

Oyster River Cooperative School District  
REGULAR MEETING

**August 3, 2022**                      **Oyster River Middle School Recital Hall**                      **7:00 PM**

**o. CALL TO ORDER 7:00 PM**

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

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)**

**IV. APPROVAL OF MINUTES**

- Motion to approve 7/20/22 Regular and Non-public Meeting Minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

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

**VI. DISTRICT REPORTS**

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

- Restorative Practices/Strategic Plan

**B Superintendent’s Report**

- Summer Projects Updates [Jasmine Daniels-Interim Facilities Director]
- DEIJ Transition Plan - Draft
- ORCSD Care [Optional Insurance Plan Coverage] {Informational only}

**C. Business Administrator**

**D. Student Representative**

**E. Finance Committee Report**

**F. Other:**

**VII. UNANIMOUS CONSENT AGENDA {Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}**

- Motion to approve the nomination of ORHS Department Heads and Activity Stipends for 2022-23. *Motion to approve the nomination of ORHS Department Heads and Activity Stipends.*
- Motion to approve the nomination of ORMS Activity Stipends for 2022-23. *Motion to approve the nomination of ORMS Activity Stipends.*
- Motion to approve the nomination of the Mast Way & Moharimet Elementary School Activity stipends. *Motion to approve the nomination of the Mast Way & Moharimet Elementary School Activity Stipends.*

**VIII. DISCUSSION & ACTION ITEMS**

- Motion to affirm hiring of the high school LADC Position. *Motion to affirm the hiring of the high school LADC Position.*
- Communication Position. *Motion to approve communication position.*
- Update on School Camera Access by Law Enforcement during a crisis.

**IX. SCHOOL BOARD COMMITTEE UPDATES**

**X. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)**

**XI. CLOSING ACTIONS**

- A. Future meeting dates:** August 17, 2022 – Regular Board Meeting – MS Recital Hall 7:00 PM  
August 31, 2022 – Manifest Meeting – 3:30 PM SAU Conference Room  
September 7, 2022 – Regular Meeting – MS Recital Hall 7:00 PM

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II (i)**

- Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

**NON-MEETING SESSION: RSA 91-A2 I {If Needed}**

**XIII. ADJOURNMENT:**

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

**Respectfully submitted,**

**Superintendent**

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

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

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

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

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

**Oyster River Cooperative School District Members:**

- |                           |                            |
|---------------------------|----------------------------|
| • Michael Williams, Chair | Term on Board: 2020 - 2023 |
| • Denise Day, Vice-Chair  | Term on Board: 2020 - 2023 |
| • Brian Cisneros          | Term on Board: 2021 –2024  |
| • Daniel Klein            | Term on Board: 2021 - 2024 |
| • Yusi Turell             | Term on Board: 2021 - 2024 |
| • Matthew Bacon           | Term on Board: 2022 - 2025 |
| • Heather Smith           | Term on Board: 2022 - 2025 |

**Information Regarding Nonpublic Session**

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

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

# Oyster River Cooperative School Board

## Regular Meeting Minutes

July 20, 2022

DRAFT

**SCHOOL BOARD PRESENT:** Michael Williams, Denise Day, Brian Cisneros, Heather Smith, Matt Bacon, Dan Klein

**ABSENT:** Yusi Turell

**STUDENT REPRESENTATIVE:**

**ADMINISTRATORS PRESENT:** Suzanne Filippone, Rebecca Noe. **ABSENT:** Dr. Morse, Sue Caswell,

**STAFF PRESENT:**

**GUEST PRESENT:** Amy Sterndale

**I. CALLED TO ORDER at 7:00 PM by Michael Williams**

### II. APPROVAL OF AGENDA

Michael Williams moved agenda item "School Camera Access by Law Enforcement During a Crisis" to non-public session.

**Brian Cisneros moved to approve the agenda as amended, 2<sup>nd</sup> by Denise Day. Motion passed 6-0.**

### III. PUBLIC COMMENTS

Amy Sterndale let the board know she is available to provide comment on one of the agenda items.

### IV. APPROVAL OF MINUTES

**Denise Day moved to approve the June 15th, 2022, Regular Meeting Minutes, 2<sup>nd</sup> by Brian Cisneros.**

Denise Day submitted the following revisions:

On page 1 during Dr. Morse's comments regarding the DEIJ position, change "not acceptable" to "not sufficient to answer community members' questions."

On page 5 under fall enrollment comments change "advocate for all kindergarten classes" to "bring up the possibility of exploring having all classes for one grade in one school."

**Denise Day made a motion to approve the minutes as amended, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0-1 with Michael Williams abstaining.**

### V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

**A. District** – Principal Rebecca Noe of ORHS provided an update of summer activity including professional development around World Language, Math, and History, as well as new construction that includes a nurse's suite in the old conference room and a new conference room in the multi-purpose room. Rebecca also provided the following dates and events:

August 17 Counseling 101

August 18 Application 101 (application assistance for jobs & colleges)

Introduction to HS for parents at 6:00 pm (a dialogue to answer questions)

August 25 Freshmen Orientation 8:30-12:00 pm (tours, speeches, and activities)

**B. Board** – None provided

### VI. DISTRICT REPORTS

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

### Update on Reach Program

Assistant Superintendent Suzanne Filippone shared that approximately 100 kids have been attending the Summer Reach program each week. She thanked Doris Demers and her staff for providing breakfast and lunch, as well as Parks & Rec Director Rachel Gasowski and the towns of Durham, Lee and Madbury for their collaboration in planning activities and sharing facilities.

