

**Oyster River Cooperative School District  
REGULAR MEETING**

**August 29, 2018**

**OR High 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.**

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

- Motion to approve 08/15/18 regular meeting minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District**

**B. Board**

**VI. DISTRICT REPORTS**

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

- Report on Summer Professional Development

**B. Superintendent's Report**

- School Calendar {Regional}
- Enrollment Update
- Mast Way Construction Update
- Architect/Construction Manager Search Update

**C. Business Administrator**

- Fund Balance Transfer
- MS25/DOE25
- Aramark Renewal Proposal for the next five years

**D. Student Senate Report**

**E. Other: Sleep Study Survey – Jesse Morrel**

**VII. DISCUSSION ITEM**

- Indigenous Peoples' Day
- Voting at the High School
- Administrative Support for the Athletic Director - Cost/Job Description

**VIII. ACTIONS**

**A. Superintendent Actions**

**B. Board Action Item**

- Motion to Authorize a Fund Balance Transfer.
- Motion to sign the MS 25/DOE 25.
- Motion to Renew Aramark for the next five years for Facilities Services.
- Motion to change Columbus Day to Indigenous Peoples' Day.
- Motion to approve Administrative Support for the Athletic Director.
- Motion to approve ORHS List of Volunteer Coaches for Fall.

**IX. SCHOOL BOARD COMMITTEE UPDATES**

**A. Manifest Reviewed and Approved by Manifest Subcommittee.**

**X. PUBLIC COMMENTS**

**XI. CLOSING ACTIONS**

**A. Future meeting dates:** 09/12/18 – Regular Meeting – ORHS – Library – 7:00 PM  
09/26/18 – Regular Meeting – ORHS – Library – 7:00 PM  
10/10/18 – Regular Meeting – ORHS – Library – 7:00 PM

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

**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**

**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: 2016 - 2019 |
| • Kenneth Rotner   | Term on Board: 2016 - 2019 |
| • 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**

**August 15, 2018**

**Oyster River High School**

**7:00 p.m.**

**SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Al Howland, and Kenny Rotner. Not Present: Michael Williams, Dan Klein and Student Representative: Patty Andersen**

**ADMINISTRATORS: Superintendent Morse, Todd Allen, Sue Caswell, Carrie Vaich, Jay Richard, David Goldsmith, Suzanne Filippone, Doris Demers.**

There were 15 members of the public present at the School Board Meeting.

Suzanne Filippone, Principal of the High School, remembered Jay Rasmussen, Oyster River graduate of 2018 as a kind and generous spirit in the community. The deepest condolences go to the family.

Tom Newkirk noted that it was very moving to go to her memorial service and hear what a very generous and caring person she was.

**II. APPROVAL OF AGENDA:**

Tom Newkirk suggested moving the Indigenous People's Day discussion to after announcements.

**Denise Day moved to approve the agenda with the above revision, 2<sup>nd</sup> by Al Howland. Motion passed 5-0.**

**III. PUBLIC COMMENTS:**

Nancy Lambert from Durham thanked Dr. Morse for proposing Indigenous People's Day. There are a lot of things that are beyond our control but what we can control is what we teach our children.

John Minz of Durham is strongly in support of Indigenous Peoples' Day. He is currently reading a book called "First Thing and Last Thing" and highly recommends it. His son spent six months on a reservation and it changed their lives forever.

Kathleen Blake of Dover and Chair of the NH Native American Affairs. She would like the Board to give the Indigenous Peoples' Day serious consideration. Christopher Columbus was not as portrayed what we learned in school and hopes that this also comes to light.

Denise and Paul Pouliot of the Cowasuck Band of the Penacook-Abenaki People in Alton spoke in favor of Indigenous Peoples' Day. They appreciate that the Town of Durham has moved forward with this already.

Fawn Gaudet from Rumney is a preschool teacher and would love this to be taught.

Jeremy Love of Manchester is a member of the NH Coalition of Indigenous Peoples' day. Christopher Columbus was pretty brutal and feels we should not celebrate him.

Garrett Chapman of Madbury recently moved to this community and fully supports his heritage and Indigenous Peoples' Day.

Kitty Marple of Durham and chair of the Durham Town Council thanked the Board for all their service. The Town of Durham changed the holiday last year to Indigenous Peoples' Day. The renaming of the holiday is that people need to be treated with humanity.

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

##### **Motion to approve 07/18/18 Regular Meeting Minutes:**

**Brian Cisneros moved to approve the July 18, 2018 School Board Regular Meeting Minutes, 2<sup>nd</sup> by Denise Day.**

**Revision: Page four second paragraph after options insert "either building new on-site or off-site"**

**The Motion passed 4-0-1 with Kenny Rotner abstaining.**

#### **V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS**

**A. District:** Suzanne Filippone of the high school noted the highlights of activities over the summer:

Marek and the custodial crew have been very busy getting the building ready for everyone.

We have made major upgrades to our lighting (all LED's)

IT has shifted the middle school cart to the high school

A new bell/intercom system has been installed which will enhance our communication throughout the building.

Summer School, ESY and Math Enrichment have all come to completion at the high school.

A letter was sent home for families in an effort to help everyone acclimate to the new schedule.

We had a Coffee and Conversation with parents and students around the new Bell Schedule.

