

**Oyster River Cooperative School District
REGULAR MEETING**

May 15, 2019

OR Middle School - Library

7:00 PM

o. CALL TO ORDER (7:00 PM)

- I. 6:30 – 7:00 PM MANIFEST REVIEW AT EACH SCHOOL BOARD MEETING.**
7:00 – 7:45 PM Middle School Architect -Sustainability

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 05/01/19 regular and non-public meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

- HS Students Mental Health Wellness Committee {Peace of Mind}

B. Board

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

- Learning Management System Presentation – Celeste Best
- Expand Laptop Initiative to 9th grade for 1:1
- Kindergarten Teacher/HS Integrator
- Town of Lee - MOU

C. Business Administrator

D. Student Senate Report

E. Other:

VII. DISCUSSION ITEM

- Network Switch Lease
- Strategic Plan Second Read
- School Board Master Schedule – Draft
- Preliminary Discussion on Communication

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve and sign Town of Lee - MOU.
- Motion to approve network switch release.
- Motion to approve ORMS Activity stipend.
- Motion to approve List of Policies for first read – EHAB – Data Governance & Security and for second read: EEAG – Use of Private Vehicles to Transport Students, JICC - Student Conduct on School Buses, JFCB – Care of School Property by Students.

IX. SCHOOL BOARD COMMITTEE UPDATES

A. Manifest Reviewed and Approved by Manifest Subcommittee.

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 05/15/19 – Regular Meeting – 7:00 PM – ORMS
05/29/19 – Manifest Review – 3:30 PM – SAU Conference Room
06/05/19 – Regular Meeting – Moharimet – 7:00 PM

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

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

- Strategy or negotiations with respect to collective bargaining – Ratify ORAA and Begin Guild

XIII. ADJOURNMENT:

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

Respectfully submitted,
Superintendent

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

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

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

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

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

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

Oyster River Cooperative School District Members:

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

Information Regarding Nonpublic Session

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

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

Oyster River Cooperative School District

Regular Meeting

May 1, 2019

High School

DRAFT

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

Student Representative: Yasmeeen Gunandar

ADMINISTRATORS: Todd Allen, Sue Caswell, Jay Richard, Suzanne Filippone, Carrie Vaich, David Goldsmith, Catherine Plourde

There was 12 members of the public present.

I. CALL TO ORDER

6:30 – 7:00 p.m. Manifest Review at each School Board Meeting.

7:00 – 7:45 Middle School Update – Ron Lamarre

7:45 – 8:30 – Strategic Plan Workshop

Tom Newkirk mentioned the passing of Joe Duval who was an Oyster River alumni and his mother is employed at Mast Way. The Board's thoughts go out to his family.

Middle School Update with Ron Lamarre:

Ron reviewed the interior space plans and how they will function at the Middle School with the Board. He detailed that the spaces will be treated with acoustic products to absorb the sound and keeping the noise levels down during the lunch periods. Ron explained that there will be glass doors being used as partitions and aesthetics in the building.

There will be two elevators in the building. This cuts the distance in half for anyone needing to use them.

Al Howland asked if there is a recital design similar to this that has been done at any other schools. Ron added that they do have a recital hall consultant working with them on this design. He offered to present different type of recital halls to get feedback. Kenny Rotner wants to make sure that other needs such as drama performances are being included in this recital hall. Superintendent Morse added that the high school auditorium is set up for drama performances with staging and the equipment and they are envisioning that middle school

performances will be held there. Both Kenny Rotner and Al Howland want to make certain that we are maximizing the acoustic and the sight lines of the recital hall.

They have begun working on the energy aspect of this building and are putting together a design with some options on the energy systems.

The next step is to meet with the faculty and students before they leave for summer break to get their feedback. He will be updating the Board in two weeks on the sustainability aspect of the building.

They have hired an illustrator to do professional sketches and they will be put on a postcard for each category. Each postcard will have a QR code for more information.

III. PUBLIC COMMENTS:

Loren Selig of Durham mentioned that she has serious concerns about the all the proposed glass in the Middle School. She also wants to make sure that financing is being considered in the building of this school. Loren is struggling with lack of communication in the District to find out what's happening and what changes are coming.

Anita Mathur of Durham talked about the pending ORMS Teaching assignment changes and is concerned about the number of them changing at one time. She is worried if they have enough experience to be teaching in their new assignments.

II. APPROVAL OF AGENDA:

Remove Kindergarten Teacher Request/HS Technology Integrator from the agenda

Strategic Plan Workshop moved to after Section VI.

Kenny Rotner moved to approve the agenda with the above changes, 2nd by Denise Day. Motion passed 4-3 with Michael Williams, Tom Newkirk, and Brian Cisneros opposing and the student representative voting in the affirmative.

IV. APPROVAL OF MINUTES

Denise Day moved approve the April 17th minutes with the revisions below, 2nd by Kenny Rotner.

Revision:

Page 4 Paragraph 5 She also announced that Shawn Kelly received the Fitzwater Medallion for contributions to the Public Discourse by a journalism educator.

Denise Day echoed Suzanne's commendation of Shawn Kelly's award.

Page 5 remove Discussion item Update on ConVal Case.

Motion passed 7-0 with the Student Representative voting in the affirmative.

V. Announcements:

A. District: Suzanne Filippone acknowledged all the students and mentors that helped out at the ACE Mentor Program Presentation this evening. This was a pilot program and they will be returning next year. They will also be opening and piloting a writing lab at the high school next year.

There are four students that will be traveling to Washington DC to compete in the national competition for History Day.

She also talked about the opportunities for the students with the opening of Riverwoods in Durham later in the year.

Catherine Plourde announced that they have received a 0 on the IDEA this year's report which is the highest possible score.

