</sup> by Brian Cisneros.**

Discussion:

Dan Klein had previously abstained from voting on any policies related to coaches as he felt it was a routine appointment, but he heard from Dr. Morse at the policy meeting the reasoning behind making nominating coaches yearly a Board decision and asked Dr. Morse to explain.

Dr. Morse explained that a yearly appointment of coaches never places them in the category of a coach thinking that they are in a continuing contract position, and that it protects the District from a coach filing a legal claim to the job. Additionally, yearly renewals allow the AD to evaluate and determine if they are meeting the District standards of being a coach.

Brian Cisneros stated that he is in agreement that coaches should be nominated yearly by the School Board and gave an example of a recent situation that he encountered.

Dan Klein asked if in the future additional information be provided during the nomination process that would allow more detail about the coach.

Dr. Morse said that this is an easy fix and we will start to provide the additional details.

There was no additional discussion and a vote was taken.

**Motion passed with a vote of 7-0 with the student representative voting in the affirmative.**

#### **X. SCHOOL BOARD COMMITTEE UPDATES:**

##### **A. Manifests Reviewed and Approved by Manifest Committee:**

Denise Day and Dan Klein reviewed the manifests.

Payroll Manifest: #19 \$938,229.73

Vendor Manifest #20 \$901,186.50

Denise Day began by stating that the Long-Range Planning Committee is continuing to meet and that they still have an opening for a Madbury representative.

She also reported out on the Equity and Justice Committee and that subcommittees have formed and that different initiatives have been developed. There is a lot of positive energy and they are currently working on a charge and a mission statement.

Yusi Turell stated that the committee is also looking at not having black history month be contained to just one month, but to have it continue throughout the year. She also stated that they hope to have a leadership model by the end of the school year.

Dan Klein reported out on the Communication committee. He stated that they have already met twice and that they are an amazing group of people who are talented and wise. The committee is focused on narrowing the charge that the Board had given them. He went on to thank Holly Stark for taking on the responsibility of the meeting facilitator and getting us on track for our next steps and goals.

Dr. Morse stated that the next step is a SWOT analysis. He also wanted to recognize Amy Sterndale, Millissa Gass and Tom Elliot who are also community members that are on the committee. Dr. Morse stated that it has been great that we can tap into the expertise and strengths of the community.

Michael Williams added that the charge was very broad and asked for feedback from the Board as to whether we are on the right track.

Yusi Turell made some suggested changes to the charge that will be brought to the committee.

There was no further discussion.

**XI. PUBLIC COMMENTS:** None

**XII. CLOSING ACTIONS:**

- A. Future Meeting Date: 3/24/21 – Additional Board Meeting – 7:00 PM ORHS Auditorium  
3/31/21 – Manifest – 3:30 PM SAU Conference Room.  
4/7/21 – Regular Board Meeting – 7:00 PM ORHS Auditorium  
4/21/20 – Regular Board Meeting – 7:00 PM ORHS Auditorium

**XIII. NON-PUBLIC SESSION RSA 91-A:3 II {If Needed}**  
**NON-MEETING SESSION: RSA 91-A:2 {If Needed}**

**IV. ADJOURNMENT:**

**Al Howland moved to Adjourn the meeting at 9:40 PM, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

Respectfully Submitted,  
Wendy L. DiFruscio  
Executive Assistant to Superintendent of Schools

# Non-Tenure

First Name	Last Name	Location	Continuing Contract Date
Melissa	Gianino	Moharimet	2022-2023
Marybeth	Joosten	Moharimet	2023-2024
Sheila	Koutelis	Moharimet	2022-2023
Brittany	Morley	Moharimet	2022-2023
Emily	Randall	Moharimet	2025-2026
Katherine	Ray	Moharimet	2022-2023
Grade 1	Open	Position	
Grade 2	Open	Position	
Special Ed	Open	Position	
Melanie	Anctil	Mast Way	2024-2025
Rebecca	Biggwither	Mast Way	2022-2023
Sarah	Farwell	Mast Way	2023-2024
Zachary	Harris	Mast Way	2025-2026
Susan	Laliberte	Mast Way	2022-2023
Susan	Leifer	Mast Way	2022-2023
Erica	Talbot	Mast Way	2022-2023
Amy	Walter	Mast Way	2025-2026
Literacy Special	Open	Position	
Michael	Blouin	ORHS	2023-2024
Nicole	Casimiro	ORHS	2024-2025
Daniel	Chick	ORHS	2022-2023
Hannah	Cunningham	ORHS	2025-2026
Lucy	Garfield	ORHS/PEP/District	2024-2025
Anna	Goscinski	ORHS	2023-2024
Vivian	Jablonski	ORHS	2024-2025
Jaclyn	Jensen	ORHS	2022-2023
Emily	Johnson	ORHS	2023-2024
Heidi	Sant	ORHS	2025-2026
Alexander	Satterfield	ORHS	2022-2023
Victoria	Sickler	ORHS	2022-2023
Megan	Thompson	ORHS	2024-2025
Art	Open	Position	
Art	Open	Position	
Burke	Emily	ORMS	2024-2025
Bernadette	Byrne	ORMS	2024-2025
Clayton	Cahoon	ORMS	2022-2023
Rheanna	Cote	ORMS	2022-2023
Kimberly	Donovan	ORMS	2022-2023
Kyra (Jane)	Dulmage	ORMS	2022-2023
Joseph	Dunn	ORMS	2023-2024
Candace	French	ORMS	2022-2023
Ruth	Gehling	ORMS	2022-2023
Lauren	Gray	ORMS	2024-2025
Robin	Gronin	ORMS	2023-2024
Caroline	Hird	ORMS	2022-2023
Kayla	Livingston	ORMS	2024-2025
Randi	Margey	ORMS	2023-2024
Sara	O'Brien	ORMS	2022-2023
Jade	Palma	ORMS	2025-2026
Erin	Pasay	ORMS	2024-2025
Laurenne	Ramsdell	ORMS	2022-2023
Nicholas	Schidlovsky	ORMS	2023-2024
Alison	Smith	ORMS	2025-2026
Music	Open	Position	
Social Studies	Open	Position	
Counselor	Open	Position	
Counselor	Open	Position	
Special Ed	Open	Position	

