

Oyster River Cooperative School District

Remote Meeting* Minutes

***In accordance with Governors Executive Order #12**

June 17, 2020

DRAFT

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

Student Representative:

ADMINISTRATORS PRESENT VIA REMOTE ACCESS: James Morse, Todd Allen, Sue Caswell, Jim Rozycki, Andy Lathrop

STAFF PRESENT:

GUEST'S PRESENT VIA REMOTE ACCESS:

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.¹ 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 # 1-603-766-5646 and ID Code 461362#, 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 06/17/20.

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.

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.

A roll call vote was then done with all Board Members in attendance with no one in the rooms with them.

I. CALL TO ORDER at 7:02 PM by Tom Newkirk

Tom Newkirk explained that the first item on the agenda was the Board Evaluation in accordance with Policy BA and he read the five questions in BA-R1 and then asked for Board input.

At this point 7:04PM there were technical difficulties for sound and the meeting was suspended until 7:07.

Tom re-read the five questions and asked for Board input.

There was general agreement by the Board members that they wish to receive the Budget information and book prior to the Board Budget meeting in October, possibly a week ahead of time so that they can review, prioritize according to the scope/scale of presented items, and have posed questions prior to the meeting. There was also discussion surrounding the structure of the ½ day budget meeting and if this current platform works and is there a more efficient way to conduct this meeting.

The structure and development of the Budget goal was also discussed with suggestion that this happen a lot sooner than previously done. Also, the possibility of having the Board create a list of the criteria that they want for back up information to approve presented agenda items would be helpful.

Tom asked if there were other thoughts besides the budget.

Competencies were discussed that there was no year end report out to the Board and the unhappiness of the community regarding competencies. Suggested that this topic be added to first meeting in the fall.

The current strategic plan is much less cohesive and that the Board did not have an active part in developing this plan. The development of competencies at the high school were unfinished. Suggested that the competency goal be brought back again. Also mentioned was that the community was not as involved in the new strategic plan as the past one was. Appreciation was expressed for all the work that was put into developing the new plan and that it ended up with good goals.

Tom asked as chair of the Board if the members felt that the meetings were run efficiently, and if all members felt that their viewpoints were acknowledged, and did they feel there were ways that the meetings could be better.

Suggestions were made that if items needed to be added to an agenda, that the Board member write a short summary depicting why this should be added and present their ideas to the Board as a whole. It was felt that due to time limits, some items get rushed. The idea of a consent agenda be used for structured items that need approval like, coaching staff, nominations, policies and small CIP issues, with the knowledge that any Board member can remove an item from the consent agenda for further discussion, but also with a reminder that a consent agenda is unanimous.

Tom thanked the Board and moved the meeting back to the regular schedule at 7:35PM.

II. APPROVAL OF AGENDA:

**Denise Day moved to approve the agenda as written, 2nd by Brian Cisneros.
Motion passed via roll call vote 7-0.**

III. PUBLIC COMMENTS:

Jim Morse read the following statement for public comment.

Hello, everyone.

Last week I drafted a letter addressed to leaders of the Oyster River Cooperative School District that calls for a stronger, more active commitment to antiracism work within our schools. While I am aware of the district's commitment to "equity and inclusion" as part of their strategic plan, which is greatly appreciated, I am afraid that such a plan does not go far enough to not only affirm and celebrate the lives of our Black, Indigenous, and students of color, but to help our white students, faculty, and staff understand the role that white supremacy and complacency in a white supremacist culture plays in systemic and institutional racism (of which U.S. public schools play a large part).

This work must happen. As members of a self-described liberal/progressive community that has no problem displaying ([outdated](#)) LGBTQ flags and "All Are Welcome Here" signs on our front lawns, we must understand--and work to help others understand--that although we do not wear white robes and worship Confederate statues, we are just as complicit in our nation's historical and present legacy of racism as are those we would deem less liberal and less "progressive." While we did not choose this, we nevertheless (myself included) continue to benefit daily from it--economically, socially, and culturally. The time has come to grapple with this reality and to take action to begin the work of repairing the harm we have collectively done.

I urge you all to read the letter I sent closely and carefully, and to sit with it for a while before responding. I am more than happy to sit down with the Board and the other district leaders to answer any questions, share additional resources, and/or to help brainstorm ways to begin taking the actions outlined in the letter.

Warmest regards,
Shawna Coppola
Madbury resident

Dan Klein asked why the Board information had "emergency" in the headings. As we have had emergency meetings in the past and this is not the same.

Jim explained the reasoning behind this. There was a brief discussion and it was determined that this will be change to say "In accordance with Governor's Executive Order #12.