NH Department of Safety, Division of Homeland Security and Emergency Management worked with us to complete an assessment of our facility.

ORCSD Administrative Team has been working on the five-year Strategic Plan.

Faculty have been collaborating all summer on curriculum and rubrics/assessments. A group of 10 attended a three-day conference with 2Revolutions on Designing the Future of Learning.

Faculty Leaders have been meeting to discuss The Year of the Effective Communicator and collaborative opportunities.

Counselors have had great turnouts for their Freshman Bootcamp and Application Bootcamp for seniors.

Next Year they will continue ground work on the Mission: Oyster River High School promotes a safe and nurturing community where the uniqueness of each member is valued. In this spirit, we are committed to becoming educated, ethical, responsible citizens who strive to contribute positively toward the betterment of ourselves, our school, our society and our world.

The 2018-19 School Year is the year of the Effective Communicator.

Throughout the year, we will be working as a community to cultivate effective communication with our students, each other, and families.

Jay Richard of the Middle School is looking forward to the start of the year and highlighted some of the key summer activities:

Last week Camp Reach and the ESY programs were completed. Reach had numerous offerings ranging from robotics to cooking. The ORMS ESY program implemented a service learning project to support the NHSPCA in Stratham. ORMS students participated in instructional activities that included guided readings about birds, goats and horses, they researched chosen animals and created and presented what they learned and practiced measurement skills. These lessons were then applied to the construction of a goat playground, numerous bird houses, chicken roosts, enrichment toys for the dogs and pigs, hose popsicles, and donation bins that were then donated to the NHSPCA.

The ORMS student laptops arrived a few weeks ago and are ready for deployment at the start of the school year. There are a group of teachers who are planning the logistics of the deployment with IT Director Josh Olstad. This group meets again on August 20 to finalize all device plans.

As of today, there are 32 new students moving into the District with 21 departures. The current enrollment is 665 students.

Competency work has also been an area of focus over the summer. One major area of work has been researching and drafting potential models for student lead conferences.

ORMS Staff has been participating in a significant amount of professional development since the end of the school year ranging from coursework at UNH to collaborative competency work with surrounding districts.

David Goldsmith of Moharimet updated the Board on the opening of school. Moharimet has been a busy place this summer. They have hosted the District' elementary summer school. Almost 50 students came Tuesday through Thursday for five weeks.

Facilities: David recognized the great work from Jim Rozycki and all of facilities. They made sure that the workers and teachers knew important schedules and arrangements. All the lights have been replaced and almost all the windows are finished as well. The custodians have the building looking cleaner than ever and many teachers will be coming in throughout the rest of August to prepare their rooms.

SEL: We have nine classroom teachers testing Open Circle. This is the classroom based SEL Program that the Elementary SEL committee recommended in the spring. All nine teachers, the school psychologist and school counselor have attended Open Circle training this summer.

Team Time: both elementary schools have worked to create a Team Time for classroom teachers each week. This will be used to discuss student progress, receive professional development, and to collaborate on ways to support all students' individual learning needs.

Safety: The NH Department of Safety's Homeland Security and Emergency Management Department conducted a voluntary safety audit of Moharimet this summer. Representatives from Homeland Security met with a group from the District and representatives from Madbury Fire and Rescue in July to discuss building and safety procedures.

Carrie Vaich Principal of Mast Way spoke about the opening of school year 2018-19.

#### Facilities:

Mast Way has been fully involved with renovations and additions this summer. At the front of the building, a new entryway, office and conference room are in progress. These changes will greatly improve the visibility from the main office further enhancing our security measures. At the back of the school, a new music room and three new classes are being built. Since our enrollment is increasing, these spaces are much needed. The work is projected for completion this fall with a late October/November timeline. Because of this, we will have one classroom start the year in the North Commons area of our school. Once the new classrooms are completed, classrooms will be transitioned into new spaces. The entrance/exit for the main entrance of the school will be relocated temporarily with students, staff and families using the newly opened side door adjacent to the parking lot.

In addition to the new spaces, all windows have been replaced with higher quality windows that will help greatly with both heating and cooling. Lighting has been upgraded with LED lights, light sensors and auto shut off features.

#### Professional Development:

Over the summer months, staff has been taking part in many trainings and working deeply on curriculum development. Thirteen teachers have been trained in the SEL Program.

#### Schedule and Team Time:

Last spring a team of teachers worked diligently to develop a schedule to best meet the needs of our students. Out of this committee, a four-day schedule was developed which we look forward to rolling out this fall. In addition, we knew a set time for grade level teams was necessary to review and discuss student progress was needed.

Superintendent Morse added that the construction at Mast Way will cause delays with the buses and Carrie has been working with Lisa Huppe. The buses will be dispersing kids two buses at a time to control the pathway of the kids getting on and off the bus. This will continue until about the Thanksgiving timeframe.

Andy Lathrop, Athletic Director reported that there are 300 kids registered at the high school for athletics this fall. They are looking at three soccer teams for both girls and boys. There are 16 kids playing football for the ClipperCats.

#### **B. BOARD:**

Denise Day thanked the members of the public who spoke this evening and knows that some drove a distance and it is appreciated.

Al Howland went to Freshman Boot Camp and it was great. They had a talk on kids being over scheduled. When kids walk out of Oyster River they want them to be able to self-advocate.