**To: Dr. James Morse**  
**From: Suzanne Filippone, High School Principal**  
**Date: April 2021**  
**Subject: Nominations of advisors for 2020-2021**  
**Please accept the nominations of the following people for activity advisors at ORHS**  
**for the 2020-2021 school year.**

Proposed 2020-2021 Advisor Stipends					
Advisors					
Name	Activity	Years	Stipend	Longevity	Total
Andrea Drake (.5)	Math Team Coach	12	\$1,646	\$187.50	\$1,833.50
Katie Johnson (.5)	Math Team Coach	3	\$1,646	\$37.50	\$1,683.50
Marc LaForce	Music Activities/All State .5FTE	10	\$1,233.50	\$100	\$1,333.50
Nate Oxnard (.3)	SPARC/Robotics	9	\$1,097	\$150	\$1,247
Sara Cathey (.3)	SPARC/Robotics	4	\$1,097	\$25.00	\$1,122
Megan Thompson (.3)	SPARC/Robotics	0	\$1,097	\$0	\$1,097

**To: Dr. James Morse**  
**From: Jay Richard Middle School Principal**  
**Date: April 2021**  
**Subject: Nominations of advisors for 2020-2021**  
**Please accept the nomination of the following person for activity advisors at ORMS**  
**for the 2020-2021 school year.**

Advisors					
Name	Activity	Years	Stipend	Longevity	Total
David Geschwendt	After School Games	0	\$618	\$0.00	\$618.00





**To:** Dr. Jim Morse, Superintendent  
**From:** Andy Lathrop  
**Date:** April 7, 2021  
**Re:** MS/HS Spring Coach Nominations

**Message:**

Please accept the following names for nominations for coaching their selected sports for the spring season.

**Volunteers:**

Name	Position
Aaron Pomeroy	Varsity Baseball Asst.
Jon McInnes	Asst. Varsity Softball
Anthony Buckovitch	JV Baseball Asst.
James Fardelman	Boys Tennis

**Paid Positions:**

Name	Position	Stipend	Years	Longevity	Total
Nicholas Ricciardi	Head Outdoor Track	\$5,346	16	\$375	\$5,721
Scott McGrath	Boys Assist. Outdoor Track	\$3,475	4	\$75	\$3,550
Owen Buck	Girls Assistant Outdoor Track	\$3,475	0	0	\$3,475
James Thibault	Boys JV Baseball	\$2,741	15	\$375	\$3,116
Cameron Calato	Varsity Baseball	\$4,217	2	0	\$4,217
Glen Miller	Varsity Softball	\$4,217	7	\$225	\$4,442
Nancy Bulkley	Girls Varsity Tennis	\$3,703	2	0	\$3,703
Erin Murphy	Girls Varsity Lacrosse	\$4,217	2	0	\$4,217
Robert Hailey	Boys Varsity Lacrosse	\$4,217	24	\$375	\$4,592
Alex Satterfield	Unified Basketball & Volleyball	\$2,057 (2)	2/2	0	\$2,057 (2)
Molly Linscot	JV Softball	\$2,741	1	0	\$2,741
Justin Loring	Boys JV Lacrosse- 1/3 of JV Stipend	\$913	2	0	\$913
Troy LaPolice	Boys JV Lacrosse- 1/3 of JV Stipend	\$913	0	0	\$913
Elliot Davis	Boys Lacrosse Asst. - 1/3 of JV Stipend	\$913	0	0	\$913
James MacVane	Girls JV Lacrosse	\$2,741	1	0	\$2,741
Michael Pare'	Boys Tennis	\$3,703	3	\$75	\$3,703
<b>Middle School</b>					
Dave Montgomery	MS Outdoor Track	\$2,467	10	\$300	\$2,767
Sunpreet Sadana	MS Outdoor Track	\$2,467	11	\$375	2,842
Miles Roberge	MS Baseball	\$2,057	0	0	\$2,057
David Geschwendt	MS Softball	\$2,057	2	0	\$2,057
Nate Fitch	MS Boys Lacrosse .50 FTE	\$1,028.50	0	0	\$1,028.50
Charlotte Finnegan	MS Girls Lacrosse	\$2,057	0	0	\$2,057
Bill Sullivan	MS Boys Lacrosse .50 FTE	\$1,028.50	0	0	\$1,028.50
Heather Concannon	MS Outdoor Track	\$2,467	2	0	\$2,467
Emily Geltz	MS Outdoor Track	\$2,467	3	\$75	\$2,542

