

**Oyster River Cooperative School District  
EMERGENCY MEETING**

**April 15, 2020****Remote Meeting****7:00 PM****o. CALL TO ORDER (7:00 PM)****I. ~~MANIFEST REVIEW REVIEWED PRIOR TO SCHEDULED MEETING~~****II. APPROVAL OF AGENDA****III. PUBLIC COMMENTS: Please see information below****IV. APPROVAL OF MINUTES**

- Motion to approve 4/1/20 regular meeting minutes.

**V. ~~ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS~~****~~A. District~~****~~B. Board~~****VI. DISTRICT REPORTS****~~A. Assistant Superintendent/Curriculum & Instruction Report(s)~~****B. Superintendent's Report**

- New MS Update
- Remote Learning Update
- Spring Coach Stipend
- Calendar – Snow Day Decision
- Grading Decision for High School & Middle School Progress Report
- ORHS Parking Lot Bid
- eRate Internet Bid
- Board Finance Committee and Charge
- Retirement Incentive

**C Business Administrator****~~D. Student Senate Report:~~****~~E. Other:-~~****VII. DISCUSSION ITEM**

- Committee Assignments

**VIII. ACTIONS****A. Superintendent Actions****B. Board Action Item**

- Motion to approve Spring Coach Stipend request.
- Motion to approve not making up snow days
- Motion to approve HS Grading Decision for High School.
- Motion to approve the ORHS Parking Lot Bid.
- Motion to approve the ERate Internet Bid.
- Motion to appoint three Board Members to the Finance Planning Committee and approve Charge.
- Motion to authorize Retirement Incentive.
- Motion to approve Administrator/ORAA/Director Contracts as submitted by the Superintendent.
- Motion to approve 2020-21 Superintendent's Contract.

**~~IX. SCHOOL BOARD COMMITTEE UPDATES~~****~~A. Manifest Reviewed and Approved by Manifest Subcommittee.~~****~~X. PUBLIC COMMENTS:-~~****XI. CLOSING ACTIONS**

- A. **Future meeting dates:** 5/6/20 – Regular Emergency Remote Board Meeting – 7:00 PM

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

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

**Respectfully submitted,  
Superintendent**

Members of the public who join the meeting remotely, either by telephone or computer, will be able to offer public comment prior the meeting by submitting their question/comment by 2:00 PM on Tuesday before the regularly scheduled Board meeting via U.S. mail or email to [wdifruscio@orcsd.org](mailto:wdifruscio@orcsd.org). Any submissions will be included as part of the meeting minutes. Please note that each submission needs to be 400 words or less.

**Virtual Location:**

<https://www.orcsd.org/stream>

**Microsoft Teams Audio**

Conference: [tel:+1 603-766-5646](tel:+16037665646)

Conf ID: code: 461362#

"

If you experience technology problems on the broadcast end, please notify us using [orcsd-video@orcsd.org](mailto:orcsd-video@orcsd.org) or via telephone # 603-280-4202.

Please note that we cannot assist you if the technology problem is on your end.

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

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

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

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

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

**Oyster River Cooperative School District Members:**

- |                    |                            |
|--------------------|----------------------------|
| • Brian Cisneros   | Term on Board: 2018 –2021  |
| • Thomas Newkirk   | Term on Board: 2019 - 2022 |
| • Kenneth Rotner   | Term on Board: 2019 - 2022 |
| • Denise Day       | Term on Board: 2020 - 2023 |
| • Michael Williams | Term on Board: 2020 - 2023 |
| • Allan Howland    | Term on Board: 2018 - 2021 |
| • Daniel Klein     | Term on Board: 2018 - 2021 |

**Information Regarding Nonpublic Session**

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

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

# Oyster River Cooperative School District

## Emergency Meeting

April 1, 2020

ORHS - Library

DRAFT

**SCHOOL BOARD PRESENT VIA ROLL CALL VOTE:** Brian Cisneros, Dan Klein, Tom Newkirk, Denise Day, Michael Williams, Kenny Rotner, Al Howland

**Student Representative:**

**ADMINISTRATORS PRESENT VIA REMOTE ACCESS:** James Morse, Sue Caswell, Suzanne Filippone.

**STAFF PRESENT:**

There were no members of the public present or anyone present with the Board Members at their remote locations.

Tom Newkirk read the following statement:

As Chair of the Oyster River Cooperative School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing Microsoft Teams for this electronic meeting.<sup>1</sup> All members of the School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-917-768-2821 and ID Code 293 560 289#, or by clicking on the following website address: <http://www.orcsd.org/stream>

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Team or telephonically. Instructions have also been provided on the website of the ORCSD Board Agenda for 04/01/20.

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call 603-280-4202 or email at: [orcsd-video@orcsd.org](mailto:orcsd-video@orcsd.org).

*d) Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

### **I. CALL TO ORDER at 7:03 PM by Superintendent Morse**

Jim opened the meeting by thanking everyone involved that made this remote meeting possible. He began with asking the Board for a nomination as Chair for the School Board.