#### **Indigenous Peoples' Day:**

Kenny Rotner spoke on the proposal of potentially renaming the holiday Indigenous Peoples' Day. Last year, they voted to adopt this in the Town of Durham and he would like to see the School Board adopt this as well. As a school district, they have the unique ability to build curriculum around this history. Superintendent Morse also noted that he has also had requests from the community for this to be discussed.

**Kenny Rotner moved to adopt the change of the Holiday to Indigenous Peoples' Day 2<sup>nd</sup> by Al Howland. Tom Newkirk is in full support of this and appreciate the people who came here this evening to speak. Al Howland moved to postpone the vote until the next meeting when all the School Board members are present, 2<sup>nd</sup> by Denise Day. The motion passed 5-0.** The Board agreed to postpone the vote until there is a full representative of the Board in attendance.

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

##### **A. Assistant Superintendent/Curriculum and Instruction Report:**

Todd Allen reported that there were 36 camps and around 300 students at Camp Reach this summer. Durham Recreation in the afternoons were full and



this was a clearly successful program. Deb Byrne, the Reach Coordinator, did a great job on this.

**B. Superintendent Report:**

**Enrollment:**

Mast Way: 362 students with 14 students attending from Moharimet  
Moharimet: 314 students with 14 students attending Mast Way. Grades 2, 3, and 4 are almost full. We need to consider ways to have flex space for accommodations in the future. There has been a decrease in Kindergarten enrollment and will be something to watch.

**Strategic Plan Update:**

Superintendent Morse reported that there will be a draft to the Board by Thanksgiving. The principals and the directors are committed to bringing the draft to their staff. They have done really good work and by the time it goes before the Board, it will have a more uniform, standardized look.

**Progress on Construction Projects:** The majority of this update was covered under the individual school's district announcements.

**Opening of School:** Superintendent Morse reported that this is crunch time for the schools getting prepared for opening day in two weeks. While there are still two bus driver openings available, they are in a better position than they were last year at this time.

**C. Business Administrator:**

**School Nutrition Lunch Increase:**

Doris Demers spoke to the Board and updated them on the School Lunch Program. According to the Federal Lunch Equity form, we must increase prices to meet the average of \$2.92. To meet that goal, our prices would be raised a minimum of .07. She is suggesting rounding up prices a total of 0.10 to meet that goal and hopefully not to have to increase again next year. Rounding will also make it easier at Point of Sale registers when making change.

Current Meal Prices:

Grade	Breakfast	Lunch	Milk
K-4	\$1.25	\$2.65	\$0.50
5-8	\$1.25	\$2.90	\$0.50
9-12	\$1.50	\$3.15	\$0.50

Proposed Price Increases:

Grade	Breakfast	Lunch	Milk
K-4	\$1.25	\$2.75	\$0.50
5-8	\$1.25	\$3.00	\$0.50
9-12	\$1.50	\$3.25	\$0.50

**Denise Day moved to approve the new price schedule for meals as presented, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**Bus Routes:** Sue Caswell reviewed the proposed bus routes. There were no Board questions.

**D. Student Senate Report:** None

**E. Other:** None

**VII. DISCUSSION ITEMS:**

Revised ORCSD Facility Use Agreement: Denise Day reported that the Policy Committee tweaked this agreement and made a few changes. Superintendent Morse added that these changes are to make sure that this policy matched the new user agreement. These changes ensure that all federal policies are adhered to. Al Howland noted that the link on Page 2 section 5 should read: [www.orcsd.org/school-board/policies](http://www.orcsd.org/school-board/policies). Insert after Insurance Section 9: "ORCSD reserves the right to examine the incident and determine if it impacts future facility use." **Al Howland moved to approve the facilities use agreement and policy KF for a first reading, 2<sup>nd</sup> by Denise Day. Motion passed 5-0.**

Superintendent Morse noted that there will also be an abridged version for someone who is looking to use the facility for a one-time use.

**Al Howland moved to approve Facilities Use Agreement and Policy KF for a second reading, 2<sup>nd</sup> by Denise Day Motion passed 5-0.**

**2018-19 School Board Goals:** Superintendent Morse noted the addition of Board Goal #3 Employment Recruitment to development of Strategic Plan to recruit diverse staff.

Kenny Rotner mentioned that we are moving in a wonderful direction with mental health and wellness but would like it to be its own individual goal. Superintendent Morse answered that it is very integral to the work they are doing on the Strategic Plan and it will be in the Building Goals as well. He doesn't think it needs to stand on its own anymore. It is being addressed as a systemic approach on the Strategic Plan.

Kenny Rotner feels that the transportation system should be evaluated to see if there is a better way to meet the needs of the students. How well does the system meet the needs, ask for suggestions and make this a study project are some of the questions to be addressed. There needs to be a better way to approach it in a more environmentally friendly manner. Superintendent Morse discussed that to do a study or a survey there would need to be a budget item and a discussion in October. Tom Newkirk feels it's worth asking questions because the kids are on the bus for a long time.