IV. APPROVAL OF MINUTES:

Motion to approve June 3, 2020 regular meeting minutes:

Revisions:

Denise Day requested the following changes: page 2 paragraph 10, 1st sentence add "she" after the word "that" and in same paragraph last sentence add "school" after the word "high", and on page 6 paragraph 12, last sentence replace "were" with "where".

Tom Newkirk requested the following changes: page 2 paragraph 12, 1st sentence add "Kloetz" after the name "Andre" and page 3 paragraph 1, first sentence add "Gasowski"

after the name “Rachel”, and on page 6 paragraph 1, first sentence adds the word “new: after the work “tuition”

Denise Day moved to approve the June 3, 2020 regular meeting minutes as amended, 2nd by Brian Cisneros. Motion passed with roll call vote 7-0.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:

A. ~~District:~~

B. Board:

Denise Day stated that the graduation was amazing and commended Suzanne Filippone and all the staff that was involved in the planning and that the set up was fantastic. She also inquired that with the Governors new stay at home advisory, what the status was for either continuing with the Remote Board meetings and when we will return to meeting in person again. Tom suggested we add this as a future agenda item for discussion.

Tom Newkirk updated the Board on the status of his letter to the towns inviting them to join in with the OR Board Finance Committee at one of their meetings and that he has heard back from the Town of Durham, and is expecting to hear back from Lee and Madbury within a week. He suggested a possible meeting with the Finance Committee and the towns in mid-July.

VI. DISTRICT REPORTS:

A. Assistant Superintendent Reports: Remote Learning Update – 2Revs

Todd Allen began by referencing the information that is in their backup.

HE stated that given the uncertainty caused by the virus, developing multiple parallel plans for return is necessary in-order to be ready to respond appropriately. Generally, there are three scenarios that Oyster River, along with school districts across the country are taking-into-account as we prepare for the 20-21 school year.

- 1.) Do we have a full return to the in-person traditional model?
- 2.) Do we continue with the remote model that has been in place since March?
- 3.) Does a hybrid model that is a combination of in-person and remote learning make sense?

All scenarios for a return to school involve significant planning in-order to be ready to implement and meet the needs of our students in the fall.

He informed the Board that he along with the SAU administration and 50 OR teachers and school leaders engaged in a 2-day collaborative workshop with the Portsmouth School District, facilitated by 2Revolutions, a professional development consultant that specializes in coaching local schools in dealing with change. The purpose of this effort will be to do a deep dive into planning for the fall with the intent of having an action plan to guide summer work that is based on best practices. The focus was on Instructional Strategies in Remote Learning, Assessment Practices in Remote Learning and Trauma Skills using a planning template that Catherine was instrumental in

creating and the NHSAA document “Return to School Roadmap” He went on to say that it was a very productive 2 days which gave us a sense of focus as to where we need to go next.

The Board asked if there was talk of a different approach to teaching by separating by elementary, middle, and high. If Microsoft Teams will still be used again as a platform.

Superintendent’s Report:

Jim began with a follow up to the public comment and petition that Shawna Coppola provided. He was very excited about this petition and stated that it was very reinforcing that work is being done, but we need to step it up. We need to be more pronounced in the Strategic Plan, work more with the community. He informed the Board that we have shared our Racism policy with other school districts as well as our strategic plan pertaining to equity and diversity. We have done the groundwork, but the community is asking us to take the gloves off. He is asking for affirmation from the Board.

The Board asked questions surrounding collection of data in the schools and during extracurricular activities, the effective use of the SRO, what does community policing look like?

Jim explained that we have been collecting data. The District now separates issues of bullying from racism. He explained the district has a great working relationship with the Durham Police Department.

Tom asked Jim if he wanted to take the petition and generate his own list of action and then come before the Board with the steps that the district would like to take.

Jim explained that he would first like to set up a meeting with Shawna and several of the people listed on the petition.

Dan Klein stated that NH still lacks a coherent gun law.

Kenny Rotner thanked Dr. Morse for his reaction to this petition and suggested that we keep the community involved with the school district.

Tom confirmed that there would be no vote tonight but asked the Board if anyone would be interested in joining with the superintendent to work on this, to please email him.

Jim stated that he will reach out to Shawna and develop this plan and return in August to the Board.

CIP List {Jim Rozycki}

Jim Rozycki started out by explaining that he gave a similar report out to the Finance Committee last week and asked the Board to review the back up information that was provided for the CIP Status update for FY21. He anticipates we will be under the total CIP budget

accounts by roughly \$104,867 if all goes to plan. This savings is due to aggressive contractor bidding and us allowing work to start before the summer rush.

ORHS Parking lot / Tennis court project –The planned start timeframe is the week of June 15th. Budgeted amount: \$290,000 Final Bid: \$285,352 (\$10,000 of additional money will be needed for Civil engineering construction oversight on this project)

MOH Roof Renovation –The planned start date is the June 5th. Budgeted amount: \$230,000 Final Bid: \$168,620.