#### **Election of Chair and Vice-Chair**

**Brian Cisneros nominated Tom Newkirk for Chair 2<sup>nd</sup> by Denise Day. Motion passed via roll call vote 6-0-1 with Tom Newkirk abstaining.**

**Tom Newkirk opened the nominations for Vice Chair.**

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

Tom Newkirk asked if there was any discussion.

**Al Howland nominated Michael Williams for Vice-Chair, 2<sup>nd</sup> by Kenny Rotner.**

Tom Newkirk asked if there was any discussion. Hearing none he reminded the Board of the responsibilities of the vice-chair in the absence of the Chair. He also outlined other responsibilities of the position that need to be performed including bi-weekly agenda setting meetings at the SAU.

**Tom Newkirk asked for a roll call vote for Denise Day as the Vice-Chair. Voting results were: 4-2-1 with Al Howland, Kenny Rotner, Dan Klein, Michael Williams voting no. Tom Newkirk and Brian Cisneros voting yes, and Denise Day abstaining.**

**Tom Newkirk asked for a roll call vote for Michael Williams as the Vice-Chair. Voting results were: 4-2-1 with Al Howland, Kenny Rotner, Dan Klein, Michael Williams voting yes. Tom Newkirk and Brian Cisneros voting no, and Denise Day abstaining.**

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

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

Tom Newkirk stated that he sees three items that will require a possible decision this evening: Calendar issues, HS Grading and Manifest procedure during this emergency.

**Tom Newkirk moved to approve the agenda as amended, 2<sup>nd</sup> by Michael Williams. Motion passed via roll call vote 7-0.**

## **III. PUBLIC COMMENTS:**

Jim Morse stated that we did receive one public comment from Dean Rubin of Lee that he will read into the minutes.

“Congratulations on your reelections Michael and Denise.

I was wondering what happens if there are a significant number of people who don't pay their property taxes this year due to events. Is there any planning along these lines? Is there any thought to delaying construction of the new school? What bond rate did we get?

Thanks to all of you for your service in these trying times.”

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

**Motion to approve March 4<sup>th</sup> and March 16<sup>th</sup> regular meeting minutes:**

**Revisions:**

**Page 7 of the March 4<sup>th</sup> meeting fifth paragraph under Discussion Items, add the word “goals” to the end of the sentence.**

**Page 5 of the March 16<sup>th</sup> meeting fifth paragraph first sentence replace “expressed” with “praised and end with that sentence, deleting the remaining three.**

**Denise Day moved to approve both the March 4<sup>th</sup> and March 16<sup>th</sup> minutes with the above revisions, 2<sup>nd</sup> by Brian Cisneros. Motion passed with roll call vote 6-0-1 with Kenny Rotner abstaining.**

Tom Newkirk asked if we should vote on the district treasurer nomination at this time. There was no objection.

**Denise Day moved to approve the election of Lisa Harling as the ORCSD District Treasurer for the 2020-21 school year, 2<sup>nd</sup> by Michael Williams. Motion passed with roll call vote of 7-0.**

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

**~~A. District:~~**

**~~B. Board:~~**

#### **VI. DISTRICT REPORTS:**

**~~A. Assistant Superintendent Reports:~~**

**B. Superintendent’s Report:**

Jim began by stating that it has been an adventurous couple of weeks and expressed his deep appreciation for all the hard work that the staff, students, and families are doing as they adjust to the remote learning. In all of his 44 years in education, he has never experienced anything like this.

Jim again commended our administrators for coordinating all of the different aspects of remote learning. He stated that Josh and his team are working long hours and are like magicians keeping everything running smoothly. The technology integrators have been a tremendous asset to our teachers and support staff, answering their questions and overseeing Schoology, Microsoft teams and creating tutorial videos for these programs. He also recognized our teachers who hit the ground running on the first day and are working all hours to support our students. Our paraeducators are also supporting our teachers as well as helping out with the school nutrition department packing lunches, with transportation by packing education bags for student drop off.

In addition, all of our paraeducators have been issued laptops. Our School Nutrition department is providing breakfast and lunches to any student/family that request them. We have heard that the USDA has expanded our school nutrition program beyond the April 30<sup>th</sup> deadline. I want to recognize Doris Demers as a tireless advocate that was in constant contact with Concord everyday inquiring about the extension of our program. Our transportation department staff are working hard making sure that food and learning material is being delivered to our students. They have shared with me their stories of children making signs and waving when they pull up for deliveries.

Jim went on to say that even with all of the positive, we still have hiccups and that our biggest issue is how do we do this for the long term. Originally this was two and half weeks, now possibly the end of the year. With that in mind I am proposing to the Board that we continue to teach through April vacation in order to end the school year earlier and also to waive the lost snow days.

#### Calendar/Other Issues

Jim directed the Board to the memo from Todd Allen in their packets regarding the proposed calendar. It outlines the recommendations by the Leadership Team for the ORCSD to follow for as long as we are operating in a remote learning environment. It outlines a system of re-learning or catch up/planning days. These days would not have any new material introduced by teachers. These days would allow students to re-learn concepts, catch up on work, or engage in enriching activities.