**Denise Day moved to adopt the 2018-19 School Board goals as presented, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**Board Permission for Op Ed Piece on the Middle School:** Tom Newkirk is looking for permission to write a piece on the information that is available on the report and get it out to the paper to create community awareness. **2<sup>nd</sup> by Kenny Rotner. The Motion passed 5-0.**

**Administrative Support for the Athletic Director:** Suzanne Filippone and Andy Lathrop discussed this potential support position with the Board. The auditorium is in high demand. They are recommending that the Board hire clerical help for the Athletic Director that can also be used to aid in our facilities scheduling in use of the Auditorium. There are a lot of facility pieces that go along with the athletics as well that this potential person would be coordinated. Andy is supervising almost 60 coaches and having this person in place would free him up to work more closely with them. They are proposing that this be a school year position. Superintendent Morse noted that this position used to exist but was cut 6 years ago. Tom Newkirk would like to see the numbers attached to this position before. Due to the sophistication of the equipment in the auditorium, it would be beneficial to have someone monitoring the space. This would also allow the classroom teachers more access to this auditorium for a great classroom experience that won't interfere with the productions.

**Indigenous Peoples' Day:** Moved to beginning of agenda.

**VIII. ACTIONS:**

**A. Superintendent Actions:** None

**B. Board Action Items:**

**Motion to approve Dr. Karen Palmer as School District Physician replacing Dr. Katy Lilly: Denise Day moved to approve Dr. Karen Palmer as School District Physician, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**Motion to approve the list of ORHS Department Heads and Advisors:**

**Department Heads:**

<b>Cathi Stetson</b>	<b>\$2,500</b>
<b>Shauna Horsley (.50)</b>	<b>\$1,250</b>
<b>Kara Sullivan (.50)</b>	<b>\$1,250</b>
<b>Mary Beaton</b>	<b>\$2,500</b>
<b>Don Maynard</b>	<b>\$2,500</b>
<b>Nate Oxnard</b>	<b>\$2,500</b>
<b>Kim Cassamas</b>	<b>\$2,500</b>
<b>Ann Golding</b>	<b>\$2,500</b>
<b>Brian Zottoli</b>	<b>\$2,500</b>
<b>Lisa Hallbach</b>	<b>\$2,500</b>

**Advisors:**

<b>Celeste Best</b>	<b>\$2,419</b>
<b>Derek Cangelo</b>	<b>\$3,227</b>
<b>Andrea Drake (.50)</b>	<b>\$1,613.50</b>
<b>Katie Johnson (0.50)</b>	<b>\$1,613.50</b>
<b>Kathy Fink</b>	<b>\$2,047</b>
<b>Meredith Freeman-Caple</b>	<b>\$3227</b>
<b>Wendy Gibson</b>	<b>\$2,017</b>
<b>Shawn Kelly</b>	<b>\$2,017</b>
<b>Marc LaForce</b>	<b>\$2,419</b>
<b>Heather Healy</b>	<b>\$3,227</b>
<b>Barbara Milliken</b>	<b>\$2,419</b>
<b>Nate Oxnard (.50)</b>	<b>\$1,613.50</b>
<b>Sara Cathey (0.50)</b>	<b>\$1,613.50</b>

<b>Matt Pappas</b>	<b>\$2,017</b>
<b>Mike Troy</b>	<b>\$1,517</b>
<b>Karen Van Dyke</b>	<b>\$3,630</b>
<b>Susan Wilkinson</b>	<b>\$2,419</b>
<b>Jonathan Bromley</b>	<b>\$3,227</b>

**Denise Day moved to approve the above list of Department Heads and Advisors, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**Middle School/High School Volunteer Positions:**

<b>Steve Petit</b>	<b>Girls Soccer</b>
<b>Jacob Bayer</b>	<b>Boys Soccer</b>
<b>Sean Stewart</b>	<b>Girls Volleyball</b>
<b>Dan Brodeur</b>	<b>Girls Volleyball</b>
<b>Kate Heaney</b>	<b>Field Hockey</b>
<b>Emma Brown</b>	<b>Field Hockey</b>
<b>Drew Thibault</b>	<b>Cross Country</b>
<b>David Geschwendt</b>	<b>Cross Country</b>

**High School Paid Positions:**

<b>Scott McGrath</b>	<b>Boys Cross Country</b>	<b>\$3,630</b>
<b>Fergus Cullen</b>	<b>Girls Cross Country</b>	<b>\$3,855</b>
<b>Akan Ekanem</b>	<b>Boys Varsity Soccer</b>	<b>\$4,134</b>
<b>James Thibault</b>	<b>Boys JV Soccer</b>	<b>\$3,062</b>
<b>Danny Watson</b>	<b>Boys Reserve Soccer</b>	<b>\$2,142</b>
<b>Cassandra Sweatt</b>	<b>Girls Varsity Volleyball</b>	<b>\$3,855</b>
<b>Sadie Moore</b>	<b>Girls JV Volleyball</b>	<b>\$2,359</b>
<b>Meg Varrell</b>	<b>Girls Varsity Soccer</b>	<b>\$4,134</b>
<b>Salme Cook</b>	<b>Girls JV Soccer</b>	<b>\$2,687</b>
<b>Paul Bamford</b>	<b>Varsity Golf</b>	<b>\$2,017</b>
<b>Anne Golding</b>	<b>Varsity Field Hockey</b>	<b>\$4,134</b>
<b>Melyssa Woods</b>	<b>JV Field Hockey</b>	<b>\$2,687</b>
<b>Alex Satterfield</b>	<b>Unified Soccer</b>	<b>\$2,017</b>