### Update on Summer Faculty Professional Development

Suzanne provided an update on the professional development taking place at the various schools, including K-12 Scope & Sequence curriculum work for Science and Health with World Language occurring next. Also, she said Restorative Practices, Social and Emotional Learning (SEL), and Multi-Tiered Systems of Support (MTSS) have been a focus during the district's active and busy summer.

## **B. Superintendent's Report {Provided by Suzanne Filippone}**

### Enrollment Update

Suzanne Filippone stated that enrollment numbers at the high school and middle school are as expected apart from a lower senior class. Michael Williams pointed out that the senior class represents the first year Barrington students joined ORHS, and it was a small cohort in comparison to the years afterward. At the elementary level Suzanne said the numbers continue to fluctuate as families move in and out of the district and currently, they are not concerned with where they stand. Brian Cisneros asked about the numbers for Mast Way's 4<sup>th</sup> grade since they are high and Suzanne acknowledged that if a new fourth grader is enrolled into Mast Way, it is likely the student would be placed at Moharimet.

### Middle School Update

The Middle School Grand Opening will take place on August 23rd. Dignitaries have been invited, performances by adults and students have been prepared, and final details are being worked out to include a ribbon cutting ceremony, speeches, and refreshments.

Suzanne shared that the blasting has ended and the delay on the turf field is for the same reasons previously identified.

Brian Cisneros reminded the listening audience that memento bricks from the old middle school are available for pick up. If you wish to donate for a brick, the proceeds will go toward the grounds and play equipment for the new middle school.

**C. Business Administrator** – None provided

**D. Student Representative Report** – None provided

## **E. Finance Committee Report**

### Electric Buses

Brian Cisneros shared that on June 21st they met with representatives from Highland Electric Fleets and had a discussion that confirmed the use of the bus depot, availability of grants, and a willingness to work out a lease program that will be agreeable to both parties. Brian said the numbers still need to be looked at, but the timing could work nicely with the upcoming budget season. Members had questions about the mileage range and concern for a bus holding enough charge to complete the routes. Brian confirmed that in optimal conditions the mileage is 134 miles and 100 miles in the winter due to heating the bus. However, unlike other companies that use a diesel heating system, this company uses electric heat making it an option with true zero emissions. Another benefit is the regenerative braking system that restores charge while braking. Brian said they would most likely use the bus for morning and afternoon routes and have it charge during the middle of the day. It could also be used for short distance sporting events and school activities. Furthermore, Highland is the company that the school bus drivers prefer and in the case of any performance problems, the lease program will cover fixing

them. Brian said if they do move forward with Highland, the company will provide the same presentation and materials for the board, and they can see the buses at their location in Beverly, MA.

In other Finance Committee updates, Brian informed the board that they met with Jim Rozycki and reviewed the capital improvement plan. They acknowledged that there are major projects to be done, as well as several smaller ones have been set aside and they will need to begin chipping away at them. The fund balance is still in flux, and no decision has been made yet on how it will be spent. Also, Brian stated that a resident requested transportation be available for athletes, specifically the football players. The cost is estimated to be \$11k and to be fair to all the sports, they will look at the transportation expenses for athletics to see if it can be a budget item.

**F. Other:** None provided

## **VII. UNANIMOUS CONSENT AGENDA**

- Motion to affirm the hiring of the high school World Language – Spanish Teacher.
- Motion to affirm the hiring of the high school Computer Science Teacher.
- Motion to approve ORMS Maternity Leave of Absence from November 7, 2022, through the End of the Year.
- Listed Policy for second read/adoption: JLCJA – Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation.

Michael Williams asked the board if any items needed to be discussed separately and Heather Smith requested pulling the item “Hiring of high school Computer Science Teacher” for discussion.

**Michael Williams made a motion to approve the World Language Spanish Teacher, ORMS Maternity Leave and List of Policy for second read/adoption, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0.**

Heather Smith asked for more information on what the Computer Science Teacher would be teaching and asked why programming skills were absent from the applicant’s resume.

Principal Rebecca Noe stated that they could not find a suitable candidate for a Computer Science position and as a result the position title changed to Business Teacher, which still aligns with the course and curriculum offered to students. She said the applicant can teach Adobe graphic design through the business and marketing classes.

**Michael Williams made a motion to approve the hiring of the high school Business Teacher, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0.**

## **VIII. DISCUSSION & ACTION ITEMS**

### School Nutrition Program price increases

Nutrition Director Doris Demers read a memo to parents that explained the expected changes for the 2022-23 school nutrition program. Doris explained that the “no cost meals” offered during the Covid-19 pandemic were an enormous success. Not only did more students eat breakfast and lunch, but the meal quality remained high with minimal substitutions to the menu, which was not the case in other districts that had to cut back. With the return of paid meals, there are factors contributing to an increase in cost including supply chain issues, labor shortages, an increase in food costs, as well as a much-deserved wage increase to the staff to make the food program more competitive with other places of employment. In fact, open positions have been filled and the district will return to school with a complete kitchen staff at every building. To meet the goal of a balanced budget, Doris proposed a \$.25 increase to all paid meals for 2022-23 without an additional increase the following year.

New **breakfast** and **lunch** prices would be as follows:

- K-4 - \$1.50 and \$3.00
- 5-8 - \$1.50 and \$3.25
- 9-12 - \$1.75 and \$3.50

The Hood milk offered at the elementary schools will remain \$.50 and the local farm-fresh milk available at the middle and high school will increase by \$.15 with a new cost of \$.65.