This would start the week of March 30<sup>th</sup> – April 3<sup>rd</sup> and designates the following dates as Re-learning days: Friday, April 3<sup>rd</sup>, Monday, April 13<sup>th</sup> for MS and HS as it corresponds with the transition to the 4<sup>th</sup> quarter, Tuesday, April 14<sup>th</sup>, Friday, April 24<sup>th</sup>, and Friday, May 1<sup>st</sup>. If remote learning continues beyond May 1<sup>st</sup>, we will continue with re-learning days every Friday.

The Board had a brief discussion and asked clarifying questions. Jim asked Suzanne to join the remote meeting to outline Remote Learning and Q4 grades.

#### HS Issues (Suzanne Filippone)

Suzanne Filippone, HS Principal explained that the transition to remote learning has been both challenging and successful but is not complete. She stated that it is important to look at all aspects of our current system and evaluate equity, effectiveness and appropriateness for students and learning. Our goal is to create a structure which honors our mission and allows for equitable and appropriate practices that honor student learning and alleviates unnecessary stress in a time of uncertainty for students and teachers. Suzanne's proposal is that they move to a pass/fail or credit/no credit model for the fourth quarter. This change to our current practices would allow students and teachers to focus on instruction and students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their course work. This request is made due to the reality that in a remote learning setting we cannot guarantee equity and fairness in accessibility for our students. Moving to a different system allows students and teachers the ability to shift focus on learning during a time of

uncertainty and stress. Suzanne outlined what the difference was for the two different scenarios: Yearlong classes and Semester 2 classes. She explained that in either scenario students must pass Q4 in order to pass the class.

The Board had a brief discussion surrounding remote learning, the proposed calendar, including working through April vacation, possible suggested changes to creating long weekends and the proposed changes in grading.

Tom Newkirk asked if the Board was ready to make a motion to remove April vacation from the calendar and make this week a part of the school year for teaching.

**Kenny Rotner made a motion to remove April vacation from the school calendar and make it a week of teaching with the stipulation that the Superintendent develop a plan to build in a few three-day weekends, 2<sup>nd</sup> by Denise Day. Motion passed with roll call vote of 7-0.**

Tom Newkirk asked if we should vote on the snow days.

Brian Cisneros asked if we should set the last day of school taking into consideration the removal of April vacation and the snow days.

Jim felt that situations are changing daily and that we are hearing from the commissioner on a weekly basis with these changes and updates. He will keep the Board informed as he gets the updates.

Tom asked Jim to address the Manifest Meetings proposal. Jim explained that we are practicing social distancing at the SAU, and taking that in consideration, he is proposing that we suspend the manifest review meetings during this emergency and have Sue act as an agent of the Board.

The Board asked if a summary sheet could be created with a threshold component.

**Denise Day moved to authorize Susan Caswell to act as an agent for the School Board for approval of the manifest during this emergency, 2<sup>nd</sup> by Brian Cisneros. Motion passed with roll call vote of 7-0.**

#### Food Program Update

Jim explained that he covered most of this under his initial report, but again stated that he was amazed and proud of all of the effort that is being accomplished to help our students and families with food preparation, and again the extension by the USDA for our school nutrition program.

#### Middle School Update

Jim explained that they just completed a remote meeting for the new middle school with the architect and builder and is happy to report that equipment will be on the property beginning the first week in May.

**C. Business Administrator:**

Bus Bid

Sue explained that Lisa went out to bid to lease/purchase two new buses for the upcoming school year. Sue explained that they have gone with the company they have used in the past and that she will bring the lease back to the Board at a later meeting.

**Brian Cisneros made a motion to approve the bus bid, 2<sup>nd</sup> by Denise Day. Motion passed with roll call vote of 7-0.**

Roof Bid

Sue referenced the Moharimet Roof Re-Coating Bid that was included in the back up. She explained that they want to go with BR Jones Roofing who they have used in the past.

**Brian Cisneros made a motion to approve the roof bid, 2<sup>nd</sup> by Denise Day. Motion passed with roll call vote of 7-0.**

FY20 Budget Update

Sue Caswell reported out to the Board that the current budget is running close to where we were at this time last year. She was concerned with the substitute line at the time of printing this report, but now we will be fine.

Brian Cisneros asked if this would mean that we do not need to access the trust funds.

Michael Williams asked if there were any other areas of concern since we have begun the remote learning? Are there other areas that are over or expenses that are accelerating due to the remote learning?

Jim explained that we will be doing a report for balances of the budget by the end of April and would be able to provide a better financial balance at that time. He felt that the COVID-19 emergency is not costing us anymore than what we already budgeted and that there is a possibility of Federal reimbursement. He will keep the Board updated.

Brian Cisneros asked if there are no spring sports would these stipends get paid out?

Jim explained that he cannot provide an answer to that at this time but went on to say that this is a discussion happening at the state level and he will get back to the Board if an answer is provided.