Carrie Vaich of Mast Way announced the spring concert tomorrow evening at the high school. Everyone is welcome to join.

B. Board:

Denise Day attended the community conversation that Suzanne facilitated around competency grading. There was a good turn out. There was a great interactive conversation and activities.

Kenny Rotner talked about how important teachers are and how they take on so many responsibilities. He respects the educators in the district and around the country.

Tom Newkirk would like to attend the ruling on the ConVal Case. This could have a huge impact in the future.

AL Howland updated the Board on the ORMS trip to China. The kids were amazing, it was a big cultural change for them and they did great.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Report: None

B. Superintendent's Report: The value of the ACE Program in the District is really high. This program is about hands on learning and that is not something that we have been traditionally involved with. This pilot program for the state of NH was a great success and Superintendent Morse commended everyone that was involved with it.

Enrollment Projection Update: We are still in the hiring phase and Superintendent Morse is anticipating that we can have this discussion at the beginning of June.

He attended an inclusion workshop and they are trying to put together a manifest for the state on diversity and inclusion. All of these organizations are attempting to attract a wide variety of people of color to work in the state of NH. It is hard to attract people of color because it is not a traditional location that attracts minorities. They are going to continue to work on it.

Superintendent Morse also mentioned that he is in the process of setting up meetings with each middle school teacher to have a conversation with them.

C. Business Administrator: None

D. Student Senate Report: AP testing starts next week they will also be getting the SAT results this week. The World Language Honors Society induction is tomorrow night. The prom will be on May 10th at the Red Barn.

E. Other: None

VII. DISCUSSION ITEM:

Strategic Plan Update:

The Board continue their review of the Strategic Plan:

Strategic Staffing Breakdown: 50,000 part time position needs to be removed. Kenny Rotner believes that the world language goal should be firmer in the implementation.

Al Howland thinks that the Technology Integrator is a unique situation and it gives a lot of flexibility.

District: Michael Williams disagrees with the removal of communication from the Strategic Plan. Superintendent Morse explained that it will be coming back as a Board goal.

Competency Based Education: Community conversation and discussion continues in 2021-22. Make recommendations to the School Board in 2021-22.

Sustainability Operations: The remaining green team coordinator will work with the teacher leaders.

Mental Health: Implement continuous review process that involves staff and students across the mental health section.

Transportation: Possibly remove from the Strategic Plan and implement as a Board Goal. Possibly develop a survey for parents on using public transportation.

Brian Cisneros moved to approve the Strategic Plan with the above revisions as a first reading, 2nd by Michael Williams. Motion passed 7-0 with the Student Representative voting in the affirmative.

Denise Day suggested that they only print out the revision pages on the strategic plan not the entire packet for future meetings.

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Items

Denise Day moved to nominate the Moharimet School Nurse 2nd by Brian Cisneros. Motion passed 7-0.

Denise Day moved to nominate the ORMS Nurse, 2nd by Brian Cisneros. Motion passed 7-0.

List of Policies:

Policy JLIE - Student Automobile Use

Policy JIHB - Searches of Student Automobiles on School Property

Policy EEAG - Use of private vehicles to transport students

Policy JICC - Student conduct on school buses

Policy JFCB - Care of school property by students

For Deletion:

GDBAA - Support: Reward for outstanding performance

The Board had an in-depth conversation around policy JIHB. The Principal can search a vehicle with reasonable suspicion and the police department can search a vehicle with probable cause. Kenny Rotner would like the policy to be that if a school has a suspicion that the chain goes to the SRO and that searches should be handled by the proper legal authorities. Michael Williams suggested building administrators have proper training on conducting searches. Superintendent Morse will get clarification from the attorneys and will report to the Board at the next meeting.

Denise Day moved to approve Policy EEAG and JICC for a first reading 2nd by Brian Cisneros. Motion passed 7-0.

Denise Day moved to approve Policy JFCB for a first reading, 2nd by Brian Cisneros. Motion passed 7-0.

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

IX. SCHOOL BOARD COMMITTEE UPDATES

A. Manifest reviewed and approved by manifest subcommittee:

Payroll Manifest #21: \$1,319,977.75

Vendor Manifest #24: \$727,358.89

X. PUBLIC COMMENTS:

Dean Rubine from Lee went on the Washington DC trip and the students did well and had a great time.

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

5/15/19 Regular Meeting ORMS 7:00

5/29/19 Manifest Review – 3:30 PM – SAU Conference Room

6/5/19 – Regular Meeting – Moharimet – 7:00 PM

XII. NON-PUBLIC SESSION: RSA 91-A:3 II

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

Kenny Rotner moved to enter into nonpublic session under RSA 91-91 A:3 II (c) 2nd by Denise Day. Upon roll call vote, they entered into nonpublic at 9:20 p.m.

XIII. ADJOURNMENT:

Brian Cisneros made a motion to return to public session and adjourn at 10:25 p.m., 2nd by Daniel Klein. The motion passed 7-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

May 1, 2019 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Kenneth Rotner moved to enter into nonpublic session at 9:30 p.m. in accordance with RSA 91-A:3 II (c) – Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting., 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Tom Newkirk
Denise Day
Michael Williams
Dan Klein
Brian Cisneros
Allan Howland
Kenneth Rotner

Administrators Present:

Dr. James Morse

The School Board met to discuss a matter that pertained to the middle school.

Brian Cisneros made a motion to return to public session and adjourn at 10:25 p.m., 2nd by Daniel Klein. The motion passed 7-0.