Doris hopes that the significant increase in students eating school meals over the past few years will continue despite the benefit of free meals ending. She encouraged families to continue to support both the food program and healthy food practices by eating breakfast and lunch. Next year's menu will include vegetarian/vegan options, more ethnic recipes, and a continuation of farm to school efforts. Also, Doris was happy to announce that community dinners will return in the upcoming school year. In closing, she thanked the board, administrators, and community for supporting her role over the last ten years.

Several board members commended Doris and her staff, praised the food, and expressed their delight in the community meals returning. Brian Cisneros reminded parents of the free/reduced meal program since meals had been free to all families and they may have forgotten this assistance requires application. Doris told parents to fill out the forms, which are all private and only viewed by her, online at [family.titank12.com](http://family.titank12.com).

**Denise Day made a motion to approve the school nutrition rates for 2022-23, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0.**

#### Communication Position

The Communication Position job description was reviewed by the board. It was determined that the candidate would be working under the volunteer leadership of Amy Sterndale for one year or less. Whether the position will be full year or part-time is still being determined. Michael Williams asked the board for their feedback on the job description.

Denise Days stated that she had no issue with the job description, however, she was concerned with the cost of a full-time position. Because of increased costs with inflation, she preferred to hire a part-time candidate for the first year with the potential to increase to a full-time position. Denise pointed out they recently added a Science Teacher, DEIJ Coordinator, and to maintain the budget without cutting into the capital budget plan she could not support more than a part-time position. Heather Smith felt the position seemed too junior and she was under the impression that they were looking for someone with more experience, even if it meant a part-time role. Heather also felt having someone during the summer could be beneficial for professional development around communication. She did not feel the required skills of the job description aligned with the amount of communication experience they were looking for, especially regarding platforms and standards for best practices. Amy Sterndale agreed, stating that the candidate would not just be a content creator, but someone who would train teachers on best practices. She felt the person could learn as they go, but also questioned who would "own" the communication on they days that person was not there. Brian Cisneros felt it would be difficult for a person to perform all the essential functions on a part-time basis. Dan Klein felt it would be important to invest adequate time early on to lead a culture change that aligns staff communication in a more efficient and organized manner.

Board members further discussed the pros and cons of a part-time verses full-time position, the implications of contracting verses hiring, summer work, and the salary and benefits that could be offered. The conclusion was that all the goals would not be reached during the first year, but the board should move forward to fill the position. Since \$50k is currently budgeted, they could offer a part-time position, or they can ask administration if there are funds that could be recovered for a full-time position. Amy Sterndale and the Communications Committee will provide guidance to administration to create a draft of required skills that meet the functions. After, they will find out how much the position would cost in the market to help guide a salary for a district employee.

School Camera Access by Law Enforcement during a crisis – Moved to non-public session

#### Board Goals for 2022-23

The board held a discussion that reviewed the 2022-23 goals to determine if there were too many and to identify the ones that were of high importance. The board decided the Communication goals were manageable as written

and the Curriculum goals were revised to include communicating with students on how they are graded on a day-to-day basis. Heather Smith also requested the goals be edited for grammar and format prior to adoption.

**Brian Cisneros made a motion to approve the 2022-23 Goals as amended, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**IX. SCHOOL BOARD COMMITTEE UPDATES** None provided

Manifest Committee reviewed the following Manifests.

Vendor Manifest #28 \$546,404.44

Vendor Manifest #29 \$111,587.14

Vendor Manifest #30 \$1,632,280.69

Vendor Manifest FY23 #1 \$2,114,017.1

Payroll Manifest #26 \$4,757,791.64

**X. PUBLIC COMMENTS** None provided

**XI. CLOSING ACTIONS**

**A. Future Meeting Dates:**

August 3, 2022 - Regular Board Meeting – MS Recital Hall

August 24, 2022 – Regular Board Meeting – MS Recital Hall

August 31, 2022 – Manifest Meeting – 3:30 PM SAU Conference Room

**XII. NON-PUBLIC SESSION:** RSA 91-A:3 II (i)

- Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

**Michael Williams made a motion to move to Non-Public Session at 8:28, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0 by roll call vote.**

**NON-MEETING SESSION:** RSA 91-A2I {If Needed}

**XIII. ADJOURNMENT:**

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

**Brian Cisneros made a motion to adjourn the meeting at 9:05, 2<sup>nd</sup> by Heather Smith. Motion passed 6-0.**

Respectfully Submitted,  
Karyn Laird, Records Keeper

Oyster River Cooperative School Board  
Non-Public Meeting Minutes: July 20, 2022

**Michael Williams moved to enter nonpublic session at 8:30 p.m. in accordance with RSA 91-A:3 II (i) – Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life., 2<sup>nd</sup> by Brian Cisneros. Upon roll call vote, the motion passed 6-0.**

School Board Attendees:

Michael Williams  
Brian Cisneros  
Denise Day  
Matthew Bacon  
Heather Smith  
Dan Klein

Administrators Present:

Dr. Jim Morse via telephone  
Suzanne Filippone

Absent: Yusi Turell

**8:30 p.m. - nonpublic session began**

The Board had a discussion pertaining to school camera access.

There were no motions during nonpublic session.