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**April 7, 2021**

**UNANIMOUS CONSENT**

Title	Code
<b>Policies for First Read</b>	
<b>Policies for Second Read/Adoption - Unanimous Consent</b>	
Concussions & Head Injuries	JLCJ
Hiring of Coaches	GEA
Authorized Signatures	DGA
<b>Policies for Deletion/Replacement</b>	
<b>Policies in Process</b>	
Sustainability - back to Policy committee April 8 <sup>th</sup>	ECFA

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCJ Category: Priority
Policy Committee: June 11, 2014 Back to Policy Committee: July 9, 2014/August 6, 2014 First Read School Board: August 20, 2014 Second Read/Adoption: September 3, 2014 <a href="#">Policy Committee Review: 12/10/20 &amp; 03 11 21</a> <a href="#">School Board First Read: March 17, 2021</a> <a href="#">School Board Second Read/Adoption: April 7, 2021</a>	Page 1 of 2

### Concussions and Head Injuries

The Oyster River School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges that the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, this policy applies to the safety of all District students.

#### Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school District staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers and administrators should be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and District staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and Board policies.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural or competitive sports program, sponsored by ORCSD conducted outside the regular teaching day between schools in grades ~~5~~ 4 through 12, including all NHIAA sanctioned activities, or any other District-sponsored sports or activities as determined by the Board or administration. All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

For purposes of this policy, "head injury" means injuries to the scalp, skull, or brain caused by trauma, and shall include a concussion which is the most common type of sports-related brain injury.

#### Athletic Director or Administrator in Charge of Athletic Duties

Updating: Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCJ Category: Priority
Policy Committee: June 11, 2014 Back to Policy Committee: July 9, 2014/August 6, 2014 First Read School Board: August 20, 2014 Second Read/Adoption: September 3, 2014 <a href="#">Policy Committee Review: 12 10 20 &amp; 03 11 21</a> <a href="#">School Board First Read: March 17, 2021</a> <a href="#">School Board Second Read: April 7, 2021</a>	Page 2 of 2

### Concussions and Head Injuries

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSAs Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

#### **Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a physician, physicians' assistant in consultation with a physician, or nurse practitioner and receives medical clearance and written authorization from the aforementioned health professionals to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play. The athletic director will then review and make the final decision if the athletic student can return to play. In the event of multiple concussions, the athletic trainer will speak with the medical providers to ensure family and students understand all risks for continuation.

#### **Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the District's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

#### **Legal References**

- RSA 200:49, Head Injury Policies for Student Sports
- RSA 200:50, Removal of Student-Athlete
- RSA 205:51, School Districts; Limitation of Liability
- RSA 200:52, Definitions

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: GEA
Policy Committee: <a href="#">12 10 20 &amp; 03 11 21</a> <a href="#">School Board First Read: March 17, 2021</a> <a href="#">School Board Second Read Adoption: April 7, 2021</a>	Page 1 of 1

## HIRING OF COACHES

### Selection Process

Notices of all [Oyster River Cooperative School District](#) vacancies for athletic coach positions will be posted at the school and will be advertised as necessary, to be determined by the Superintendent. ~~The School Board recognizes that provisions of the collective bargaining agreement may give qualified teachers priority in interviews and selection for vacant coaching positions.~~

All open positions will be advertised. The athletic director and/or principal will screen applications for appropriate qualifications, competencies, and experience. The athletic director and principal will conduct interviews. The athletic director and principal will check references. The Superintendent will make the recommendation for hire to the School Board for approval each year.

All persons approved by the Board for coaching positions will be subject to criminal background checks, consistent with Board Policies GBCD and IJOC. Persons who have been selected for coaching positions may be hired on a conditional basis, pending a successful completion of the criminal records check.

### Coaches Eligibility

Persons selected for coaching positions must meet the “Coaches Eligibility” criteria established by the New Hampshire Interscholastic Athletic Association (NHIAA). Coaches must also receive ongoing and continuing education and training as required or recommended by NHIAA

Additionally, persons selected for coaching positions must be at least 21 years of age, have a valid driver’s license and have at least a high school diploma.

### Compensation

Coaches will be compensated at the rate established in the district’s operating budget and/or collective bargaining agreement, if applicable.

### Continuation and Dismissal

All coaching positions will be for one season only. The athletic director and principal will make re-appointment proposals for the following season. The recommendation for re-appointment will be made by the Superintendent and forwarded to the School Board for approval.

A coach may be dismissed from his/her duties at any time for unprofessional conduct, violation of School Board policies, violation of expectations and responsibilities, and/or any unethical behavior that places students in danger or places the District in an unprofessional light.

### Code of Ethical Conduct

Coaches are required to adhere to all school board policies relative to codes of conduct, behavior, and expectations. Additionally, coaches are required to adhere to all standards of sportsmanship established in School Board policies and/or by NHIAA.