Respectfully Submitted,
Dr. James Morse
Superintendent

Take Daily Positive Action:

- 1st: Hold open a door for someone
 2nd: Make a sibling/parent's lunch
 3rd: Go for a fifteen minute walk outside (bring dog if you have one)
 4th: Research a mental illness and see what you can do to reduce stigma
 5th: Mail someone a letter/postcard
 6th: Compliment someone
 7th: Buy a coffee for the person behind you in line
 8th: Sit with someone new at lunch
 9th: Donate something
 10th: Try a guided meditation
 11th: Research mental health non-profits
 12th: Research a location you can get a mental health screening
 13th: Say hello to someone you don't normally say hello too
 14th: Give someone a gift that costs less than a dollar
 15th: Compliment yourself
 16th: Offer to carry someone's things
- 17th: Look into healthy eating habits and their effect on mental health
 18th: Try a new hobby
 19th: Learn how to cook.bake something new
 20th: Share a hobby with a friend
 21st: Tell someone a positive affirmation
 22nd: Learn a breathing exercise/stress reducing technique
 23rd: Wear green clothes or wristband to show support for mental health awareness!
 24th: Volunteer in your community
 25th: Tidy up your room
 26th: Make a mood board with quotes you like
 27th: Look into making a mental health care package for someone you know
 28th: Let someone go ahead of you in line
 29th: Take a day off social media
 30th: Spend some time outside
 31st: Start a conversation about mental health

MAY 2019

S	M	T	W	TH	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

THE WRITING ON THE STALL

A newsletter from *Peace of Mind*, a student-led mental health advocacy committee

Awareness, Resilience, Hope in Recovery

May 2019

Volume 1 Issue 5

Want to Know How to Help a Friend?

STUDENT GUIDE TO MENTAL HEALTH

KNOW THE 10 COMMON WARNING SIGNS

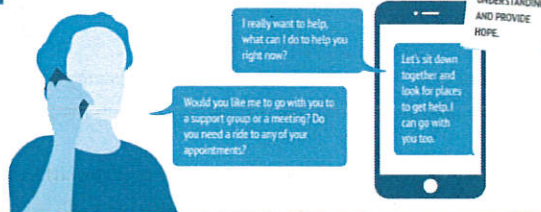
- 1 Feeling very sad or withdrawn for more than two weeks
- 2 Seriously trying to harm or kill oneself or making plans to do so
- 3 Severe out of control, risk-taking behaviors
- 4 Sudden overwhelming fear for no reason
- 5 Not eating, throwing up or using laxatives to lose weight; significant weight loss or weight gain
- 6 Seeing, hearing or believing things that are not real
- 7 Repeatedly using drugs or alcohol
- 8 drastic changes in mood, behavior, personality or sleeping habits
- 9 Extreme difficulty in concentrating or staying still
- 10 Intense worries or fears that get in the way of daily activities



START THE CONVERSATION



OFFER SUPPORT



BE A FRIEND

- Your friend may feel alone; check in regularly and include your friend in your plans
- Learn more about mental health conditions
- Avoid saying things like "you'll get over it," "toughen up" or "you're fine"
- Tell your friend that having a mental health condition does not change the way you feel about them
- Tell your friend it gets better; help and support are out there

GET ADVICE

You may want to reach out to someone to talk to about how you're feeling or to get advice on how to help your friend. Consider talking to a:



Fact: 43.8 million adults experience mental illness in a given year.



1 in 5 adults in America experience a mental illness.



Nearly 1 in 25 (10 million) adults in America live with a serious mental illness.



One-half of all chronic mental illness begins by the age of 14; three-quarters by the age of 24.

WEAR GREEN MAY 23RD



Wear a piece of green clothing or a green wristband on May 23rd to show support for mental health awareness.

Wristbands and other mental health swag available during both lunches the week of.

Follow Us On

Instagram



@peaceofmindorhs

Additional Resources:

Crisis Text Line: Text 741741

Suicide Prevention Hotline:

1-800-237-TALK (8255)

Community Partners: 516-9300

GLSEN: 369-6686

Seacoast Outright: 552-5824

HAVEN: 994-SAFE (7233)

Follow Us!

f NAMI | t NAMIcommunicate | i NAMIcommunicate | www.nami.org



SIS V. LMS

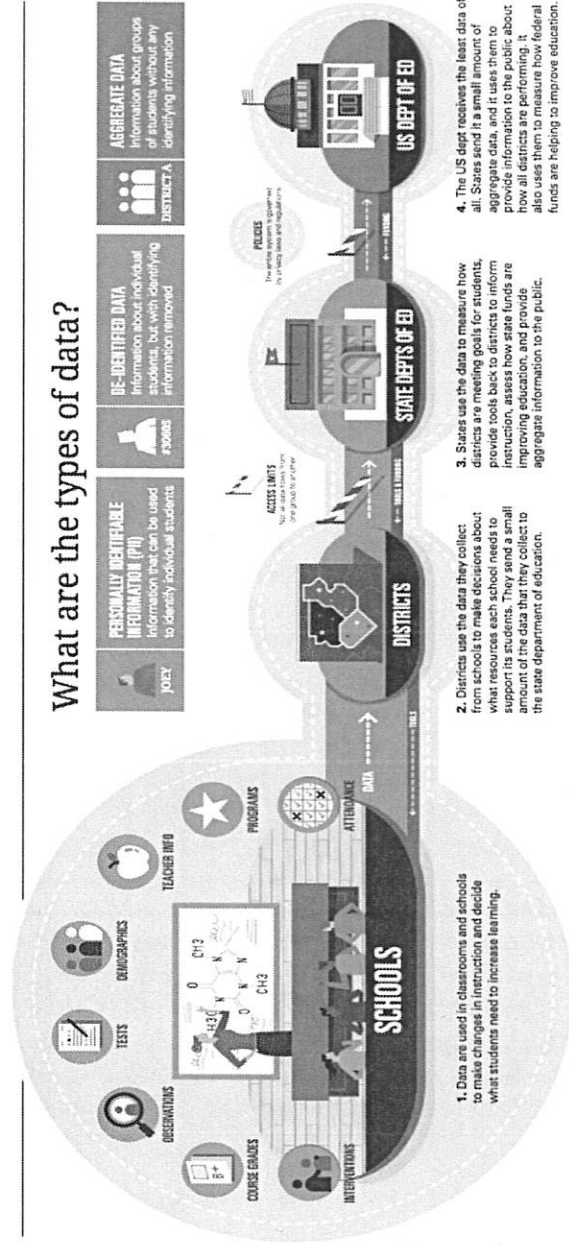
WHY DO WE NEED BOTH?