**The Board returned to public session at 9:04 PM.**





# RESTORATIVE PRACTICES

Research Based Practices to Strengthen School Culture

School Board Meeting – August 3, 2022

# WHAT ARE RESTORATIVE PRACTICES?

- Evidence Based Practices that:
  - Strengthen relationships
  - Develop social connections in a community
  - Create safe and stimulating school environment
  - Create trusting and respectful school environment
    - Respecting opinions and experiences of others
  - Support school community members to make positive choices
  - Repair and restore relationships
    - Reintegrating those who caused harm with structure and support to ensure behaviors aren't repeated
  - Demonstrate equitable, inclusive and respectful discipline focused on changing behavior to build positive, safe school culture and climate
  - Value empathy and accountability

# WHAT DO RESTORATIVE PRACTICES LOOK LIKE IN A SCHOOL ENVIRONMENT?

- SEL curriculum that supports self-awareness, awareness of others, and community building (CASEL Standards)
- Problem Solving and Dialogues (including but not limited to)
  - Restorative Circles
  - Restorative Conferences
  - Peer Mediation
- Advisory Practices
- Restorative Justice

# WHY IS THIS IMPORTANT FOR ORCSD?

*School culture is at the core of the ORCSD Vision students, teachers and community members take pride in our schools and understand that each of us has a role to play in ensuring their success. We create safe, stimulating learning environments where all students are challenged and excited by the opportunities to learn; where students and teachers alike feel it is safe to take creative risks; and where every member of our community is known and valued.*

Restorative Practices support our work to reach our vision through school culture and non-exclusionary practices.

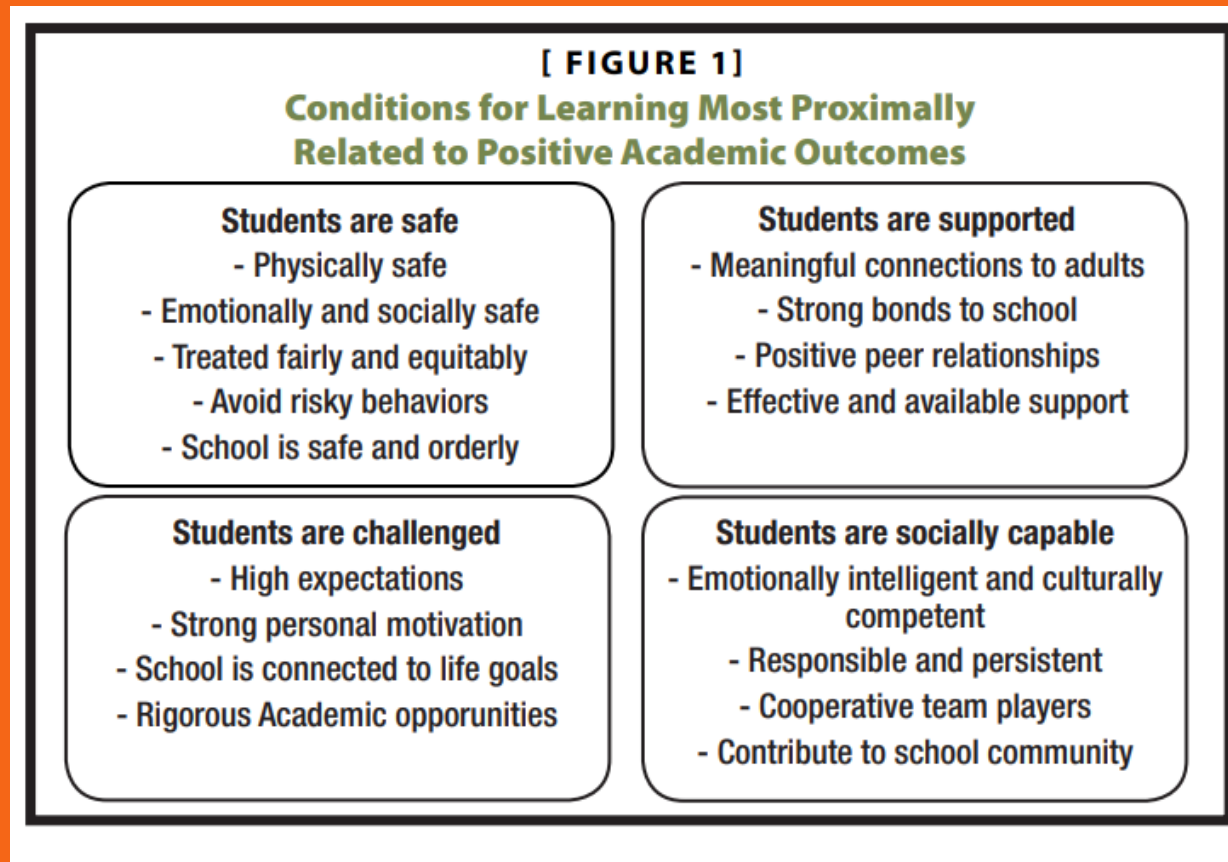
# ORCSD STRATEGIC PLAN

Goal	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Year Outcome
Using Restorative Justice Techniques		Explore restorative practices as a tool to address disciplinary issues within the school community.	Begin implementation of restorative practices.	Review restorative justice practices and make adjustments as needed.	Review restorative justice initiative and set goals for next five years.	By 2024, the ORCSD will have the tools in place so that students and staff can respond appropriately and supportively to incidents of harassment or discrimination.

# EXCLUSIONARY PRACTICES - SCHOOL CLIMATE AND STUDENT LEARNING

- California districts implemented Restorative Practices and found
  - drop in middle school absenteeism by 24%
  - 70% of staff reported an improvement in school climate
  - decline in “willful defiance” by high school students by 40%
- Research demonstrates non-exclusionary responses to behavior such as Restorative Practices
  - keeps kids earning credits and reduces the dropout rate
  - changes future behaviors of students
  - improves student and faculty feelings of safety

# IMPORTANCE OF POSITIVE SCHOOL CLIMATE AND CULTURE



Restorative Practices provide practices that enhance school climate and culture to create optimal conditions for a safe learning environment.