**~~D. Student Senate Report:~~**

**~~E. Other:~~**



**~~F. VII. DISCUSSION ITEM:~~**

**VIII. ACTIONS**

**A. Superintendent Action Items:** None

**B. Board Action Items:**

Approve Non-Continuing Contracts

**Denise Day made a motion to nominate and approve Non -Continuing Contract Professional Staff Members as submitted by the Superintendent, 2<sup>nd</sup> by Brian Cisneros. Motion passed roll call vote of 7-0.**

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

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

~~Denise Day and Dan Klein reviewed the manifests.~~

~~Payroll Manifest #~~

~~Vendor Manifest #~~

**~~X. PUBLIC COMMENTS:~~**

**XI. CLOSING ACTIONS:**

A. Future Meeting Dates: 4/15/20 Regular Board Meeting –Remote Meeting 7:00 PM

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

**~~NON-MEETING SESSION: RSA 91 A:2 I {If Needed}~~**

**XIII. ADJOURNMENT:**

**Brian Cisneros made a motion to adjourn the meeting at 8:30 p.m., 2<sup>nd</sup> by Michael Williams. Motion passed with a roll call vote of 7-0.**

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



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## ORCSD ATHLETICS MEMORANDUM

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**TO:** DR. JAMES MORSE, ORCSD SUPERINTENDENT OF SCHOOLS

**FROM:** ANDY LATHROP, DIRECTOR OF ATHLETICS

**SUBJECT:** VARSITY COACHING STIPENDS

**DATE:** APRIL 6, 2020

**CC:** TODD ALLEN, ORCSD ASSISTANT SUPERINTENDENT  
SUZANNE FILIPPONE, ORHS PRINCIPAL

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Dear Dr. Morse,

I write this memo today to ask that our spring Varsity Coaches receive at least 30% pay regardless if the season is played or not. At this point, I am not advocating for JV or Middle School Coaches to receive stipends, as those position by and large are strictly seasonal. There are many factors that I believe separate these individuals from other coaches and extra-curricular activity advisors that may go un-noticed. Our Varsity Coaches do so much more than show up on March 23<sup>rd</sup> and walk away in June at the conclusion of the season. They are organizing and running out of season conditioning/skill sessions multiple days a week on their own dime without thought of any remuneration. Below is the workout schedule our Varsity Baseball Coach kept this winter for his athletes. This is not an anomaly, rather I am proud to say it is the norm for all of our Varsity Coaches (in all seasons). Their dedication to our athletes amazes me.

January 2nd	5:45-8:30	
January 5th	5:45-8:30	
January 9th	5:45-8:30	
January 12th	5:45-8:30	
January 16th	5:45-8:30	
January 19th	5:45-8:30	
January 23rd	5:45-8:30	
January 26th	5:45-8:30	
January 30th	5:45-8:30	
February 2nd	1:45-4:30	
February 6th	5:45-8:30	
February 9th	5:45-8:30	
February 16th	5:45-8:30	
February 20th	5:45-8:30	
		February 23rd 5:45-8:30
		February 24th 7:30-9:00
		February 27th 5:45-8:30
		March 1st 4:00-6:00
		March 2 <sup>nd</sup> 4:00-7:00
		March 2nd 7:30-9:00
		March 5th 5:45-8:30
		March 8th 4:00-6:00
		March 9th 7:30-9:00
		March 12th 5:45-8:30

This is a total of approximately 57 hours of outside the season workouts. This is on par with the rest of our spring varsity coaches. All coaches log their hours with me, as I have to keep them on record per NHIAA by laws. My reason for showing you this schedule is to paint a picture of the enormous amount of time these individuals spend outside of their “contracted seasons”. In addition to these workouts, coaches also have to fulfill yearly NHIAA requirements that take up their time (Middle School and JV Coaches do not have these requirements). Examples of this are a coaching education course, concussion certification, First Aid/CPR, rules review meetings, etc. While I do reimburse them for the cost of these certifications, they get there in their own vehicles and absorb that cost.

These are not voluntary; they are required by the NHIAA. This does not include any sport specific professional development that they choose to do (which they all do).

I would be remiss if I didn't mention the individual impact these coaches have on our student athletes. They are year-round mentors; they write references and talk to college coaches on our athlete's behalf. Many of our coaches have embraced the remote learning model and have been doing things with our athletes in that way.

I am also wanted to show below, a snapshot of what the hours for an in-season Spring Varsity Coach look like. I based this on an average of two games (1 home/1 away) and 3 practices a week. Many times, however, these coaches are actually going 6 days per week. I only share this to illustrate the time commitment that these coaches make in comparison to other coaches/extra-curricular advisors. I show this not to try to diminish the efforts of our other coaches and advisors., but to put into context what a varsity coaches week looks like.

Hours per week: Game commitment with travel time, 8-10 hours per week. Practices are generally 2 hours, so 6-8 hours per week is a safe estimate. These numbers may be low for our track coaches.

Total hours for a 2.5-month long season: Range from 140-180 of contact hours, this excludes practice planning, team dinners, scouting opponents or any other team meetings, etc.