SIS-PowerSchool in ORCSD

- ▶ **Software that provides a structured environment for data storage**

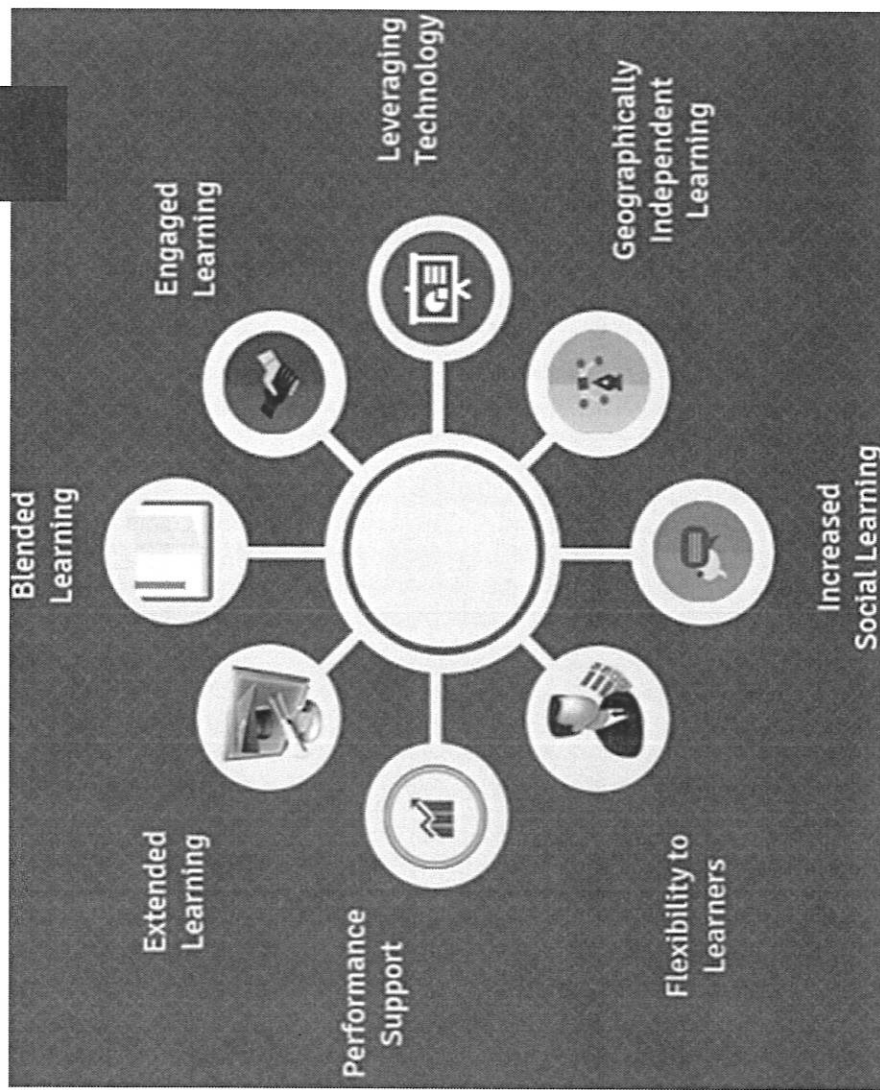
- ▶ School Registration
- ▶ Course Registration
- ▶ Transcript Management
- ▶ Attendance Tracking
- ▶ Schedule Building
- ▶ Assessment Scores
- ▶ Grade Documentation
- ▶ Food Service
- ▶ Student Demographics

What are the types of data?



LMS-Learning Management System

- ▶ Software for the administration, documentation, tracking, and delivery of educational content.
 - ▶ Content Delivery
 - ▶ Communication
 - ▶ Progress Tracking
 - ▶ Formative and Summative Assessment
 - ▶ Competency Mastery
 - ▶ Collaboration
 - ▶ Customizable Reports
 - ▶ Personalized Learning Paths



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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Jim Morse
DATE: May 15, 2019
RE: Expand Laptop Initiative to 9th grade

After careful consideration, we are recommending the Board consider expansion of the 1:1 Laptop Initiative to Grade 9. Administration and staff have had intense discussion on this issue. The rationale for the recommendation is as follows:

1. All Special Needs students who currently have laptops in Grade 8 will need them for Grade 9 as they've become an integral part of their education.
2. By the nature of all special need students having laptops and others not having laptops, we are advertising who is identified and who is not, a violation of federal law.
3. It makes educational sense to allow students who already have laptops in 8th grade to have them in 9th grade rather than skipping a year and providing them in 10th grade.
4. Supplying laptops to 9th graders creates a smooth rollout of laptops into the high school spreading the cost over two school years.
5. Professional development related to Freshman teachers can be dedicated and directed to their unique needs.
6. The Technology budget can support the cost within budget by realigning priorities for 2019-20 so it requires no new funds.

We believe it is in the best interest of our incoming Freshman to transition into the high school with an assigned laptop continuing the continuity of this experience without interruption.