When students have the opportunity to learn, they are more likely to behave, perform well academically, and make academic gains. They are also more likely to make healthy decisions and build strong positive relationships with others. (Colombi & Osher 2015)

# RESTORATIVE JUSTICE

- NH Statute Changes in July 2021 193:13
  - Suspensions: Health, Safety or Welfare or Repeated Violations with graduated interventions
  - Long term suspensions limited to serious offenses of health, safety or welfare and require intervention plans
- School Board adjusted policy to reflect law changes
- Codes of Conduct adjustments being made
  - Adjusting Codes of Conduct to reflect State Law and ORCSD Policy changes
  - Reflect restorative practices



# WHAT IS ORCSD ENGAGING IN THAT IS RESTORATIVE? WHAT ARE OUR NEXT STEPS?

- Training and Education with Leadership
  - Members of leadership attended a seminar series on Restorative Practices in 2021-2022
  - Full Leadership Team participated in three-day retreat over the summer on Restorative Practices
- Training and Education with Staff
- MTSS-B at all levels
- Evidence Based Curriculums/Programs - Tier 1 (universal supports)
  - Adoption of the CASEL Standards
  - Open Circle Curriculum implemented at MW and MOH
  - Caring Community Curriculum (adopted by ORMS for 2022-2023 rollout)
- Restorative Circles with adults
- Restorative Circles with students
- Restorative Conferences



## ADDITIONAL RESOURCES:

- <https://schoolguide.casel.org/resource/restorative-practices-and-sel-alignment/>
- <https://www.air.org/sites/default/files/downloads/report/Advancing-School-Discipline-Reform-Sept-2015.pdf>
- <https://maec.org/wp-content/uploads/2021/05/MAEC-RestorativePractices-2021.pdf>
- <https://www.air.org/news/press-release/air-study-finds-more-severe-suspensions-have-greater-negative-effects-academic>
- <https://www.nea.org/professional-excellence/student-engagement/tools-tips/restorative-practices>

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: Dr. Jim Morse, Superintendent  
FROM: Jasmine Daniels, Interim Facilities Director  
DATE: July 28, 2022

RE: Facilities Update

Below is the current status. Weather may play a small factor, so all these dates are anticipated.

**ORHS Tennis Courts** – (VT Recreation company)

August 11th or 12th - Laser grade

15th or 16th - Paving the binder

25/26 - Fence post and hardware install

31st - Pave top coat

1<sup>st</sup> week of September – final paint and surface applied

This should be fully completed by mid-September. (Grand opening ceremony?)

**ORHS Boilers** –

90% complete. Will surely be ready for heating season. \$30k incentive from utility company

**Moharimet retaining wall** –

McKenna begins demo and retaining wall block install - week of August 8<sup>th</sup> (5 day install)

VT Rec doing fence install August 26-29<sup>th</sup>

**Moharimet Air Handlers** –

ENE installing 2<sup>nd</sup> week of August (will be operational before school starts)

MJA installing the old main office air handler around the same time.

**ORHS Science wing AC project** –

There are 6 AC condensers attached to the new air handler. Only 3 are installed at this point. The other 3 are delayed until mid-September. We can run just the existing 3 for the beginning of school to help cool that area. It won't be enough to fully AC the spaces but better than nothing. This is completely out of our control with serious delays in manufacturing and delivery.

**ORHS Nurses suite and door to new SRO office** –

All walls are up and painted. Doors and frames being delivered and installed end of next week. Fire strobes and door magnet installed mid-August. This will be ready for school. Dr. Wolfe should be contacted to move nursing items to new space in early August.

**ORHS MPR Stage renovation** –

Pappas company installing partition wall. Still waiting for a firm date. They anticipated 2<sup>nd</sup> week of August. The space is painted. New furniture is scheduled to be delivered mid-August. They have Marek's contact info for delivery and install.

**Mast Way Library door to Comp lab** –

Wall is open and ready for double door. Delivery and install end of next week. Electrical completed.



# ORCSD Facilities Update

August 3, 2022

School Board

# ORHS Tennis Courts



# ORHS Boilers



# Moharimet Air Handler Install





**ORCSD DEIJ Coordinator Transition Plan (Working DRAFT)**

\*ORCSD’s DEIJ Coordinator, Rachael Blansett, will begin on August 1, 2022. Once Ms. Blansett has begun working, she will review and edit this framework accordingly.

**First Six Months; August 2022 thru January 2023**

Rachael will build relationships with all stakeholders in the ORCSD community, learning about the district and greater community.

Objectives:

1. Coordinate Superintendent’s DEIJ Community Group
2. Meet with faculty regularly as a whole and in subsets
3. Survey and identify needed professional development for staff, develop plans for this PD, and begin implementing PD plan
4. Meet staff, students and support student led groups
5. Provide multiple opportunities to introduce herself to the community
6. Collaborate, learn, and grow with the community around this work

**August**

Meet with: District Leadership, Building Leadership, DEIJ Community Group, and DEIJ Faculty  
 Introduction to District Staff on Opening Day  
 Identify DEIJ Teacher Leaders for the 2022-2023 School Year  
 Meet with the DEIJ Community Group Steering Committee and create framework for meetings moving forward  
 Research and develop knowledge about developmentally appropriate practices  
 Meet with others in similar positions throughout the state [Exeter, Philips Exeter, Concord and Manchester]  
 Write a letter to the community