**Middle School Paid Positions:**

<b>Bill Sullivan</b>	<b>MS Athletic Director</b>	<b>\$5,000</b>
<b>Dave Montgomery</b>	<b>MS Cross Country</b>	<b>\$2,419</b>
<b>Chris Hall</b>	<b>MS Cross Country</b>	<b>\$2,419</b>

<b>Heather Concannon</b>	<b>MS Cross Country .50 fte</b>	<b>\$1,209.50</b>
<b>Julia-Anne Woodbury</b>	<b>MS Cross Country .50 fte</b>	<b>\$1,209.50</b>
<b>Nate Grove</b>	<b>MS Boys Soccer</b>	<b>\$2,017</b>
<b>Jen Snow</b>	<b>MS Girls Soccer</b>	<b>\$2,017</b>
<b>Stephane Pratt</b>	<b>MS Volleyball</b>	<b>\$2,017</b>
<b>Emma Danais</b>	<b>MS Field Hockey .50 fte</b>	<b>\$1,008.50</b>
<b>Kelly Lacoste</b>	<b>MS Field Hockey .50 fte</b>	<b>\$1,008.50</b>

**Denise Day moved to approve the motion to approve the list of ORMS/ORHS Fall Coaches, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**ORMS Activity Advisor Positions:**

<b>Jarika Olberg</b>	<b>\$2,500</b>
<b>John Silverio</b>	<b>\$1,009</b>
<b>Jason Duff</b>	<b>\$1,009</b>
<b>Cathy Dawson</b>	<b>\$2,017</b>
<b>Joe Boucher</b>	<b>\$1,009</b>
<b>John Silverio</b>	<b>\$ 681</b>
<b>Chris Hall</b>	<b>\$ 631</b>
<b>Susan Mathison</b>	<b>\$ 756</b>
<b>Nellie Dinger</b>	<b>\$ 756</b>
<b>David Ervin</b>	<b>\$2,794</b>
<b>Sue Bissell</b>	<b>\$ 756</b>
<b>Sarah Kuhn</b>	<b>\$1,009</b>
<b>Juliann Woodbury</b>	<b>\$1,009</b>
<b>Sunny Sadana</b>	<b>\$ 906</b>
<b>Ruth Gehling</b>	<b>\$2,392</b>

**Denise Day moved to approve the ORMS Activity Advisors, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**Elementary Activities Stipends:**

<b>Cathy Baker</b>	<b>\$ 400</b>
<b>Cathy Baker</b>	<b>\$ 800</b>
<b>Pam Felber</b>	<b>\$1,384</b>
<b>Felicia Sperry</b>	<b>\$ 650</b>
<b>Erin Handwork</b>	<b>\$ 450</b>
<b>Susan Leifer</b>	<b>\$ 400</b>
<b>Beth Struthers</b>	<b>\$1,234</b>

**Denise Day moved to approve the Elementary Stipend Activities nominations, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

**Motion to approve the Policy KCDA Memorials for a second reading: Denise Day moved to approve the Policy KCDA Memorials for a second reading, 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

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

**Manifest Reviewed and Approved by Manifest Subcommittee:** The committee met on August 1 and August 15<sup>th</sup>:

Payroll Manifest #3: 8/18/18: \$220,129.87  
Payroll Manifest #2: 7/27/18: \$293,149.74  
Vendor Manifest #4: 8/15/18: \$1,222,118.17

Tom Newkirk reported that the Building Committee is in the process of picking the construction project manager and the architect.

**X. PUBLIC COMMENTS:** Dean Rubine from Lee mentioned the possibility of bringing back the modulars to the elementary schools for more space.

#### **XI. CLOSING ACTIONS**

##### **A. Future Meeting Dates:**

08/29/18 Regular Meeting ORHS Library 7:00 p.m.  
09/12/18 Regular Meeting ORHS Library 7:00 p.m.  
09/26/18 Regular Meeting ORHS Library 7:00 p.m.

#### **XII. NON-PUBLIC SESSION RA 91-A:3 II (if needed)**

#### **XIII. ADJOURNMENT**

**Al Howland moved to adjourn the meeting at 9:20 p.m., 2<sup>nd</sup> by Brian Cisneros. Motion passed 5-0.**

Respectfully submitted,  
Laura Grasso Dobson  
Recording Secretary

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Todd Allen *T Allen*  
DATE: August 23, 2018  
  
RE: Summer PD

**Summer 2018 PD in the Oyster River School District**

The public perception often is that teacher's take the summer off. In the ORCSD a significant portion of our preparation and long-range planning takes place during the summer months. In the summer of 2018 ORCSD Professional Staff have engaged in more than 800 days of professional development making it one of the most productive summers ever for the school district.