Violation of any code of conduct may result in immediate termination and/or dismissal.

### Legal References:

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check  
<http://www.nhiaa.org/PDFs/2147/coacheseligibility.pdf>

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: DGA
Policy Committee Review: Dec 12/10/21 & 03/11/21	Page 1 of 1
School Board First Read: March 17, 2021	Category: Priority
School Board Second Read/Adoption: April 7, 2021	

### AUTHORIZED SIGNATURES

The Superintendent is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and District liability, and to comply with applicable state or federal laws and regulations.

In general, the Superintendent or his/her designee may sign documents on behalf of the District or the Board. When a signature of one Board member is required, the Chair, or in his/her absence, the Vice Chair, is authorized to sign on behalf of the Board. Other District personnel and District officials (e.g., Treasurer, school nurses, etc.) ~~are~~ can be authorized to sign documents or instruments on behalf of the District or School Board as required by any statute, regulation, or Board policy or as directed by the Superintendent.

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.

Cross Reference:

DFA: Investments  
DK - Manifest

Legal References:

RSA 197:23-a, Treasurer's Duties  
RSA 294-E, Uniform Electronic Transfers Act

# Updates to ORCSD Health and Safety Guidelines (Alignment with DHHS)

- Travel
  - No required quarantine for **domestic travel** within U.S. outside of New England (although still recommend to follow CDC travel guidance which includes wearing a well-fitted face mask while traveling, practicing social distancing, getting tested 3-5 days after travel (with a molecular or PCR-based test), and limiting public interactions after travel (even if not required to quarantine).
  - Residents of NH need to self-quarantine for 10 days after the last date of any **international travel** or travel on a cruise ship.
  - Exceptions to international travel quarantine: The following people do NOT need to quarantine after international travel or travel on a cruise ship: 1. Persons who are 14 days or more beyond completion of COVID-19 vaccination - this means a person must be at least 14 days beyond receipt of the second dose of either the Pfizer-BioNTech or Moderna COVID-19 vaccine, or at least 14 days beyond receipt of the single-dose Janssen (Jonson & Johnson) COVID-19 vaccine. 2. Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they are still subject to travel quarantine).
- Contact tracing
  - Will be at 3ft whether distancing is at 3ft or 6ft

# Updates to ORCSD Health and Safety Guidelines (Alignment with DHHS)

- Quarantine Periods
  - 10 days for presumed/confirmed positive
  - If deemed primary contact (exposed), test at day 7 after exposure and end quarantine after day 10 (return on day 11).
  - 20 days if person in home is positive
- Secondary contacts (siblings/family members/staff)
  - If a student/staff has an exposure but is asymptomatic, siblings/staff can come. If a student/staff is symptomatic with no exposure, risk factor, or travel, siblings/staff can come. If a student/staff has an exposure or a risk factor and becomes symptomatic, siblings/staff stay home. If a student/staff becomes positive, students/staff stay home.



## DHHS and CDC Sources

- <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/travel-guidance.pdf>
- <https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-19-faq.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

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

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FINANCE COMMITTEE INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Allan Howland, Finance Committee Chair  
DATE: March 30, 2021  
RE: Update from Finance Committee for April 7<sup>th</sup> Board Meeting

In January, the School Board approved a second semester charge for the Finance Committee. It directed the committee to examine the costs of adding paraprofessionals for the newly approved models and to examine the year end fund balance for the FY 2020-2021 budget. When the budget was approved, it was anticipated that 400,000 would be returned to the cooperative communities. The committee felt that a clearer picture of the fund balance would emerge around April and a recommendation would be developed. An April meeting of the Finance Committee is scheduled, and a report will be presented to the Board in May.

## Proposed Finance Committee Charge

The Finance Committee of the Oyster River Cooperative School Board is established as an ongoing committee (until changed by action of the Board) charged with advising the Superintendent, Business Administrator, and full school board on budget planning and budget management and adjustment during the fiscal year. These activities may include:

- Proposing budget goal and process guidelines for full Board approval.
- Supporting the superintendent through the budgeting process.
- Communicating with town select boards, councils, and administrators about matters impacting state aid and local tax requirements.
- Review proposals for budget adjustments and major unbudgeted proposed purchases and other major expenses as requested by the Superintendent and Business Administrator for guidance and recommendations to the full Board.
- Review of the long-term capital plan with emphasis on annual capital expenditures. Prioritization of capital projects is the responsibility of the full Board.
- Recommending if budget or revenue / reserve fund adjustments are appropriate when external inputs such as state aid and insurance costs are received.
- Monitoring ongoing expenses and projected year-end fund balance.
- Supporting the Superintendent and Business Administrator in preparation of presentations for budget hearings.
- Providing review and input to the Superintendent and Business Administrator as requested.

The Finance Committee will be composed of three Board members approved by the full School Board. It will meet throughout the year with the Superintendent, the Business Administrator, and relevant administrators. It will regularly solicit questions from the entire Board, and it will report on its findings in a timely manner. In order to support transparency in the process, the committee will keep detailed minutes and provide those minutes to the full Board.