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Jim Morse
DATE: May 15, 2019
RE: Kindergarten Teacher Request/HS Technology Integrator {Part-time}

Kindergarten numbers have grown beyond recommended guidelines in Policy IIB. Mast Way has exceeded the maximum student/teacher ratio of 18:1. Currently, Mast Way has three classes of 20, 21, and 21, making the ratio 21:1. Moharimet has one class at 18 and two classes at 17, making the ratio 17:1. We propose adding a fourth Kindergarten teacher to Mast Way which will allow space for new kindergarten students enrolling to attend Mast Way. Projected cost: \$70,000.

We propose adding the technology integrator to the high school over two school years. We have a current science teacher who has led the high school technology effort willing to become the high school technology integrator. We would need to hire a ½ time biology teacher to replace ½ of her science courses. Projected cost: \$30,000

We are watching the new staff hiring's to determine funding options moving forward.

Thank you for your consideration.

COPY

A Resolution Between the Town of Lee & the Oyster River Cooperative School District

Given that the Town of Lee has been a formal partner since the inception of the Oyster River Cooperative School District in 1954; and

Given that the Town of Lee and the ORCSD both serve the taxpayers of the Town of Lee; and

Given that the Town of Lee is committed to its youth and the youth of the ORCSD,

Be it Resolved that, in recognition of our long standing mutually beneficial relationship and our common commitment to children that,

The Town of Lee will not charge the ORCSD or subsets thereof, fees associated with the use of property owned by the Town of Lee, buildings and/or fields, when available; and

The ORCSD will not charge The Town of Lee for the use of its property, buildings and/or fields, when available.

Signed this date by:

COPY

The Selectboard of Lee

The Chair of the ORCSD School Board & Superintendent of Schools

Three handwritten signatures for the Selectboard of Lee, each on a horizontal line.

Handwritten signature of Dr. James C. Morse on a horizontal line, with two additional empty lines below.

Date

Date

Handwritten date 4/22/19 on a horizontal line.

Handwritten date 5/1/19 on a horizontal line.



**Hewlett Packard
Enterprise**

HPE Financial Services

Financial Services Proposal

Prepared for: Ouster River School District

Date: May 9, 2019

Vendor: Omada Technologies

With technology changing every day, leasing provides you with the flexibility you need to meet your ongoing business needs, as well as being a cost effective way to use operating capital and preserve bank credit lines. The following payment alternatives are available from HP Financial Services.

Tax Exempt Installment Sale (\$1 Buyout): Under this structure Title typically passes to the Lessee at the Lease Acceptance and the Lessor would file a security interest in the equipment. Once the original base Lease Payments are made the Lessee owns the equipment free and clear.

Product Sell Price:	\$123,371.55 (Based on Omada Tech Product Quote 050919)
Term:	4 Years
4 Annual Payments:	\$32,695.44(ea.)

Pricing is valid only if product is delivered and accepted by July 31, 2019.

We appreciate the opportunity to provide you with this proposal. Please call me if you have any questions, or if I can be of further help.

Sincerely,

Sean P. Capria
Financial Area Manager, Public Sector/SLED
HP Financial Services
Ph. 315-317-0668
sean.capria@hpe.com

Preliminary Strategic Plan Statement

School Board: April 17, 2019

The Strategic Plan anticipates a number of budgetary requests, including stipends, additional positions, and capital improvement projects. Inclusion in the strategic plan should not be taken as Board approval of these requests. Each request will have to be proposed as part of the annual budget process, and the Board will make a decision based on the merits of each request and on the impact, each has on the overall budget. Kenny Rotner added that he agrees with this statement and feel it should be included in the strategic plan document.

Goal Area	2019 – 2020	2020-2021	2021-2022	2022-2023	2023-2024	5-Year Outcome
Social Emotional Learning (SEL)/Mental Health	Establish a MTSS Team process for data driven decision making, using screeners and other data (around social emotional/mental health), and map resources.	Assess current evidence-based programming and staffing to ensure that tiers of support are in place to support students social emotional mental health needs.	Continue to implement evidence-based programming to ensure that systems of support are in place to support students social emotional/mental health needs.	Utilize team process for data driven decision making and screeners and other data (around social emotional/mental health) to ensure that interventions are implemented with fidelity	Establish a review and reflection cycle	By June 2024, students will be supported through a comprehensive SEL program.
Multi-Tiered Systems of Support (Academic)	Develop an MTSS process for data driven decision making and map academic resources.	Assess current tiers of support and programing to ensure that tiers of support are in place to meet student academic needs.	Evaluate progress of implementation to date; continue to implement supports and programing to ensure systems of support are in place to reflect student academic needs.	Review current process and procedures for identifying students who are struggling and refine MTSS system as needed.	Establish a cycle of review and reflection for MTSS academics and establish program evaluation criteria for presentation to the School Board as a tactic for MTSS.	By June 2024, students will be supported through a fully implemented MTSS academic program.
Implement continuous review process that involves staff and students.						
Competency Based Education	Competencies, reviewed, written and posted for all courses. Engage Community and conversations regarding CBE grading.	Staff will develop a variety of assessments to measure student achievement through curriculum competencies. Engage Community and conversations regarding CBE grading.	Implement ORHS grading and reporting systems to reflect competency-based education and have an evaluation of CBE by parents, students, and staff. Engage Community and conversations regarding CBE grading. Administration makes recommendations related to grading.	Examine and refine competency-based education and implementation. The Board will have a discussion regarding ORHS grading and reporting systems to reflect competency-based education and have an evaluation of CBE by parents, students, and staff.	Examine and refine competency-based education and implementation Fully implement CBE program	By June of 2024, students will have a greater understanding and depth of their learning through a fully implement CBE to support post-secondary aspirations.
Technology	Prepare classroom technology (necessary infrastructure to support). Examine staffing needed to support 1 to 1 at ORHS and provide faculty professional development to support a 1 to 1 program.	Establish a 1 to 1 program. Continue to examine infrastructure and staffing to provide support and professional development.	Continue to provide support and professional development for integration.	Examine and refine integration practices. Review professional development provided and needs.	ORHS will have a 1 to 1 program with staff and resources in place to fully utilize the program to maximize student learning. By June 2024 ORHS will evaluate the effectiveness of 1 to 1 program.	By June 2024, students will have a 1 to 1 program with staff and resources in place to fully maximize their learning experience.