**Below is a list of the PD activities staff have engaged in for Summer 2018:**

- Technology Boot Camp
- One to One Technology planning at MS
- Competency Development and Training
- Open Circle Training
- World Language Proficiency Training and Curriculum Development
- K-5 Science Curriculum planning and development
- Math Curriculum planning and development
- Literacy curriculum review and development
- Learning Commons planning and development
- Student Support Services training and planning
- MTSS planning and PD
- Professional Collaboration around many topics:
  - Encore Curriculum
  - Technology
  - Health Curriculum
  - Advisory Program
  - Social Studies Curriculum
  - Master Schedule
  - Counseling Program



# Mast Way School 2018-19

## Enrollment Projections

as of 8/23/18

### Current 2018-19 Enrollments

	K	1	2	3	4	
<b>6-20-2018 End of Year</b>	71	72	75	63	72	<b>353</b>
Summer Withdrawals 2018			4	5	4	<b>13</b>
New 2018-19 Registrations	51	13	13	10	7	<b>94</b>
October 1, 2018 Enrollment						<b>0</b>
Enrollments 2018-19						<b>0</b>
Withdrawals 2018-19						<b>0</b>
<b>Current 2018-19 Enrollment</b>	51	84	81	80	66	<b>362</b>

### Anticipated 2018-19 Enrollment

Teacher	Grade	K	1	2	3	4	Avg
Kennedy	K	17					17
McCormick	K	17					
Webb	K	17					
<b>To be Placed</b>	K						
<b>To Withdraw</b>	K						
Biggwither	1		21				21
Burke	1		21 (20)				
Desrochers	1		21				
Handwork	1		21				
<b>To be Placed</b>	1						
<b>To Withdraw</b>	1						
Darois	2			20 (18)			20.25
Moulton	2			21 (18)			
Stacy	2			20 (19)			
Zimar	2			20 (19)			
<b>To be Placed</b>	2			1			20.5
<b>To Withdraw</b>	2						
Drew	3				20		20
Laliberte	3				20 (19)		
Paquette	3				20		
Ray	3				20 (18)		
<b>To be Placed</b>	3				1		20.25
<b>To Withdraw</b>	3						
Bowden-Gerard	4					21	22
Buswell	4					22 (19)	
George	4					23	
<b>To be Placed</b>	4						
<b>To Withdraw</b>	4						
<b>TOTAL</b>		<b>51</b>	<b>84</b>	<b>82</b>	<b>81</b>	<b>66</b>	<b>364</b>
*18-19 MOH Students attending MW		<b>0</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>15</b>

\*These include inquiries and possible students not yet registered

## Moharimet Elementary School 2018 - 2019 Enrollment Projections

Current 2018 - 2019 Enrollments						
	K	1	2	3	4	Total
<b>End of Year 6-23-2018</b>	50	64	68	89	81	<b>352</b>
Summer Withdrawals - 2018	1	2	0	2	1	<b>6</b>
New 2018 - 2019 Registrations	41	6	1	0	2	<b>50</b>
October 1, 2018 Enrollment						
Enrollments 2018 - 2019						
Withdrawals 2018 - 2019						
<b>Current 2018-19 Enrollment</b>	<b>41</b>	<b>54</b>	<b>65</b>	<b>66</b>	<b>90</b>	<b>316</b>

Anticipated 2018-19 Enrollment 16 classes							
Teacher	Grade	K	1	2	3	4	Avg
Chartrand	K	14					13.67
Lapierre	K	14					
Raspa	K	13					
To be Placed		0					13.667
To Withdraw		0					
Bradley	1		18				18.00
Dolcino	1		18				
Torr	1		18				
To be Placed			0				18.00
To Withdraw			0				
Hoff	2			22			21.67
Jones	2			21			
Nedeau	2			22			
To be Placed				0			21.67
To Withdraw				0			
Hall	3				22		22.00
Larson-Dennen	3				22		
Schmitt	3				22		
To be Placed					0		22.00
To Withdraw					0		
Fitzhenry	4					22	22.50
Lee	4					23	
Swift	4					23	
VanLedtje	4					22	22.50
To be Placed						0	
To Withdraw						0	
<b>TOTAL</b>		<b>41</b>	<b>54</b>	<b>65</b>	<b>66</b>	<b>90</b>	<b>316</b>

'18-'19 MOH Students Going to Mast Way*	<b>0</b>	<b>1</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>15</b>
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\* Includes inquires and possible student not yet registered

**MIDDLE AND HIGH SCHOOL ENROLLMENT BY GRADE**

**Updated: August 23, 2018**

MIDDLE SCHOOL

Grade 5	158
Grade 6	178
Grade 7	164
Grade 8	<u>170</u>
<b>TOTAL</b>	<b>670</b>

HIGH SCHOOL

Grade 9	216
Grade 10	209
Grade 11	207
Grade 12	<u>185</u>
<b>TOTAL</b>	<b>817</b>

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

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INTEROFFICE MEMORANDUM

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TO: School Board

FROM: Sue Caswell,  
Business Administrator

DATE: August 29, 2018

RE: Transfer Funds to Fund Balance Retention Account

I am pleased to report that the budget for 2017-18 finished with an unassigned balance of \$723,629.

I am recommending we transfer \$400,000 of the unassigned balance to the Fund Balance Retention Account. This account is available for emergencies expenditures and over expenditures or as a source of revenue to reduce the tax rate. We used the balance last year to reduce the tax rate.

After this transfer there will be \$323,629 to offset the 2018 tax rate.

You will need a motion to approve the retention of these funds.

Motion:

I make a motion to approve the retention of \$400,000 of the June 30, 2018 unassigned fund balance.