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
FISCAL YEAR 2020-21  
FINANCIAL STATUS AS OF:**

4/1/2021

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2020-2021	2020-2021	2020-2021	2020-2021	2020-2021
<b>SALARIES:</b>					
Administrator	1,581,903	1,226,145	369,346	(13,588)	101%
Teacher	17,118,280	10,518,100	6,421,329	178,851	99%
Para	2,188,767	1,391,717	624,714	172,336	92%
Tutor	237,781	161,569	65,293	10,919	95%
Custodian	805,577	565,095	261,124	(20,642)	103%
Secretary	432,117	329,051	110,878	(7,812)	102%
District Hourly	810,270	644,762	195,447	(29,939)	104%
Maintenance	223,841	149,432	46,952	27,457	88%
Drivers	787,650	361,914	200,289	225,447	71%
Misc & Summer	175,383	88,030	34,990	52,363	70%
Subs - Professional	300,377	93,462	39,762	167,153	44%
Subs - Para	37,100	1,960	0	35,140	5%
Subs - Secretary	6,700	2,004	0	4,696	30%
OT	24,500	6,430	0	18,070	26%
Med & Dent Payback	367,725	273,977	88,520	5,228	99%
<b>TOTAL SALARIES</b>	<b>25,097,971</b>	<b>15,813,648</b>	<b>8,458,644</b>	<b>825,679</b>	<b>96.7%</b>
<b>BENEFITS:</b>					
Health Ins	6,238,862	3,651,500	2,214,293	373,069	94%
Dental Ins	159,869	102,242	60,629	(3,002)	102%
Life Ins	66,202	40,603	25,021	578	99%
LTD Ins	55,222	33,822	21,059	341	99%
FICA	1,917,958	1,160,898	647,093	109,967	94%
Retirement - Non Professional	357,387	267,632	92,233	(2,478)	101%
Retirement - Professional	3,157,052	1,987,461	1,180,782	(11,191)	100%
Annuity	153,280	111,147	51,219	(9,086)	106%
Tuition Reimb	5,000	0	0	5,000	
Unemployment Comp	15,000	0	0	15,000	0%
Workers Com	149,211	122,464	0	26,747	82%
<b>TOTAL BENEFITS</b>	<b>12,275,043</b>	<b>7,477,769</b>	<b>4,292,329</b>	<b>504,945</b>	<b>95.9%</b>
<b>ALL OTHER OPERATING EXPENSES:</b>					
Mast Way	266,845	201,342	4,182	61,321	77%
Moharimet	176,331	118,096	2,674	55,561	68%
Middle School	389,710	160,739	17,755	211,216	46%
High School	747,917	378,310	11,445	358,162	52%
District	2,483,752	1,922,083	16,214	545,455	78%
Transportation	564,741	392,211	49,066	123,464	78%
Technology	744,804	685,626	7,636	51,542	93%
Facilities	2,821,025	2,094,673	530,411	195,941	93%
SPED	1,758,042	1,638,050	270,873	(150,881)	109%
<b>TOTAL OPERATING</b>	<b>9,953,167</b>	<b>7,591,130</b>	<b>910,256</b>	<b>1,451,781</b>	<b>85.4%</b>
<b>GRAND TOTAL</b>	<b>47,326,181</b>	<b>30,882,547</b>	<b>13,661,229</b>	<b>2,782,405</b>	<b>94.1%</b>

Comment Section:

Reclassified Covid supplies to fund 22 for ESSIEE CARES grant- \$432,000  
IT Lease encumbrance was removed- \$207,000  
Healthtrust Premium return = \$251,180 posted to dept 109 other operating expenses

**Oyster River School Board**

**REQUESTS FOR COMMITTEE ASSIGNMENTS  
2021 – 2022**

**To Be Approved:**

**PROPOSED School Board April 7, 2021**

# reps	PUBLIC MEETINGS	Thomas	Allan	Daniel	Brian	Yusi	Michael	Denise
3	Policy Committee	X		X				X
3	Finance		X		X		X	

# reps	NON/MEETING NONPUBLIC							
2-3	Negotiations -	X	X	X	X			

**REPRESENTATIVES TO OTHER GROUPS**

# reps		Thomas	Allan	Daniel	Brian	Yusi	Michael	Denise
1	District Tech Com				X			
1	NHSBA Delegate			X				
1	Wellness							
1	Sustainability		X					
1	Long Range Planning							X
2	Middle School Planning	X			X			
1	Sabbatical Committee	X						X
2	Equity					X		X
2	Instructional Model	X				X		

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**April 7, 2021**

Title	Code
<b>Policies for First Read</b>	
Racism & Anti-Racism	ACA
School Board Member Authority	BBAA
Board Superintendent Relationship	BDD
Agenda Preparation/Format/Agenda Item Request	BEDB & R, R1
<b>Policies for Second Read/Adoption - Unanimous Consent</b>	
Concussions & Head Injuries	JLCJ
Hiring of Coaches	GEA
Authorized Signatures	DGA
<b>Policies for Deletion/Replacement</b>	
<b>Policies in Process</b>	
Sustainability - back to Policy committee April 8 <sup>th</sup>	ECFA
School Board Member Ethics	BCA

### ORCSD Racism and Anti-Racism Policy

~~The ORCSD School Board adopts this stand-alone racism policy specifically to denounce racism and in effort to continually work towards ending racism becoming anti-racist to promote equity and fostering social justice an appreciation for all within the ORCSD community.~~ The Oyster River Cooperative School District (ORCSD) policy on racism is both a denouncement of racism and a public commitment to continually support social justice and equity for all in the ORCSD community by becoming anti-racist. We recognize this is a journey and that staff and students will be at different phases of that Journey, however, we are committed to this critical work as we aspire to be an inclusive and equitable school system.