**September**

Begin DEIJ Community Group Meetings  
 Create a schedule of meetings and visits at each building  
 Meet with student led DEIJ groups at the Middle & High schools  
 Meet with advisors of Student Committees and determine the best way to support them  
 Begin formulating opportunities for possible public events/forums with the DEIJ Committee - plan first event prior to Holiday Recess  
 Meet with others in similar positions throughout the state  
 Create a press release

**October**

Continue scheduled meetings and visits at each building  
 Continue coordinating DEIJ Community Group meetings and work  
 Connect with individual teachers to visit classrooms and/or provide support with lessons  
 Work with School Leadership around Holiday season and equity  
 Continue to work on opportunities for public events/forums – plan first event prior to Holiday Recess  
 Begin to examine curriculum and resources with Assistant Superintendent  
 Create a Press Release  
 Meet with others in similar positions throughout the state at least monthly



**November**

Continue scheduled meetings and visits at each building  
Continue coordinating DEIJ Community Group meetings and work  
Continue with individual teachers to visit classrooms and/or provide support with lessons  
Work with School Leadership around Holiday season and equity  
Continue to work on opportunities for public events/forums – plan first event prior to Holiday Recess  
Continue to examine curriculum and resources with Assistant Superintendent  
Continue to identify needed professional development for staff, develop plans for this PD – implementing first optional PD opportunity for Staff January 23, 2023 (TW Day)  
Continue to meet with others in similar positions throughout the state [Monthly]  
\*Contribute to the Assistant Superintendent’s Quarterly Curriculum “Newsletter”  
Create a press release

**December**

Continue scheduled meetings and visits at each building  
Continue coordinating DEIJ Community Group meetings and work  
Continue with individual teachers to visit classrooms and/or provide support with lessons  
Continue to work on opportunities for public events/forums – plan first event prior to Holiday Recess  
Apply knowledge gathered about curriculum and resources to develop next steps with Assistant Superintendent  
Identify needed professional development for staff, develop plans for this PD – implementing first optional PD opportunity for Staff January 23, 2023 (TW Day)  
Distribute a press release  
Continue to meet monthly with others in similar positions throughout the state

**January**

Continue scheduled meetings and visits at each building  
Continue coordinating DEIJ Community Group meetings and work  
Continue with individual teachers to visit classrooms and/or provide support with lessons  
Apply knowledge gathered about curriculum and resources to develop action plan with Assistant Superintendent (begin planning for summer work)  
Continue to work on opportunities for public events/forums – plan second event for the Spring of 2023  
Identify needed professional development for staff, develop plans for this PD – implementing first optional PD opportunity for Staff January 23, 2023 (TW Day)  
Meet with others in similar positions throughout the state  
Create a press release  
Create a draft evaluation tool

**Close of January**

Assess the objectives and goal outlined monthly  
Determine work moving forward  
Review and revise if needed the draft evaluation tool

## ORCSD Care Policy

### ORCSD Care

The ORCSD Care program covers school issued laptops, iPads, chargers, and cases against loss, theft, or accidental damage from day of distribution through the last day of school. If the device is not covered by ORCSD Care, you will be liable for full replacement or repair cost.

All ORCSD Care covered student devices and peripherals must be turned in for summer routine, inspection, maintenance, and repair prior to the last day of school. Devices and peripherals not returned by the last day of school will incur a late fee of \$20.00. All ORCSD Care covered devices must be returned in their original condition, apart from normal wear and tear.

Students participating in ESY will be reissued a device prior to the start of ESY and offered the opportunity for early enrollment in the coming year's ORCSD Care program.

#### **How does ORCSD Care work?**

Families may join ORCSD Care for \$20 per student at the time of registration for each school year. Families may choose to join later in the school year upon inspection of the device by building IT personnel. Coverage does not begin until you agree to the program and payment is received.

This policy will be voided if any third-party software, parts, or repairs have been installed or completed.

\*Please note this cost will be adjusted for those who qualify for free/reduced lunch. The fee will be \$0 for those on free or reduced lunch program.

\*\*This cost is nonrefundable and does not transfer year to year.

#### **Included in Coverage:**

- (a) Cost of **parts and labor** to repair device
- (b) Replacement of lost/damaged cord or case
- (c) Cost to replace device if lost or damaged
- (d) Stolen – police report is required

#### **Breakdown of Costs with Labor Without ORCSD Care:**

<b>iPad Parts</b>	<b>Examples but not limited to</b>	<b>Cost</b>
Screen	Cracked screen, dropped, too much pressure	\$ 100.00
Audio Port	Roughly connecting or disconnecting headphones	\$ 75.00
Lightning/USB-C Cable	Lost, or eaten by pet	\$ 10.00
AC Adapter	Lost	\$ 12.00
Case	Lost, damaged beyond use	\$ 30.00
Full Replacement	Major liquid spill, damaged to the point of or beyond replacement cost, lost	\$ 300.00

<b>Laptop Part</b>	<b>Examples but not limited to</b>	<b>Cost</b>
Screen Including Bezel	Cracked screen, dropped, too much pressure	\$ 250.00
Chassis	Damage from dropping or crushing (includes palm rest assembly, trackpad, and hinges)	\$ 125.00
Bottom Case	Damage from dropping or crushing	\$ 75.00
Keyboard	Key removal, minor liquid spill	\$ 50.00
Audio and/or Power Port	Roughly connecting or disconnecting power or headphones	\$ 25.00
AC Adapter	Lost, stolen, or eaten by pet	\$ 40.00
Carrying Case	Lost, stolen, damaged beyond use	\$ 25.00
Full Replacement	Major liquid spill, damaged motherboard (including USB ports), lost, damaged to the point of or beyond replacement cost	\$ 450.00

\* ORCSD Care Fee and the cost of repair/replacement for those devices not enrolled will be evaluated on a yearly basis and may be adjusted depending on market costs.