Having coached for so long myself, I know first-hand the devotion and time it takes to run a varsity program. It goes far beyond the in-season Tuesday 2-hour practice and Friday game at Hollis-Brookline. It's the professional development, video breakdowns, out of season workouts, coaching our athletes in summer leagues and the collaboration and guidance they provide our JV and MS Coaches. I am hoping that the Board will consider compensating these individuals in some form or fashion for their efforts made throughout the year. In my opinion, these coaches have made an enormous commitment to us (many for multiple years) and I think it would be good way to show our appreciation and commitment to them during this tough time. I appreciate any consideration.

Varsity Coach stipends and potential costs:

**2020 Spring Varsity Coach Stipends at 30% (Full pay in parenthesis)**

Baseball (Cam Calato)	\$1,240.20	(\$4,134)
Softball (Glen Miller)	\$1,240.20	(\$4,134)
Boys Lax (Ruppy Hailey)	\$1,240.20	(\$4,134)
Girls Lax (Erin Murphy)	\$1,240.20	(\$4,134)
Head Track (Nick Ricciardi)	\$,572.30	(\$5,241)
Head Track (Scott McGrath)	\$1,022.10	(\$3,407)
B Tennis (Mike Pare')	\$968.10	(\$3,227)
G Tennis (Nancy Bulkley)	\$968.10	(\$3,227)

**Total Varsity stipends at 100%** **\$33,655.00**

**Totals Varsity stipends at 30%** **\$10,096.50**

**Potentially Unused JV/MS Stipends** **\$25,181.00**

Respectfully Submitted,  
Andy Lathrop  
Director of Athletics

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Todd Allen  
DATE: April 8, 2020  
RE: Proposed Calendar

Due to the Coronavirus Pandemic, the ORCSD School Board, at their April 1, 2020 meeting made the decision to convert April vacation back to instructional days. Also, at this meeting a request was made by the Board to look at options for incorporating some long weekends into the calendar to provide a break for teachers and families over the final month(s) of school. Below is the recommendation from the administrative team to incorporate these concepts, meet state standards, and have an end of school date as early as possible.

The chart below shows what the ORCSD attendance needs are in order to meet state standards.

Grade Level	Required Hours to meet standard	Days as of 4/15/20*	Hours as of 4/15/20	Days needed (earliest end date)	# of hours needed	# of Hours if end date 6/5/20
K-4	945	137	784	28 (May 29)	161	974
MS	990	137	818	29 (June 1)	172	1016
HS	990	137	808	31 (June 3)	182	1004

For the MS/HS level a full instructional day counts for 6 hours, and at the K-4 level a full instructional day counts as 5.75 hours.

The Relearning days will occur on the following dates: Friday, April 3<sup>rd</sup>, Monday, April 13<sup>th</sup>, and Tuesday, April 14<sup>th</sup>, (in between 3<sup>rd</sup> and 4<sup>th</sup> quarters at MS and HS) and the following Fridays, April 24<sup>th</sup>, May 1<sup>st</sup>, May 8<sup>th</sup>, May 15<sup>th</sup>, May 22<sup>nd</sup>, and May 29<sup>th</sup>.

**The administrative team recommends instituting long weekends throughout the month of May by having no school on Mondays. These dates will be no school days: May 4<sup>th</sup>, May 11<sup>th</sup>, May 18<sup>th</sup>, and May 25<sup>th</sup> (Memorial Day)**

**With these adjustments to the attached calendar, the administrative team recommends that the last day of school for all students of the ORCSD will be Friday, June 5<sup>th</sup>.**

# memo

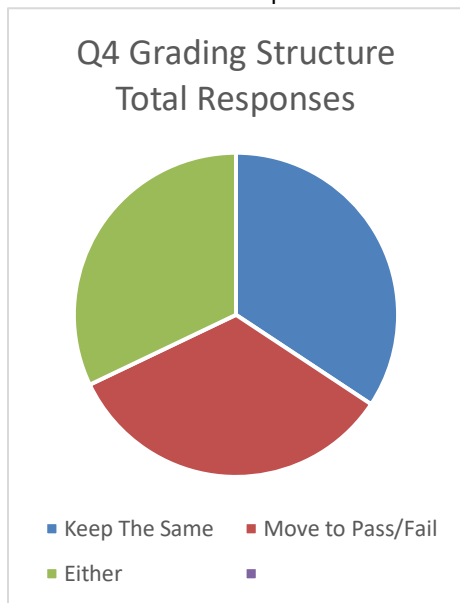


## Oyster River High School

To: ORCSD School Board  
From: Suzanne Filippone  
CC: James Morse, Todd Allen  
Date: April 10, 2020  
Re: Remote Learning and Q4 Grading – Additional Information