**“...being anti-racist requires persistent self- awareness, constant self-criticism and regular self-examination.”**

Ibram X Kendi, HTBAAR

Racism in any form is not acceptable nor will it be tolerated in the ORCSD. Racism can take many forms including implicit bias, as well as personal, cultural and institutional racism.

- ~~1. Implicit Bias is unconscious favoritism of prejudice against a people or a particular race that influences one's daily actions or perceptions. Due to the pervasive undercurrent of racism we all have implicit bias.~~
- ~~2. Personal racism is an expression of racist attitudes and or behaviors directed at an individual based on that person's perceived physical traits, ancestry, genetics and social or cultural traits such as: the use of derogatory language, racist jokes, names calling, mistreatment, deliberate avoidance, threats, and or acts of physical violence to a person.~~
- ~~3. Cultural racism is the willful acceptance of cultural stereotypes of different ethnic groups or population groups that manifest in an expression or personal racism inflicted on members of those groups.~~
- ~~4. Institutional racism is systemic racism that occurs in covert and subconscious ways across institutions, and which adversely impacts specific ethnic groups through targeted discrimination based solely upon race.~~

~~The ORCSD is committed to battling racism from K-12 being anti-racist and to effectively addressing counteract racism that may occur in and on any school facility or school property or at any school event.~~

The ORCSD is committed to being anti-racist by counteracting expressions of racism that may occur on District property or at any District event.

The ORCSD has identified ~~ways to battle~~ **steps to take that support anti-racism and to confront racism in all forms.** ~~the three identified forms of racism.~~ They include, but are not limited to, the following:

- ~~1. Educate and teach about stereotyping. Stereotypes can be~~ **are** destructive to and undermine the learning environment that ORCSD seeks to foster for all **staff and** students. Inform ORCSD students about stereotyping and the negative consequences ~~that can occur by participating in or perpetuating stereotypical jokes. and that by not~~ **intervening when** stereotypes occur, one is complicit in the face of injustice.

Educate students that combatting racial bias involves more than inter-personal behavior. It involves recognizing, and working to change systems including, but not limited to banking, health care, education, food security and availability, an incarceration that perpetuate racial inequality.

- ~~2.b.~~ Educate and instill appreciation in the students of ORCSD of the contributions of all people to the building of the United States, and about racism, its history and its negative effects on society and individuals. **Responding to the role racism has played and is playing, the District will teach the history of racism and its negative effects on society and the individual.**
- ~~3.e.~~ Encourage Expect that staff and students to be role models against hate language, and speech in any form.
- ~~4.d.~~ Educate and remind all students and staff to think before you speak, words can hurt especially racially charged words. Educate about microaggression which is indirect, subtle or unintended language against marginalized groups. Microaggression is an act of racism. Educate students that combatting racial bias involves more than inter-personal behavior. It involves recognizing, and working to change systems (banking, health care, education, food security and availability, incarceration, and poverty as well as others) that perpetuate racial inequity.
- ~~5.f.~~ Educate and Teach how culture and race enhance and enrich life. Encourage all citizens in the ORCSD community not to be passive if they witness discriminatory language or behavior. Encourage them to: Be an Ally of Change – Dare to Make a Difference. Speak up and speak out. All members of the ORCSD community are expected to intervene when witnessing discrimination in any form. If someone who sees or experiences discrimination is uncomfortable in the moment, they are encouraged to report the incident to someone in authority.
- ~~6.a.~~ Educate and teach how culture and race enhance and enrich life. Educate and bring awareness to all members of the ORCSD about the role of all people, their cultures as and contributors to global citizenship, extended beyond food and festivities.

In teaching, emphasize how culture and race enhance and enrich life. Across the District community, promote awareness of the contributions all people and cultures make to global citizenship.

Additional language suggestions from another Board member:

The ORCSD will develop metrics which objectively measure equity in delivery of services, disciplinary action, and other relevant characteristics and report on these annually in the Annual Report of the District. The metric used will be the annual report to the Office of Civil Rights.

The ORCSD seeks to develop most qualified faculty possible. This can be enhanced by embracing hiring practices that recruit from diverse candidate groups. The District recognizes that this recruiting requires us to go beyond traditional/typical local postings for teaching faculty positions to make working in Oyster River attractive to all candidates specifically including minority candidates.