Strategic Plan Summary Page

School District – Updated 5/8/19 for 5/15/19 Board Meeting

Goal Area	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Year Outcome
Curriculum Leadership Structure	Establish a budget and job description for a stipend for curriculum leadership positions in 6-12 ELA, Science, SS and World Language; K-12 Art and PE and K-5 Science.	Establish a district curriculum leadership team with goals for the year and develop a budget and job description for Sustainability Coordinator K-4.	Review curricular leadership structure and make adjustments as needed. Establish and budget for a Sustainability/STEM coordinator 9-12.	Establish a sustainability/STEM position for K-4 to be shared between Moharimet and Mast Way. Review curricular leadership structure and make adjustments as needed.	Review curricular leadership structure and make adjustments as needed.	By 2024, a teacher-based curriculum support team will be in place across all curricula areas.
MTSS - SEL/Mental Health	Increase supports at each tier; Develop systems to move to proactive v. reactive supports; implement screening and data collection procedures, define criteria for support; on-going self-assessment	Refine MTSS supports/strategy; data collection of tiered interventions based on each school's individual goals; on-going self-assessment	Refinement of MTSS components using data from self-assessment	Refinement of MTSS components using data from self-assessment	Refinement of MTSS components using data from self-assessment	By 2024, student's wellness and post-secondary aspirations will be supported through a targeted, systematic MTSS Mental Health approach at each school K-12.

Implement continuous review process

<p>K-12 World Language</p>	<p>Develop a budget and plan to expand World Language instruction in French, Spanish and Chinese to grade 5</p> <p>Review World Language plan as developed by World Language Committee and discuss implications. refine proficiency curriculum model in place since 2018</p>	<p>Consider Implementation of 5th grade program and discuss K-4 World Language program with focus on space, staffing, cost and impact on overall K-4 programming. plan. Review progress to date and establish a plan to provide World Language instruction in grades K-4. Develop schedule and budget to support K-4 expansion.</p>	<p>Begin implementation of K-4 World Language plan. Review 5-12 in light of K-12 model and make adjustments as needed.</p> <p style="text-align: center;">↑</p>	<p>Review progress in K-4 World Language implementation and make adjustments as needed.</p> <p>To be determined based on school Board discussion</p> <p style="text-align: center;">↑</p>	<p>Review K-12 World Language program and make the necessary adjustments</p> <p style="text-align: center;">↑</p>	<p>By 2024, students will have access to a fully implemented K-12 World Language Program.</p>
<p>Succession plan for district leadership</p> <p>Consider in (2022-23)</p>	<p>Conduct review of district leadership needs. Determine positions in need of internal succession plan.</p> <p style="text-align: center;">X</p>	<p>Develop a plan for succession of Superintendent and Business Administrator.</p> <p style="text-align: center;">X</p>	<p>School Board adopts a succession plan for Superintendent and Business Administrator.</p> <p>The Superintendent will develop a draft succession plan for the Superintendent and Business Administrator for Board review.</p>	<p>New Superintendent hired as Associate Superintendent to work with current Superintendent as mentor.</p> <p>The Board will consider the draft succession plan for the Superintendent and Business Administrator.</p>	<p>Associate Superintendent assumes full leadership role for district. By mid-year new BA is hired and works with current BA as a mentor.</p> <p>The Board will consider hiring a new Business Administrator in the fall. If the Board decides to hire, there</p>	<p>By 2024, a succession plan will be developed and approved by the School Board for the Superintendent's transition.</p>

<p>Communications</p> <p>RESERVE BOARD GOAL</p>	<p>\$50,000 Hire part-time communications person to develop and oversee District communication efforts.</p>	<p>Communication Director will develop various means of effectively communicating with the greater ORCSD community.</p> <p>Investigate communication option in Schoology.</p>	<p>Communication Director will develop various means of effectively communicating with the greater ORCSD community.</p> <p>Begin using communication option in Schoology</p>	<p>Communication Director will develop various means of effectively communicating with the greater ORCSD community.</p> <p>Continue using communication option in Schoology</p>	<p>Communication Director will develop various means of effectively communicating with the greater ORCSD community.</p> <p>Survey community to determine whether they feel informed about district events.</p>	<p>By June 2024, ORCSD will continue to communicate with internal stakeholders and expand ways to communicate with district household without children in school.</p>
<p>Sustainability Education</p>	<p>The remaining sustainability coordinator will assist the Superintendent and Business Administrator in developing a job</p>	<p>The Board will review plan and consider a stipend sustainability position for each building as a teacher leader using currently budgeted funds.</p>	<p>The 4 teacher coordinators for each school will work with administrators to brainstorm academics that can</p>	<p>Teacher leaders begin implementation of the developed plan.</p>	<p>Efforts to date will be reviewed, assessed and reported to the School Board.</p>	<p>By 2024, K-12 curriculum will embed sustainability concepts and content to promote an understanding of our world's limited resources and</p>
					<p>will be an overlap between current BA from March – June \$30,000.</p> <p>The Board will consider hiring a new Superintendent in the fall. If the Board decides to hire, there will be an overlap between the current Superintendent and new Superintendent from March – June 2024. \$50,000</p>	