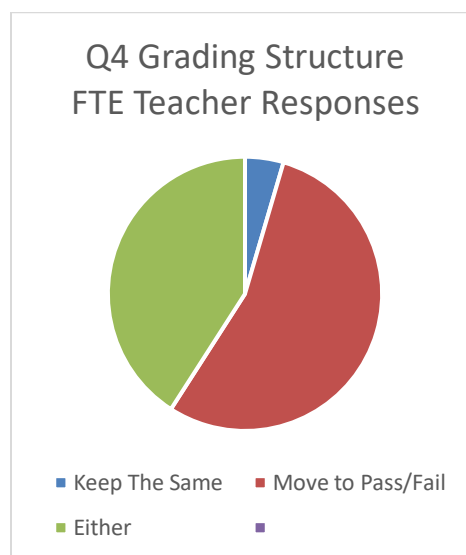
### Survey Results as of 4/10/2020 at 8:30am

860 Total Responses



### ORHS Faculty

66 FTE Classroom Teachers completed the survey.



**College and Universities have released statements that clarify their understanding of these unique times and their commitment to reviewing student applications with this lens.**

*UNH supports the decisions made by high school faculty and administrators regarding what grading methods they think most appropriate given the academic adjustments required by the public health challenges we are all facing. Accordingly, we are deferring to what the high school believes most appropriate for grading methods in the spring semester 2020. Students should still take full course loads, do as well as they can, and take courses pass/fail based on advice from teachers and school counselors. Both core and elective courses can be completed as pass/fail. Our guiding principles are to be flexible in these atypical times, not hold students accountable for things beyond their control, but still expect them to engage their school work to the best of their ability (acknowledging that circumstances will not be*

*consistent for all students based on home arrangements/dynamics, access to internet, etc.). Students must still take required courses need for admission and/or the major they hope to study. If a student presents, in our opinion, too much 'F' achievement, admissions staff will consult with school counselors for additional detail and context of the student's experience.*

*Yale University clarified its admissions policy to emphasize that applicants who opt for a pass/fail grading option instead of a letter grade for coursework in Spring 2020 will be considered on an equal footing with those who do not.*

*We understand there are many ongoing changes to schedules, curricula and more at schools across the country and know they may impact a student's transcript or application this year or next. Emmanuel remains committed to working with students individually and holistically. As we weather this storm together, we plan to be flexible and consider each student's unique circumstance. – Emmanuel College*

### **ORHS Transcripts**

Our transcripts include all quarter grades and the final course grade.

PowerSchool averages every quarter equally. For 2020 Q4 will be a shorter in length (compared to other quarters) and will consist of primarily remote learning (unlike other quarters), if a student earns a grade Q4 this will be averaged in equally with the other quarters.

### **Considerations regarding offering student's choice:**

Could we offer options for students to choose between pass/fail or earning the numeric grade/letter grade?

*This is an option. Please consider that students are taking both year long and semester long courses.*

Couldn't we just use the model that colleges have with choice, like UNH?

*We could for semester long courses. However, UNH and other Colleges and Universities do not offer yearlong courses. One quarter for a yearlong course should be looked at differently than one half of a semester course. For 2020 Q4 will be a shorter in length (compared to other quarters) and will consist of primarily remote learning (unlike other quarters), if a student earns a grade Q4 this will be averaged in equally with the other quarters.*

Does offering choice pose other concerns or considerations?

*After March 19th our "normal" educational setting and student experience stopped. We still have students who do not have internet. We have kids who are required to care for younger siblings and act as their teachers while their parents work or are not available. Is giving students the option for a grade creating more inequity? Without the equity of a school building and all the services we provide daily to kids are we grading access to technology, internet, food, stable homes, quiet learning environments, adult availability for support and in turn privilege?*

How does ORHS's conversation compare with other schools?

*Schools throughout the state are engaged discussions around grading during COVID 19 however these discussions all vary. Many NH high schools' grade with competencies, rolling grades, or a hybrid system that is not based on a 100-point scale. ORHS is unique in that we have a 100-point scale, quarter grades*

*and that we do not grade use a competency-based grading system. This makes comparing our model with other models extremely difficult.*

**Alternative Recommendation:**

Given the survey results, concerns around equity as well as concerns expressed by students and parents, it may be prudent to consider the following choice options:

Semester Classes: Students continue to earn grades throughout the quarter. At the close of the school year students are asked to decide:

1. Pass/Fail for Q4 and final course grade is the Q3 grade.
2. Grade earned for Q4 and the final course grade is the average of Q3 and Q4.

Yearlong Classes: Students continue to earn grades throughout the quarter. At the close of the school year students earn Pass/Fail for Q4 and the final course grade is the average of Q1, Q2, and Q3.

OR

Similar options to the semester course, student would need to decide:

1. Pass/Fail for Q4 and the final course grade is the average of Q1, Q2, and Q3
2. Grade earned for Q4 and the final course grade is the average of Q1, Q2, Q3 and Q4 (quarters will be weighted equally)

# memo



## Oyster River High School

To: ORCSD School Board  
From: Suzanne Filippone and the ORHS Administrative Team  
CC: James Morse, Todd Allen  
Date: March 27, 2020  
Re: Remote Learning and Q4 Grading

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Remote learning has now been extended by Governor Sununu until May 4<sup>th</sup> and will be reassessed for possible extension. In our first few weeks of remote learning our teachers and students have been adjusting to new working conditions, new instructional practices as well as shifts in assessments. This transition has been both challenging and successful but is not complete.