**This policy will be reviewed every year that ends in an odd number to ensure that it is under continuous review.**



**Cross Reference:**

ACA-R1 – Racism Definitions

ACA-R2 – Curriculum Review

ACA-R3 – Professional Development

AC – Non-Discrimination/Equal Opportunity

JICK – Bullying/Cyberbullying – Pupil Safety &amp; Violence Prevention

JBAB &amp; R - Transgender

*Next Steps*

1. ~~Share with the students sub-group on Feb. 3<sup>rd</sup>~~
2. ~~Full Committee Feedback from the Community Committee on Tuesday Feb. 9<sup>th</sup>~~
3. ~~Bring to the Policy Committee as review on Feb. 11<sup>th</sup>~~
4. ~~Bring to the full School Board for 1<sup>st</sup> read March 17<sup>th</sup>~~
5. ~~Bring to full Board for 2<sup>nd</sup> read April 7<sup>th</sup>~~
6. ~~Write the procedures to support the policy once adopted by the School Board~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board First Read: May 20, 2015 School Board June 17, 2015 - Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change Policy Committee Annual Review: April 11, 2018 – No Change Board Annual Review: May 6, 2020 – No Change Policy Committee Review: <u>April 2, 2021</u> School Board First Read: <u>April 7, 2021</u>	Page 1 of 2 Category: Recommended

### SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Oyster River Cooperative School Board members is limited to participating in actions taken by the School Board as a whole when legally in session. School Board members shall not assume responsibilities of administrators or other staff members. The School Board or staff shall not be bound in any way by any action taken or statement made by any individual School Board member or group of School Board members except when such statement or action is pursuant to specific instructions and official action taken by the School Board consistent with policies BDB and BDF.

#### Delegation

A Board member may be delegated authority by the Board to take action outside a proper Board meeting only as one of the following: 1) an officer of the Board, 2) a member of a Board subcommittee, 3) a member of an advisory committee. 4) a Board Liaison to another committee or organization, or 5) for a specific task. Except for officers, all other delegations shall be appointed by the Chairperson of the Board and approved by proper vote of the Board.

#### Subcommittees:

The Board may form subcommittees from its own membership to facilitate the work of the Board. Subcommittees may be standing committees that serve continuously for a specific topic, or they may be special or ad hoc committees that serve for a specific task and are then dissolved. Such subcommittees will be comprised of up to three Board members. All Board subcommittees are subservient to the Board as a whole and will have study and review functions as assigned to them by proper motion of the Board. Subcommittees will report their findings and recommendations to the full Board which will take action as a whole. Subcommittees may also take action that have been previously authorized by the full Board or are inherent in their Board approved charge. It is not the intent of any sub-committee to ever have the authority to work outside or instead of the authority of the full Board. The Board retains the right to dissolve a subcommittee at any time.

The standing committees of the ORCSD School Board are: Negotiations, Policy and Finance.

All Board subcommittees are themselves public bodies under the Right-to-Know law and must comply fully with that law and all related policies equally as the Board itself.

#### Liaison

Board members may occasionally serve as Board liaison to other committees or organizations, both school and community based, for the purpose of reciprocal communication and reporting back to the Board. No more than two Board members may be delegated as liaison to the same committee or organization. Public access to the meetings and records of such committees or organizations is determined by how the Right-to-Know law applies to that committee or organization. Communications and reports involving the liaison with the Board shall be consistent with the Right-to-Know law and all related policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAA
School Board First Read: May 20, 2015 School Board June 17, 2015 Request for Public Hearing School Board (Public Hearing): August 19, 2015 School Board Second Read/Adoption: October 7, 2015 Policy Committee Reviewed: 4/13/16, 4/19/17 – No Change Policy Committee Annual Review: April 11, 2018- No Change Board Annual Review: May 6, 2020 – No Change Policy Committee Review: April 2, 2021 School Board First Read: April 7, 2021	Page 2 of 2 Category: Recommended

**Specific Task**

An individual Board member may occasionally be delegated by the Board to perform a specific task. The motion to delegate a task to a Board member must include detailed instructions and be for a specific and limited time so that administrators, staff, other Board members and the public are fully aware of when a Board member is performing a task. If an original timeline is not met no new motion will be required but the Board member so tasked must keep the Board informed. All communications or actions related to the delegated task involving any other Board member must be at a proper Board meeting. A delegated task must not be used to circumvent the spirit of the Right-to-Know law.

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 annually.

**Legal references:**

- RSA 91-A:2, Meetings Open to Public
- RSA 91-A:2-a, Communication Outside Meetings
- N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDD
Adoption by School Board: October 3, 2012 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 School Board Second Read/Adoption: October 2, 2019 <u>Policy Committee Review: April 2, 2021</u> <u>School Board First Read: April 7, 2021</u>	Page 1 of 1

### BOARD SUPERINTENDENT RELATIONSHIP

The Oyster River Cooperative School Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, and for keeping the Board informed about school operations and issues.