**Not Included in Coverage:**

- (a) cosmetic damage not affecting the functionality of the Covered Equipment.
- (b) damage caused by reckless, abusive, willful or intentional conduct, or any use of the Covered Equipment in a manner not normal.
- (c) damage to Covered Equipment (regardless of the cause) if the Covered Equipment has been opened, serviced, modified, or altered by anyone other than ORCSD .
- (d) damage to Covered Equipment with a serial number that has been altered, defaced, or removed.

**Reinvestment in ORCSD Care:** If a covered item is accidentally damaged, lost, or stolen a replacement will be issued. Upon receiving the new item, \$20 is due within two business days to reinvest in the ORCSD Care program. An email will be sent to the primary contacts listed in PowerSchool. After the 2-business day grace period, all equipment will need to be inspected prior to reinvestment.

**ORCSD Policy References:**

[ORCSD Policy JFCB](#)

[ORCSD Policy ECAC](#)

[ORCSD Policy EDC](#)

[ORCSD Policy JICL](#)

[ORCSD Policy JICL-R](#)

[ORCSD Policy KFA](#)

To: Dr. James Morse

From: Rebecca Noe, High School Principal

Date: July 2022

Subject: Nominations of department heads and advisors for 2022 - 2023

Please accept the nominations of the following people for department head and activity advisors at ORHS for the 2022-2023 school year.

Proposed 2022-2023 Department Head and Advisor Stipends					
<b>Department Heads</b>					
Name	Department	Stipend	Total		
Cathi Stetson (.5)	Fine Arts/Computer	\$1,250	\$1,250		
Adam Lacasse (.5)	Fine Arts/Computer	\$1,250	\$1,250		
Shawn Kelly (.5)	English	\$1,250	\$1,250		
Jen Weeks (.5)	English	\$1,250	\$1,250		
Heidi Sant	World Language	\$2,500	\$2,500		
Don Maynard	Physical Education/Health	\$2,500	\$2,500		
Nate Oxnard	Science	\$2,500	\$2,500		
Kim Sekera	Counseling	\$2,500	\$2,500		
Unfilled	Social Studies	\$0	\$0		
Lisa Hallbach	Math	\$2,500	\$2,500		
Daniel Chick	Spec Ed	\$2,500	\$2,500		
<b>Advisors</b>					
Name	Activity	Longevity	Stipend	Years	Total
Celeste Best	National Honor Society	\$2,517	\$375	17	\$2,892
Jaclyn Jensen	Senate Advisor	\$3,358	\$75	3	\$3,433
Andrea Drake (.5)	Math Team Coach	\$1,679	\$188	14	\$1,867
Katie Johnson (.5)	Math Team Coach	\$1,679	\$75	5	\$1,754
Alexander Taylor	Stage Management Spring Play	\$2,182	\$75	3	\$2,257
Cathi Stetson	HS Musical	\$3,358	\$75	3	\$3,433
Wendy Gibson	Freshmen Class Advisor	\$2,099	\$150	5	\$2,249
Shawn Kelly	Journalism/Mouth of the River	\$2,099	\$375	11	\$2,474
Marc LaForce (.5)	Music Activities/All State	\$1,259	\$188	12	\$1,447
Andrea von Oeyen (.5)	Music Activities/All State	\$1,259	\$0	2	\$1,259
Katie Johnson	Senior Class Advisor	\$3,358	\$0	1	\$3,358
Barbara Milliken	Junior Class Advisor	\$2,517	\$225	8	\$2,742
Megan Thopson (.5)	SPARC/Robotics	\$1,679	\$0	1	\$1,679
Sara Cathey(.5)	SPARC/Robotics	\$1,679	\$75	5	\$1,754
Matt Pappas	Sophomore Class Advisor	\$2,099	\$375	25	\$2,474
Mike Troy	Fall Stage Management	\$1,636	\$375	24	\$2,011
Karen Van Dyke	Yearbook	\$3,777	\$225	7	\$4,002
*Michael Blouin	Parking Montior				

\*Self Funded

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

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ORMS Stipend Memorandum

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TO: Dr. Morse  
FROM: Jay Richard  
DATE: 7/26/22

RE: ORMS Activity Stipend Nominations

Please nominate the following individuals for their stipend activity during the 2022-23 school year.

Thank you.

Name	Activity	Stipend	Years	Longevity	Total
Jonathan Derick	Yearbook	\$2,099	5	\$150	\$2,249
Michele Martin	Science Club	\$630	12	\$375	\$1,005
Cathy Dawson	MS Literary Magazine	\$2,099	6	\$150	\$2,249
Sunpreet Sadana	Outing Club	\$630	13	\$375	\$1,005
Chris Hall	Outing Club	\$630	11	\$375	\$1,005
Laurenne Ramsdell	MS News	\$1,049	4	\$75	\$1,124
Susan Mathison	After School Games	\$630	8	\$225	\$855
Nellie Dinger	After School Games	\$630	1	\$0	\$630
Sue Bissell	MS Club (Women of Science)	\$630	9	\$300	\$930
Ruth Gehling	Math Counts	\$2,099	22	\$375	\$2,474
Sara Kuhn	MS Musical	\$1,049	4	\$75	\$1,124
Juliann Woodbury	MS Musical 2	\$1,049	3	\$75	\$1,124
John Silverio	Robotics 1	\$1,049	6	\$150	\$1,199
Joe Boucher	Robotics 2	\$1,049	5	\$150	\$1,199
Jason Duff	Robotics 3	\$1,049	6	\$150	\$1,199
Jacob Boulay	Jazz Band	\$2,517	1	\$0	\$2,517
Laurenne Ramsdell	Best Buddies 1/3	\$700	2	\$0	\$700
Michelle Vizzo	Best Buddies 1/3	\$700	2	\$0	\$700
Jacob Boulay	Best Buddies 1/3	\$700	0	\$0	\$700
Jarika Olberg	Musical Dept. Chair	\$2,500	4		\$2,500