There are many challenges for our teachers and students with the removal from the educational environment. When students are in our brick and mortar building, we can ensure an equity of environment and access that we cannot in remote learning. Teachers can administer assessments and support all students in a consistent, fair manner. Students now are engaged in learning in their homes which all look and function differently. Students are also not able to have the same type of access and supports that we can provide in our brick and mortar setting.

Now that remote learning has been extended it is important to look at all aspects of our current system and evaluate equity, effectiveness and appropriateness for students and learning. Our goal is to create a structure which honors our mission and allows for equitable and appropriate practices that honor student learning and alleviates unnecessary stress in a time of uncertainty for students and teachers.

The Oyster River High School Administrative Team would like to propose moving to a pass/fail or credit/no credit model for the fourth quarter. This change to our current practices would allow students and teachers to focus on instruction and *students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their course work*. This request is made due to the reality that in a remote learning setting we cannot guarantee equity and fairness in accessibility for our students.

Many high schools throughout the state are exploring the option of a pass/fail or credit/no credit model similar to Dartmouth College and other institutions in higher education. Some of the high schools engaging in these conversations include Exeter High School, Portsmouth High School, Souhegan High School and others.

As educators we miss having our students under one roof, in our brick and mortar setting, teaching and learning together as a community. We are struggling with the reality that we cannot ensure all students are learning in equitable environments with equitable accessibility to their education. Moving to a different system allows students and teachers the ability to shift focus on learning during a time of uncertainty and stress.



# OYSTER RIVER MIDDLE SCHOOL

**Jay Richard ♦ Principal**

**Bill Sullivan ♦ Assistant Principal**

**Andrea Biniszkiewicz ♦ Assistant Director of Special Education Services**

4/10/20

ORMS Progress Report Plan

## **Middle School Plan for Grading:**

The sudden change to remote learning has significantly impacted assessment and progress reporting practices at all levels. At the middle school level many of the competency assessments that were originally planned to be given this spring were performance based. The shift to remote learning forced teachers to make significant changes to planned curriculum which impacted many of the planned assessments. To acknowledge and accommodate this sudden and significant change to the learning environment the middle school plans to adjust its progress reporting schedule for the remainder of this school year in order to be fair to all students and staff.

## **Specials, Unified Arts and Physical Education:**

All course that end in the 3<sup>rd</sup> quarter will be receive a summative progress report based on assessments completed by March 13<sup>th</sup> when school switched to remote learning. The following courses will report summative progress in the 3<sup>rd</sup> quarter: PE, all Unified Arts and 7/8 Specials. Specials and UA will transition to Q4 with new sets of students in the 4<sup>th</sup> quarter. Unified Arts, PE and Specials will provide a narrative report for work completed during the 4<sup>th</sup> quarter.

## **Special Education:**

Special Education staff will report progress as usual for Q3 and Q4 based on goals established in the student's Individual Education Plans (IEP). Classroom teachers will provide input to Special Education Case managers for these reports. This is required by law.

## **Core Content Classes:**

At the end of 3<sup>rd</sup> quarter all core content classes will provide narrative feedback related to student transitions to remote learning. Core classes include World Language, Science, Math, Social Studies, and ELA. This group will not give summative 3<sup>rd</sup> quarter progress reports. The PowerSchool gradebook will remain active in order to provide competency progress for individual assessments and other formative teacher feedback throughout the year. At the end of 3<sup>rd</sup> quarter parents and students will be encouraged to review feedback provided to date in the PowerSchool portal. At the end of the 4<sup>th</sup> quarter all core classes will provide summative progress reports and narrative feedback to reflect growth for the entire year. As a result of the curricular changes caused by the sudden move to remote learning some competencies may not have adequate evidence to provide summative feedback at the end of the year. Out of fairness to students those competencies will not be reported on in a summative manner.

Jay Richard

Oyster River Cooperative School District  
RFP-RFQ Summary

Name of RFP/RFQ: RFQ High School Parking Lot

Timeline:

- Release of RFP/RFQ to bidders: March 18<sup>th</sup> 2020
- Classified ad ran in Fosters: March 20<sup>th</sup> 2020
- Posted on website: March 20<sup>th</sup> 2020
- Posted in the SAU Office: March 20<sup>th</sup> 2020
- RFP/RFQ due dates and opening date: Friday, April 3<sup>rd</sup> 2020 at 1:30pm
- Date contract awarded:
- Projected date of completion August 21<sup>st</sup> 2020

Contract awarded to:

Summary of bids:

Vendor	Base Bid Amount	Alternate 1 – Deduct for electrical tie in to existing pole lights – no meter	Alternate 2 – Installation of Underdrainage	Total
Jeremy Hiltz Excavating	\$359,759	-\$2,674	\$21,290	\$378,985
North Atlantic Excavation	\$368,643.50	-\$0	\$14,300	\$382,943.50
NM Curtis Earth Works Inc.	\$359,000	-\$1,920	\$41,500	\$398,580
Jason McKenna & Sons Construction – FINAL	\$265,552.85	-\$0	\$19,800	\$285,352.85
<i>Jason McKenna &amp; Sons Construction – 1<sup>st</sup> Bid</i>	<i>\$303,731.25</i>	<i>-\$0</i>	<i>\$15,600</i>	<i>\$319,331.25</i>

Comments:

Due to the bids coming in over budget, we revised the construction specs with the lowest bidder and reduced the overall amount of porous pavement and pavement thickness to 3” opposed to 4”.