Server room A/C's –High School AC project is completed. The MOH AC has failed and we are currently running a portable. The MW unit is on its last legs. Both Elementary unit replacement is scheduled to be started on 6/29. Budgeted amount: \$100,000 Final total: \$64,399

ORHS Junior core walls – Bauen Construction plans to start this renovation project the week of 6/22. Budgeted amount: \$75,000 Estimated project cost: \$69,900

ORHS Cracked flooring and junior core flooring – The tile is already delivered. The contractor planned to begin installation after the wall project was completed. The anticipated install start date would be 7/27. Budgeted amount: \$27,000 Estimated cost: \$27,000. Jim issued an amended memo for this stating the amended budgeted amount is \$13,000, but let the Board know that it did not affect the \$104,867 savings.

Mast Way flooring – This project is complete and looks beautiful. Budgeted amount: \$35,000 Final cost: \$26,862

Jim Rozycki then moved to his list of 2020 Facilities Dept. End of Year extra funds considerations below.

Propane Generator for SAU \$14,100

450 HS café chairs \$16,000

Replace Door E - Rear Gym entrance (highly used) MW \$9,600

Replace Door G - playground entrance (highly used) MW \$9,600

Replace Doors AA - Gym doors. HS \$10,800

2nd Floor hallway flooring HS \$27,000

Card Access moved from rear entrance to gym doors. HS \$2,600

Interior Doors for Moharimet - Hallway doors, music, and café doors to Birch with glass. \$9,640

Exterior Sign - in place of clock MOH \$270

Gym floor re-sanding HS \$28,000

Continuing Hallway Flooring replacement in Y section by bear. MOH \$11,905

Flooring replacements in East and West wings MOH \$25,000

Parking lot improvements MOH \$31,000

Generator Enclosure fence MOH \$8,000

Fire alarm system HS \$58,000

\$231,415

Jim reviewed the list with the Board stating that he is campaigning hard for 450 HS Chairs and provided a slide presentation showing the condition of the current high school chairs and a picture of the proposed new chairs costing \$16,000. Also included in the slides were pictures of two Mast Way doors for replacement at a cost of \$9,600 each and a high school door at a cost of \$10,800.

There was a lengthy discussion with several different scenarios for purchase being presented. Concern was mentioned for propping open doors during class time for easier admittance back into the building. Questioned if there were structural issues with the cracked flooring.

Jim Morse stated that he was being very frugal with this list and his first thought was not to purchase anything. However, after meeting with Suzanne and the thought that the chair purchase would be beneficial for the up coming school year if we need to follow social guidelines for students.

Kenny Rotner made a motion to authorize expenditure from the 2020-21 fund balance of approximately \$16,000 to purchase 450 chairs for the high school, and to expend approximately \$31,000 for replacement of 3 doors, 2 at Mast Way and 1 at the high school, 2nd by Brian Cisneros.

Denise Day asked if they could add the \$2,600 to the motion for the card access.

Denise Day made a motion to amend the current motion by adding an additional \$2,600 for moving the access card panel, 2nd by Brian Cisneros.

Discussion ensued and a vote was taken on the amendment.

Roll Call Vote of 3-4 with Al Howland, Michael Williams, Dan Klein, and Kenny Rotner voting in the negative. Amended Motion Failed.

Michael Williams suggested that we keep the unexpended fund balance as high as possible for the remainder of the current year and purchase the chairs and doors from the 2020-21 budget.

A lengthy discussion ensued and a suggest amendment was offered to change the original motion to expend the funds from the 2020-21 budget. It was then determined that Kenny Rotner's original motion would be altered to state expenditure from the 2020-21 fund balance. A roll call vote was then taken on Kenny Rotner's original altered motion.

Roll Call Vote of 6 – 1 with Michael Williams voting in the negative. The motion passed.

Opening of Fields (Andy Lathrop)

Jim explained that in regard to opening the fields, Andy has followed the CDC and State of NH guidelines and has also been in contact with the Town of Durham as they have started to open some of their field property. This is more informational.

Dan Klein mentioned that the backup provided does not reflect the most recent updates.

Jim stated that Dan was correct, and that Andy will be updating this information with the newest guidelines that happened today and provide the Board with this update and then invited Andy to join the meeting.

Andy Lathrop informed the Board that he keeps in touch with Rachel Gasowski from the Town of Durham and that he is working on an amended version and will have it to the Board within the next day or two.

Fall Calendar ~ Election & Primary

Jim referred to the email from Chris Regan in the backup regarding planning for the State primary on September 8th and the Presidential election on November 3rd. Jim will adjust the calendar to reflect the intended changes and bring it back to the Board for review and approval.