# SCHOOL FINANCIAL REPORT

For the Year Ending June 30, 2018

For School District of Oyster River Cooperative

SAU # 5

**DUE TO THE NH DEPARTMENT OF REVENUE**  
Not Later Than September 1, 2018

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete."  
Per RSA 198:4-d

COPY

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
Date

Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

SCHOOL BOARD MEMBERS  
*Please sign in ink.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COPY

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL & PROPERTY DIVISION  
P.O. BOX 487  
CONCORD, NH 03302-0487  
(603)230-5090

For Office Use Only	
Dist.	Loc.

COPY

Form DOE-25  
School Administrative Unit # 5

NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION

Annual Financial Report

for the Year Ending June 30, 2018

for the Oyster River Cooperative School District

Due to the State Department of Education not later than September 1, 2018

This document has been prepared in accordance with the New Hampshire Financial Accounting Handbook For Local Education Agencies

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete." Per RSA 198:4-d

\_\_\_\_\_  
School Board Chairperson \_\_\_\_\_ Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

School Board

School Board

COPY

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August 6, 2018

Ms. Susan Caswell - Business Administrator  
Oyster River Cooperative School District  
36 Coe Drive  
Durham, NH 03824

**RE: Oyster River School District, Renewal Proposal**

Dear Susan,

On behalf of Aramark Facilities Services and our Oyster River Management team, I want to thank you for the opportunity to provide our facilities services program for the past 26 years. Our comprehensive program remains strong and well positioned to continue to deliver outstanding service and value to the Oyster River School District.

As you know our current agreement will expire on June 30, 2019. With that in mind, I would like to propose an offer to proactively extend our relationship for another 5 years. For your consideration, Aramark is prepared to offer the following to the Oyster River School District:

1. A five (5) year term renewal agreement beginning July 1, 2019 in accordance with Contract provisions.
  - a. A continued investment in new custodial equipment outfitted with the latest technology to continue to provide a sustainability focused cleaning program. Aramark has invested on average \$25,000 per year for the past 5 years.
  - b. In addition to utilizing our CMMS system to proactively manage the districts assets we will implement a new predictive maintenance program utilizing vibration analysis. The \$6,000 annual cost will be absorbed through Aramark's fee with no additional cost to the district. See attached information.
  - c. Aramark will fund \$35,000 for the purchase of a new all-wheel drive truck equipped with a lift gate for the sole use of the district.
  - d. Aramark will not increase its fee for the 2019-2020 year and will implement a 2% CPI increase for each of the remaining years of the extension.

We believe that the investments of the last five years in particular have greatly influenced and positively impacted our collective programs. Maintaining the momentum and commitment of the past is essential to driving for sustained success and constant quality improvement.

In closing, we remain confident that through our collaborative partnership and demonstrated historical success we have created a foundation for the future which will create even more value for the school district, more opportunity for our employees and continuous improvement of our programs and associated outcomes.

Thank you.

Karen Toomey  
District Manager

**RESOLUTION #2017-28 OF DURHAM, NEW HAMPSHIRE**  
**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT/SCHOOL BOARD,**  
**REQUEST FOR:**

**DESIGNATING THE SECOND MONDAY IN OCTOBER AS “INDIGENOUS PEOPLES’ DAY” IN DURHAM, NH**

**WHEREAS**, the ~~Town of Durham~~ Oyster River Cooperative School District/ School Board recognizes that the Indigenous People have occupied land that would later become known as the Americas for 13,000 years; and

**WHEREAS**, the Native Americans, called Wabanaki (People of the Dawn) were not a single people, but were many groups with similar customs who spoke dialects of the Algonquian language; and

**WHEREAS**, English settlers arrived in the region in the 1620's, and initially, the settlers and Wabanaki lived in relative peace and shared and traded resources; and

**WHEREAS**, as the colonists' settlements expanded, disputes over land use and ownership multiplied. Social, economic, political, and religious differences led to confusing and hostile confrontations. Profound cultural and language barriers impeded understanding; and

**WHEREAS**, the ~~Town of Durham~~ Oyster River Cooperative School District/ School Board acknowledges that Durham is built upon the homelands and villages of the indigenous people of this region and that those indigenous people assisted the colonists with knowledge and understanding on how to survive in an unfamiliar new land; and

**WHEREAS**, human history suggests that individual or systemic acts of aggression and intolerance toward others engender only further hostility, discord, and destruction of lives; and

**WHEREAS**, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

**WHEREAS**, the United States federal government, the State of New Hampshire, ~~and~~ the Town of Durham, and the Oyster River Cooperative District/School Board recognize Columbus Day on the second Monday of October, in accordance with the federal holiday established in 1937; and



WHEREAS, the ~~Town of Durham~~ Oyster River Cooperative School District/ School Board desires to celebrate the culture and values of indigenous people, and to reflect upon the historical offenses against and ongoing struggles of indigenous people; and

WHEREAS, an opportunity exists for our residents and local schools to learn about and contemplate the intersection of these diverse cultures; and

WHEREAS, the ~~Town Council~~ Oyster River Cooperative School Board encourages the State of New Hampshire to consider similar measures; and

WHEREAS, the ~~Town of Durham~~ Oyster River Cooperative School District/ School Board is a welcoming community that embraces all people and their inherent inalienable right to life, liberty, and the pursuit of happiness, a premise fundamental to our nation,

NOW, THEREFORE, BE IT RESOLVED, that the ~~Durham Town Council,~~ Oyster River Cooperative School Board the governing and legislative body of the ~~Town of Durham, New Hampshire~~ Oyster River Cooperative School District, does hereby ~~adopt Resolution #2017-28~~ designating the second Monday in October as "Indigenous Peoples' Day" in Durham, NH and reaffirming the ~~Town's~~ school's commitment to promote understanding, friendship, and the well-being and growth of its indigenous community.