	description and transition plan with expectations to be reviewed by the sustainability committee and School Board.	K-4 Sustainability (1) 5-8 Sustainability (1) 9-12 Sustainability (1) 3 x \$2500 = \$7,500* *Stipend positions will be paid through re-use of current sustainability staffing funds.	support sustainability.			promote sustainable practices as well as prepare students for college and careers.
Sustainability Operations: Facilities Transportation School Nutrition Technology	Sustainability Coordinator will transition to Sustainability Integrator and will create a plan for how this position will support Facilities/ Transportation/ School Nutrition/ Technology Directors with sustainability efforts and practices.	Sustainability Integrator will meet regularly with Operations Directors to continue to support sustainable practices in ORCSD. Usage of remaining funds will be used for Sustainability Integrator payment.	Sustainability Integrator will have met with Operations Directors to review, evaluate and adjust operations' sustainability practices.	Sustainability Integrator will quantify progress made towards creating more sustainable practices throughout operations at ORCSD.	Prepare and create recommendations for next strategic plan in consultation with the Operations Directors.	By 2024, ORCSD will continue to embrace sustainable practice in all decisions made to operate the school district.
Electric Bus	Plan yet to be developed ~ Depends on grant availability.					

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
2019 - 2020 MASTER SCHEDULE OF SCHOOL BOARD MEETINGS**

School Board – May 15, 2019 - DRAFT

<u>DATE</u>	<u>LOCATION 6:30 pm</u>
July 10 - Manifest Review Meeting (3:30 PM).....	SAU Office – Conference Room
July 17	High School, Library
July 31 Manifest Review Meeting (3:30 PM).....	SAU Office - Conference Room
August 7.....	High School, Library
August 21.....	High School Library
September 4.....	High School, Library
September 18.....	High School, Library
October 2	High School, Library
October 16.....	High School, Library
October 30 Manifest Review Meeting (3:30 PM).....	SAU Conference Room
November 6.....	High School Library
November 20	Mast Way School, Cafeteria
December 4.....	High School, Library
December 18 (Joint Mtg. w/Barrington 7 – 7:45 PM)..	High School, Library
January 2 – Manifest Review Meeting (3:30 PM).....	SAU Office – Conference Room
January 8.....	High School, Library
January 15 ¹ Bond & Budget Hearing.....	H.S. Auditorium
January 22.....	High School, Library
February 4 ² Annual Meeting-Session I.....	H.S. Auditorium
February 5 – Regular Meeting	High School Library
February 18 ³ Candidates Night	High School, Room C120
February 19.....	High School Library
March 4 - Regular Meeting	High School, Library
March 10 - Annual Meeting - Session II.....	Town Voting Locations
March 18 - Regular Meeting	High School, Library
April 1	High School, Library
April 15.....	High School, Library
April 29 – Manifest Review Meeting (3:30 PM)	SAU Conference Room
May 6	Middle School, Library
May 20	High School, Library
June 3	Moharimet, Cafeteria
June 17	High School, Library

¹ Bond hearing- snow date – January 16th

² Session I- snow date – February 6th *Subject to change

³ Candidates Night –Snow Date – February 20th

This calendar subject to change with Board action pending needs of the District

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Jim Morse
DATE: May 15, 2019
RE: Proposed MS Communication Efforts

The proposed new middle school requires an extraordinary effort on all parts to ensure it passes in March of 2020.

To date, we had a booth at the Moharimet pancake breakfast that was well visited. We have had two supper meetings; one at Mast Way and one at Moharimet. We've had booths at the string concert and the band concert which allowed parents to see the room. We have shared drawings at every event and answered questions.

The architect has presented to the School Board on a regular basis. The architect has also reached out to the staff for feedback and advice on the design. Themed cards have been distributed to some businesses and to towns.

In Process:

Erik Ickes has volunteered to create a digital presence for the proposed school. He has been given all drawings, an FAQ and other materials to support his effort.

The architect has developed themed postcards on the initial design and the music recital hall. They are developing themed cards in sustainability, traffic, ADA/Special Education, cost and athletics.

Future Presentations/Booths

June 10th supper meeting by invitation of those who have been actively involved in the district over the last 7 years. Presentation by Principal Richard to entering 9th graders. Booth at the Lee Fair, Madbury Day and Durham Family Day. Hopefully, some presentations in smaller venues like residences and churches.

Engage Others:

All efforts to date have relied on administration. The June 10th supper is intended to generate other advocates. Staff support will generate word of mouth as will Board members talking up the project with constituencies.

Office of the Principal
Oyster River Middle School
1Coe Drive, Durham, NH 03824
868-2820

INTEROFFICE MEMORANDUM

TO: Superintendent Morse
FROM: Jay Richard
DATE: 5/15/19

RE: Nominations for Activities and Stipends

Please nominate the following individual for their listed activity:

Name	Activity	Stipend	Years	Longevity	Total
Jay Derick	Yearbook	\$2,017	1	\$0	\$2,017

Thank you.

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 May 15, 2019**

Title	Code
Policies for First Read	
Data Governance and Security	EHAB
Policies for Second Read/Adoption	
Use of Private Vehicles to Transport Students	EEAG
Student Conduct on School Buses	JICC
Care of School Property by Students	JFCB
Policies for Deletion/Replacement	

As a reference the May 8, 2019 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAB Category: Required
Policy Committee Review: May 8, 2019 School Board First Read: May 15, 2019	Page 1 of 3

Data Governance and Security

To accomplish the Oyster River Cooperative School District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. Data Governance Plan. The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall create a Data and Privacy Governance Plan ("Data Governance Plan"), to be presented to the Board on an annual basis. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan for presentation to the Board annually.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);
- (d) A response plan for any breach of information; and
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAB Category: Required
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security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The assistant director of technology is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, Confidential and/or Critical Data/Information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAB Category: Required
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requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. The retention schedule should comply with and be incorporated into the data/record retention schedule established under Policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Policy EHB.