New Middle School Update

Jim just wanted to update the Board on the progress at the new middle school with pictures showing the work that has been completed so far and also let the Board know that work is on schedule and they are doing good work.

Acknowledgement of 2020 Retirees

Jim referred this back to Tom for acknowledgment of the 2020 retirees.

Tom recognized the following individuals and congratulated them on their next steps in life or on their retirement and that he wishes them all the best and thanked them for their service to the District.

2020 retirees are:

2019 - 20 Retirees			
School/Position	Last	First	Years of Service
Moharimet School			
" Fourth Grade Teacher	Lee	Tony	20 years
" Third/Fourth Grade Teacher	Swift	Virginia	19 years
" Child Specific Paraeducator	Hobson	Christopher	8 Months
Mast Way School			
" Fourth Grade Teacher	George	Judy	21.67 years
" Building Paraeducator	Maziarz	Susan	25.3 years
" Kindergarten Paraeducator	Puffer	Trudi	24 years
" Tutor	Winslow	Marilyn	23 years

Opening of SAU Building

Jim informed the Board that the SAU has opened on a rotating schedule as of this past Monday with summer hours, and with Administration and Special Services in the office Monday and Wednesday, Business/Finance on Tuesday and Thursday with Todd Allen bridging the gap for administration in the building on Monday and Thursday, and working remotely on Fridays. He also noted that the doors will be locked, and that admittance will be by appointment only. SAU staff will follow the 6-foot guideline as well as wearing masks in all areas other than their individual offices.

B. Business Administrator:

Budget Update

Sue provided the Board with the most current budget update and stated that the \$750K estimate will be adjusted after the final payroll is complete. She will update the Board with that information.

Loan Agreement

Sue explained that this is the document that already had Board authorization to be signed by the Board Chair, but that Tom wanted to have the Board review again as he felt that signing a document for \$25,000,000 was a bit daunting. The Board asked some clarifying questions which Sue answered.

Infrastructure State Funding Sign Off

Sue explained that there are two Public School Infrastructure Fund Project Completion and Request for Payment forms that require Board signatures. One for the Moharimet main office building renovation and the other for high school secure vestibule project. Sue informed the Board that the forms are at the SAU and can be signed either Thursday or Monday so the Theresa can notarize the signatures.

C. Finance Committee Update

This update was given at the end of the meeting.

~~D. Student Senate Report:~~

~~E. Other:~~

F. VII. DISCUSSION ITEM:

Approval for Plan for Retirement Incentive

Jim referred the Board to the backup information that has been provided in the packet. Jim explained that if this were to happen it would result in retirements in June of the 2020-21 school year. At this point he has provided the documentation that if approved would be provided to the employees. Jim is recommending that the

Board approve a retirement incentive with no limit. He will provide the savings for the Board to review after obtaining a list of retirees.

Tom clarified that at this time Jim was only asking for the authority to offer the retirement incentive and generate a list of retirees to bring back to the Board at a future meeting.

Questions were asked about the process used to pay for these incentives, which Jim answered.

A discussion ensued.

Al Howland made a motion to authorize the Superintendent to offer the retirement incentive to solicit names of employees wanting to retire at the end of the 2020-21 school year, 2nd by Kenny Rotner. Motion passed with roll call vote 7-0.

VIII. ACTIONS

A. Superintendent Action Items: None

B. Board Action Items:

Authorization for Summer Hiring by the Superintendent

Denise Day made a motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months, 2nd by Brian Cisneros. Motion passed with roll call vote 7-0.

Nominations

Denise Day made a motion to approve the nomination of the two grade 4 Mast Way Teachers, the two grade 4 Moharimet teachers, ORMS Social Studies teacher and the ORHS World Language teacher as a block 2nd by Brian Cisneros. Motion passed with roll call vote 7-0

Brian Cisneros noted that the ORMS Social Study teacher was missed in the motion which Denise Day corrected and added into the motion.

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 #~~

Al Howland asked that before adjourning if he could update the Board on the past week Finance Committee meeting as it was skipped over at the beginning of the meeting.

In response to the questions asked about the minutes to this meeting, Al suggested that the backup information that goes to the Finance Committee be given to the full

Board moving forward. He also stated that he was given a list by the superintendent with the names removed and showed the years of service of employees willing to retire if an incentive was approved. He informed the Board that Sue provided the Proposed Tax Rate FY22 in an excel format that she provided to the committee so that they could use the form as a template for different scenarios.

Tom asked that a possible agenda item could be “How we framed budget goal”

~~X. PUBLIC COMMENTS:~~

XI. CLOSING ACTIONS:

A. Future Meeting Dates: 6/17/20 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 9:20 p.m., 2nd by Michael Williams. Motion passed with a roll call vote of 7-0.

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