# MAST WAY ELEMENTARY SCHOOL

Oyster River Cooperative School District

23 Mast Road  
Lee, New Hampshire 03861

*'Working Together to Engage Every Learner'*



Misty Lowe, Principal  
[mlope@orcscd.org](mailto:mlope@orcscd.org)  
Tel. 659-3001

TO: Dr. Morse  
FROM: Misty Lowe, Principal  
DATE: July 27, 2022

RE: 2022-23 Activity Stipend Nominations

NAME	ACTIVITY	STIPEND	YEARS	LONGEVITY	TOTAL
Chris Milner	Musical Director	\$1,049	0	0	\$1,049
Felicia Sperry	Musical Director Asst.	\$500	7	\$225	\$725
Erin Handwork	Musical Choreographer	\$450			\$450
Catherine Fisher	Nature Walks	\$1,000			\$1,000
Susan Leifer	Science Monday	\$400	6		\$400
Cathy Baker	Jump Rope for Heart	\$400			\$400
Cathy Baker	Running Club Fall/Spring	\$400/\$400			\$400/\$400
Katherine Moore	Jump Rope for Heart Asst.	\$200			\$200
Katherine Moore	Running Club Asst.	\$200			\$200



Moharimet School  
11 Lee Road, Madbury, New Hampshire 03823 • 603-742-2900

To: Dr. James Morse  
From: David Goldsmith  
Date: July 28, 2022  
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2022-2023 school year.

Name	Activity	Stipend	Years	Longevity	Total
Sarah Curtin	Science Monday Coord.	\$400			\$400
Beth Struthers	Musical Director	\$1,049	10	\$300	\$1,349

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT



## **ORCSD Communications Specialist**

### **Job Description**

**July 28 revision**

Under the direction of the Superintendent, the Communications Specialist develops, implements, and manages the Oyster River Cooperative School District's (ORCSD) communication strategy and program. They will maintain the district's brand and vision in all messaging guided by the district's philosophy that "the ultimate goal of an education in the district's schools should be to prepare the student for a world of rapid change and unforeseeable demands."<sup>1</sup>

To perform this job successfully, each essential duty must be performed in a satisfactory manner and with awareness of all ORCSD requirements and board policies.

#### **ROLES & RESPONSIBILITIES:**

- Develop and oversee the execution of an annual communications plan so families and community members are informed of the news, activities, and events happening in the Oyster River Cooperative School District
- Manage ORCSD's primary communications channels, including our website, social media, staff and community newsletters, publications, and community events
- Support School Principals and District staff with best practices in communications related to school-based and district wide events, gatherings, and programs
- Develop graphics and videos to be used as part of outreach and communications efforts
- Collaborate with community organizations including Parent Teacher Organizations and community partners to develop programming to help families learn about timely issues relevant to schooling and parenting
- Support efforts to keep internal and external stakeholders informed about the ORCSD direction and forward progress of the district
- Support district departments in overseeing effective internal communications practices that are regular and informative
- Write initial drafts of superintendent's communications including district updates, email newsletters, and public remarks
- Lead the ongoing and regular practice of soliciting input and feedback from families about school communication, outreach, and family engagement
- Organize district response to media inquiries as needed

#### **SKILLS, ABILITIES, COMPETENCIES:**

- Exceptional written/oral communications skills, with skill presenting information in engaging ways
- Skilled in developing graphics that can be used for social-media, web-based communications, and printed communications

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<sup>1</sup> [https://cdn5-ss12.sharpschool.com/UserFiles/Servers/Server\\_538005/File/School%20Board/Policies/A/AD\\_-\\_Philosophy\\_of\\_the\\_School\\_District.pdf](https://cdn5-ss12.sharpschool.com/UserFiles/Servers/Server_538005/File/School%20Board/Policies/A/AD_-_Philosophy_of_the_School_District.pdf)

- Extremely well-organized, with a strong attention to detail
- The ability to work both collaboratively and independently, seeking support when needed
- A flexible mindset that can tolerate evolving priorities and timelines
- A can-do and will-do attitude: no task is too high level or too basic
- Proficiency in a second language is preferred, but not a requirement
- Experience working with parents, students, and staff in a public-school setting preferred
- Commitment to justice, equity, diversity and inclusion and the role public schools play in promoting these ideals
- Proficiency in Google Workspace and Microsoft Office Suite. Ability to adapt to emerging technologies

### **PREFERRED QUALIFICATIONS:**

Minimum of a bachelor's degree in Communications, Language Arts, Marketing, Public Relations, or a related field. A minimum of five (5) years working experience in Public Relations, Marketing, or a related field. School district experience is preferred.

#### Technology Requirements:

All tools within Office 365, Adobe Illustrator and Premiere, Website platform (*Josh to provide*), Google Workspace/Drive, and social media