Person completing this form:

Print name Jim Rozycki, Facilities Director

Signature \_\_\_\_\_ Date \_\_\_\_\_

Oyster River Cooperative School District  
RFP-RFQ Summary

Name of RFP/RFQ: eRate

Timeline:

- Release of RFP/RFQ to bidders: Thursday, January 30, 2020
- RFP/RFQ due dates and opening date: Friday, February 28, 2020
- Date contract awarded: 4/15/2020
- Projected date of completion 8/1/2020

Contract awarded to: UNH

Project was awarded to UNH based on cost and their ability to support us. They are not a huge company that requires us to call a tier 1 support and wait to get escalated. We call them and get a live person who can fix our issues right away. While FirstLight was the lowest we are already using them for a second Internet connection. Due to the middle school construction the existing physical connection to UNH is going to be moved and that is why there is a one-time cost of \$10,000. We are doubling our speed and saving \$650 a month with this new agreement.

Summary of bids:

Vendor	Bid Amount	Required	Additional	Comments
Comcast	\$1,200.00	1 Gbps IA Service		
Consolidated	\$1,103.60	1 Gbps IA Service		
FirstLight	\$875.00	1 Gbps IA Service		
Proficient Telecom	\$1,799.00	1 Gbps IA Service		
UNH	\$1,100.00	1 Gbps IA Service	\$10,000.00 One Time Build-Out Cost	Current Provider

Person completing this form:

Print name Joshua Olstad

Signature \_\_\_\_\_ Date 4/10/2020

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. James C. Morse, Sr  
DATE: April 15, 2020  
RE: Board Finance Committee

Board Members,

I am asking for the formation of an ORCSD Board Finance Committee to assist me in the development of the 2020-21 school budget. I propose the committee be composed of three Board members who report back to the full Board for guidance and decisions. The scope of their work would be guided by the questions of the full Board, as directed to the Finance Committee. The intent is to meet regularly, to estimate the size of the problem we face, do a 'deep dive' into revenues and expenditures and make recommendations to the full Board as we move forward.

We have known for some time that 2020-21 is going to be a tough budget year as we address the 2<sup>nd</sup> bond payment for the new middle school estimated to be \$1.1 million. We will know the actual bond payment no later than August.

In addition, we are entering a potentially perilous financial time period related to local and state revenues. COVID-19 could have serious implications on the collection of local property taxes due to rising unemployment and on lost state revenues in the hotel and restaurant sectors.

I think the times require a much different approach to how we build our budget and having direct support as I move forward is warranted and would be appreciated.

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

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INTEROFFICE MEMORANDUM

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TO: School Board Members  
FROM: Tom Newkirk, Board Chair  
DATE: April 15, 2020  
RE: Board Finance Committee Charge

Board Members,

The Board Finance Committee will be composed of three Board members, and it is charged to assist the Board in the preparation of the 2021-22 budget and review short-term budget adjustments in response to COVID-19. It will meet throughout the year with the Superintendent, the Business Administrator, and relevant administrators to explore tools and strategies for developing a workable budget. It will regularly solicit questions from the entire Board, and it will report on its findings in a timely manner. The aim will be to help the full School Board develop:

- an evidence-based budget goal for FY 2022 by September 2020, and
- a FY 2022 budget that has been developed through a rigorous process that explores all possible economies and meets all the educational needs of the district by December 2020.

Unless continued by the Board at the March 2021 organizational meeting, it will cease to exist.

Thank you.

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. James C. Morse, Sr  
DATE: April 15, 2020  
RE: Retirement Incentive

Board Members,

I know you decided not to go forward with a mini-retirement incentive for this year and I was supportive at the time. I am concerned more and more about the capacity of local and state governments fiscal capacity in these uncertain times as we enter the 2020-21 budget year.

I therefore, respectfully ask that the Board reconsider allowing three senior faculty members to retire with incentive. The Guild contract allows for this option by the Board.

This would impact our approved 2020-21 budget, allowing for a buffer in our personnel line, as we hire less expensive staff to replace senior staff.

Thank you for your re-consideration.

DRAFT

X represent the current committee assignments

Oyster River School Board

REQUESTS FOR COMMITTEE ASSIGNMENTS  
2020 – 2021

Approved:

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

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

REPRESENTATIVES TO OTHER GROUPS

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