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Cross Reference: EHB – School Records Retention Policy and Procedure

Legal References:

- 15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)
- 20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)
- 20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)
- 20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)
- 20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)
- RSA 189:65 * Definitions
- RSA 186:66 * Student Information Protection and Privacy
- RSA 189:67 * Limits on Disclosure of Information
- RSA 189:68 * Student Privacy
- RSA 189:68-a * Student Online Personal Information
- RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEAG
Date of Adoption: November 7, 2011 <small>Previously: EEBB</small> Code Revision: June 16, 2010 School Board First Read: November 6, 2013 School Board Second Read/Adoption: December 4, 2013 Policy Committee Review: April 10, 2019 School Board First Read: May 1, 2019 School Board Second Read/Adoption: May 15, 2019	Page 1 of 1 Recommended

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles to transport Oyster River Cooperative students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than ~~\$250,000~~/\$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation [except in special circumstances per policy JLIE](#).

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Legal References:

New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICC
Date of Adoption: June 29, 1988 Previously: JFCC Date of Revision: August 4, 1999 Code Change Adoption School Board: May 2, 2012 Policy Committee Review: April 10, 2019 School Board First Read: May 1, 2019 School Board Second Read/Adoption: May 15, 2019	Page 1 of 1

STUDENT CONDUCT ON SCHOOL BUSES

Students using [Oyster River Cooperative School](#) district transportation must understand that they are under the jurisdiction of the school from the time they board the bus until they exit the bus.

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to [the transportation director who will then report to](#) the student's principal [and/or parent](#).

The school principal will have the authority to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the school board. Parents of children whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

RSA 189:9-a

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JFCB
Date of Adoption: October 19, 1988 Dates of Revision: October 18, 1995, August 4, 1999 Policy Review: April 10, 2019 School Board First Read: May 1, 2019 School Board Second Read/Adoption: May 15, 2019	Page 1 of 1

CARE OF SCHOOL PROPERTY BY STUDENTS

~~Oyster River S~~students will be held responsible for proper care and return of ~~books-any school property~~ issued to them. ~~Textbooks must be covered; students must pay for all books damaged or lost.~~

~~The board views vandalism against school property by students as reprehensible.~~ In response the principal is directed to take such steps as are necessary ~~to recoup the loss.~~

- ~~1. To identify the student(s) involved.~~
- ~~2. To call together persons, including the parents, to study the causes and to advise on appropriate disciplinary action.~~
- ~~3. To decide upon disciplinary action and to assess the students and/or their parents for any costs.~~
- ~~4. To take any constructive action needed to try and guard against further such student misbehavior.~~

~~Final report cards and diplomas may not be issued until bills are paid.~~

Cross Reference: ECAC – Vandalism
EDC – Authorized Use of School Owned Materials
JICL – Student Computer and Internet Use
KF - R – Use of School Buildings and Facilities
KFA – Public Conduct on School Property

Policy Committee Meeting Minutes

Wednesday, May 8, 2019 @ 3:30 PM

Attendees: Denise Day, Brian Cisneros, Kenny Rotner, James Morse, Wendy DiFruscio

Visitors: Andy Lathrop, Jim Rozycki, Daniel Klein

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

Dr Morse asked if an additional policy EHAB – Data Governance and Security could be added to the agenda that requires adoption before July 1st. Denise agreed.

Dr. Morse opened the meeting by explaining that the facilities policy and subsequent procedure and fee schedule have been extensively reviewed and revised by Jim Rozycki, Facilities Director, and Andy Lathrop, Athletic Director and that the updated results are being shared with the Policy Committee.

Dr Morse explained that historically, ORYA was the prominent requester for facility use in the district; now we have competing request. These past events for usage prompted the District to take a closer look at the current policy and procedures for updating and clarification of language pertaining to usage.

Andy explained that there was concerns with the amount of blanket scheduling that had occurred for large blocks of time and spaces, which would result in a no show and the space could have been reserved by others. One change was to add language that sectioned out the request times by the seasons of each sport that would be playing. There was also language added that the requester of the allotted times was responsible to inform the District if the space was no longer needed.

Discussion ensued about different scenarios such as: requests by two different organizations at the same time, priority for obtaining requested time, and who oversees the scheduling and who has the final decision.

Denise brought the discussion back around to reviewing the current changes that will answer some, if not all of the above inquires.

Time limit for use of facilities was changed so that it would allow for custodians to be able to clean the areas that were used. Clarification was given for usage under the Community/Municipality heading. Rental Priority heading was changed to "Use" Priority with an update/revision to the current list. Dr. Morse mentioned that there was a revision to the wording surrounding the Turf and track field, and that a yearly lump sum fee would be charged to each organization to help maintain and care for the turf field and track.

Questions were raised about the possibility of Porta Potties. Andy explained that the service building is available for use. Jim Rozycki stated that there was a prior attempt to bring in Porta Potties, but it was unsuccessful.

There was additional discussion and questions asked and answered.

Kenny asked if a statement could be added that if an organization requests space, and then finds out that the space is not needed that it is their responsibility to contact the District and could result in the loss of use for them.

Policy KF, Procedure KF-R and KF-R1 will be revised and sent back to Policy at their next meeting.

Jim Rozycki, Andy Lathrop and Dan Klein left the meeting at 4:45PM.

Policy EHAB - Dr. Morse explained that Policy EHAB is a required policy that has been reviewed by legal council through NHSBA and also by Josh Olstad. Denise agreed to let it go as is for a first read, but if the Board had additional questions or concerns it would be brought back to the Policy Committee at their next meeting for further discussion.

No additional questions or comments.

Meeting ended at 5:00 PM – Next meeting June 12, 2019.

Respectfully submitted,
Wendy L. DiFruscio