Cross Reference: BDD-R – Superintendent's Job Description

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT	Policy Code: BEDB
Date of Adoption: October 17, 2007 REVISED: 09/17/08, 09/22/2010, 6/6/12 SB First Read: August 17, 2011 SB Second Read Adoption: September 7, 2011 Policy Review: May 11, 2016 w/BEDB-R School Board First Read: May 18, 2016 School Board Second Read/Adoption: June 1, 2016 <a href="#">Policy Committee Review: April 2, 2021</a>	Page 1 of 1

## AGENDA PREPARATION AND FORMAT

### Agenda Preparation and Dissemination

The Superintendent, in consultation with the Board Chair, and/or Vice-Chair shall prepare an agenda for each meeting of the Board. Board members, school staff, students, organizations and members of the public may submit written requests to the Board through the Chair or the Superintendent for items to be placed on the agenda. The Chair, Vice Chair and Superintendent shall make the final decision regarding placement of items on the agenda. Their request must be received a minimum of seven days prior to the meeting at which the organization or individual wishes the item to be addressed by the Board in order to be considered for placement on the agenda. In addition it is the exception, during the meeting, that Board members may request that an item be placed on a future agenda. The Chair and Superintendent shall make the final decision regarding placement of items on the agenda. The reason for such an exception should be an emergency. Otherwise, a request for an agenda addition should follow normal procedure as noted below.:

Every Board member has the authority to request an item be added to the agenda. The process for doing so is outlined in BEDB-R1. The Chair, Vice-Chair in consultation with the Superintendent shall determine when it is best to add the requested item, in order to balance the workload of the Board.

The agenda will be distributed to Board members, the media, and designated school-affiliated organizations no later than 72 hours prior to a regular meeting or workshop/informational meeting of the Board and, as soon as possible in the event of a special or emergency meeting. Copies of the agenda will be posted and/or available at the Superintendent's Office, at each school and on the district website. Anyone desiring additional information regarding an agenda item should direct inquiries to the Office of the Superintendent. Copies of the agenda will also be available at the Board meeting.

### Additions and Adjustments to the Agenda during the Meeting

In general, it is the Board's intent that meeting agendas be set in advance and that the regular agenda format be followed. However, it is understood that there may be occasions when it is necessary to add items or otherwise adjust the agenda. After the meeting has been called to order, the Superintendent or Board members may recommend adjustments to the agenda of a regular meeting.

Any Board member who wishes to add, remove, or change an item to the agenda may offer a motion to that effect. Such a motion shall require a second to proceed to a vote.

All additions, deletions and changes to the agenda must be approved by a majority vote of the Board members present and voting and if approved will then be added to a future meeting. If possible, please give advanced notice of changes to the Superintendent and Board chair.

In order to facilitate its business, the Board Chair may adjust the agenda by changing the order of business by consensus of the Board.

### Cross Reference:

BEDB-R – Agenda Format

[BEDB-R1 – Board Agenda Item Request](#)

Oyster River Cooperative School District  
REGULAR MEETING

Date Oyster River High School, Library Time

- o. CALL TO ORDER (~~6:30 PM~~) 7:00 PM
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
- II. APPROVAL OF AGENDA
- III. PUBLIC COMMENTS (Total allotted time for public comments is 30 minutes)
- IV. APPROVAL OF MINUTES
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS
  - A. District
  - B. Board
- VI. UNANIMOUS CONSENT AGENDA (Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote.)
- VII. DISTRICT REPORTS
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)
  - B. Superintendent’s Report
  - C. Business Administrator
  - D. Student Senate Report
  - E. Finance Committee
  - F. Other:
- VIII. DISCUSSION & ACTION ITEMS
- VIII. ACTIONS
  - A. Superintendent Actions
  - B. Board Action Items
- IX. SCHOOL BOARD COMMITTEE UPDATES
- X. PUBLIC COMMENTS (Total allotted time for public comments is 30 minutes)
- XI. CLOSING ACTIONS
  - A. Future meeting dates:
- XII. NON-PUBLIC SESSION: RSA 91-A:3{If Required}  
NON-MEETING SESSION: RSA 91-A2 {If Required}
- 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 additional 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:**

• Michael Williams, Chair	Term on Board: 2020 - 2023
• Denise Day, Vice-Chair	Term on Board: 2020 - 2023
• Brian Cisneros	Term on Board: 2021 - 2024
• Thomas Newkirk	Term on Board: 2019 - 2022
• Allan Howland	Term on Board: 2021 - 2022
• Daniel Klein	Term on Board: 2021 - 2024
• Yusi Turell	Term on Board: 2021 - 2024

**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.

AGENDA ITEM #: \_\_\_\_\_

DATE: \_\_\_\_\_

## BOARD AGENDA ITEM REQUEST

*The purpose of this form is to provide each Board member an equitable opportunity to have items placed on a future agenda. The member can expect a response indicating when the item will appear for Board discussion.*

**REQUESTED BY:**

**AGENDA ITEM:**

**PRESENTED BY:**

**BRIEF AGENDA DESCRIPTION:**

Description of the agenda item; reason for the request, supporting documents

**LEGAL OPINION:** {If Needed} will be sought by the Superintendent

**FINANCIAL IMPLICATIONS:** {If Any} The member may need support from the Business Manager as to estimated cost & cost center

**SUGGESTED ACTION OR RECOMMENDATIONS:** To be returned by the Chair to the Member requesting the information with an estimate of when the item might appear on a future agenda.

**DRAFT MOTION:**

The Oyster River Cooperative School Board does hereby (USE SAME WORDING AS IN THE AGENDA DESCRIPTION)