BE IT FURTHER RESOLVED that Section XIV (K) ORESPA, and Section XIII (F) ORPaSS VI (H) "Holidays" of the ~~Town's Personnel Plan~~ Oyster River Cooperative School District's Negotiated Agreements will be amended to reflect the second Monday in October as "Indigenous Peoples' Day" holiday.

PASSED AND ADOPTED this \_\_\_ day of \_\_\_\_\_ by a majority vote of the ~~Durham Town Council~~ Oyster River Cooperative School Board with \_\_\_\_\_ affirmative votes, \_\_\_\_\_ negative votes, and \_\_\_\_\_ abstentions.

\_\_\_\_\_  
Thomas Newkirk  
Oyster River School Board Chair

**ATTEST:**

\_\_\_\_\_  
~~Lorrie Pitt, Town Clerk-Tax Collector~~

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: James Morse  
DATE: August 22, 2018

RE: Administrative Assistant to Athletic Director/Auditorium Coordinator

Breakdown of cost for Assistant to AD and Auditorium Coordinator Paid Days at 7.5 hours per day:

School Days	178
Teacher Workshop Days	7
Additional Work Days	10
Holidays	<u>12</u>
Totals Days	207

Annual salary cost= \$23,923 to \$31,174.

Assuming a Step 6 (middle of the scale) employee the total salary cost would be \$27,246.

Payroll taxes = \$2,225 to \$2,899.

Health Insurance cost \$7,808 for single person, \$15,617 for two person, \$21,082 for family.

Potential range of total cost for proposed position would be \$27,148 to \$55,726.

**Total cost of position likely not to exceed \$40,000.**

**The cost of his position could be covered by the \$277,523 in savings realized in the hiring process this year.**

Proposed Job Description attached as additional back up.

**Oyster River Cooperative School District  
School Administrative Unit #5  
Office of the Superintendent of Schools**

**Position:** Administrative Assistant to the Athletic Director and Auditorium Coordinator

**Status:** Full-time for school year plus 10 days; hourly

**Qualifications:** High School Diploma or equivalent, proficient with Word and Excel.

**Reports to:** Athletic Director and High School Principal

**Job Goal:** To ensure the smooth and efficient operation of Athletic Department and auditorium.

**Supporting Athletic Department:**

- First point of contact for the Athletic Office (ie. phone calls, email, etc.)
- Provides information to staff, parents, students, and public via phone, email, website or in person regarding athletic programs and events.
- Maintain contact with officials, opposing schools, transportation regarding schedule adjustments.
- Maintains all required documentation for NHIAA.
- Manages Athletic Website
- Maintains athletic schedules in schedule star
- Create, update and distribute rosters for all sports.
- Prepare spectator programs for all home events.
- Confirm all event dates, times, sites, etc. with other schools, officials, Transportation Department and coaches on a weekly basis.
- Pay officials weekly.
- Assist Athletic Director with approving facility use for district gyms and fields.
- Assist Athletic Director with Family ID (Athletic Registration Software) and confirming athlete physicals with the School Nurse.
- Track athletes sport, level of play (Varsity, JV or Reserve) and number of seasons played. Athletes will be tracked all 4 years of High School.
- Assist coaches/AD in preparing materials for each season's Sports Information Nights.
- Prepare athletic award certificates, letters and pins for end of season awards and assist coaches with scheduling season end banquets.
- Provide employment forms for new coaches and assist Athletic Director with the clerical aspects of the hiring process.
- Performs other duties as assigned.

**Supporting Auditorium use:**

- Schedule and support activities in the High School Auditorium.
- Utilize the use of basic technology to support auditorium functions.
- Engage in training required to complete requirements of the job.
- May work with students in the use of Auditorium tools and equipment.
- Ensure safety standards are followed.
- Coordinates services with other departments within the facility as needed.
- Performs other duties as assigned.

**Evaluation:** Annual

**Original Effective:** 8-17-18



**ORHS ATHLETICS**  
**55 Coe Drive**  
**Durham, NH 03824**  
**603-868-2375 x1105**  
**603-868-1355 Fax**

**OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT**

**To:** Dr. Jim Morse, Superintendent  
**From:** Andy Lathrop  
**Date:** 8/23/18  
**Re:** 2018 HS/MS Fall Coach Volunteer Nominations

**Message:**

Please accept the following names for nomination to coach their selected sports this upcoming fall season.

**Middle/High School Volunteer Positions:**

HS	Matt Parise	Asst. Golf Coach
HS	Eliza Balch	Asst. Girls Cross Country

Sincerely,  
Andy Lathrop  
Director of Athletics  
Oyster River Cooperative School District

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Eliza Balch	School: ORHS
Position: Asst. Girls XC	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Eliza is an Oyster River graduate that went on to run in college and will bring a wealth of knowledge and experience in cross country to the coaching staff.

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

8-13-18  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Matt Parise	School: ORHS
Position: Asst. Golf Coach	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Matt has a degree in golf management and adds a lot of knowledge of the game to the golf program. He will be a great addition!

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

8-13-18  
Date