

**Oyster River Cooperative School District  
REGULAR MEETING**

September 16, 2020

ORHS Auditorium

7:00 PM

**o. CALL TO ORDER (7:00 PM)****I. MANIFEST REVIEW REVIEWED PRIOR TO SCHEDULED MEETING (6:30PM)****II. APPROVAL OF AGENDA****III. PUBLIC COMMENTS****IV. APPROVAL OF MINUTES**

- Motion to approve 9/2/20 regular meeting minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

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

**VI. DISTRICT REPORTS**

- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - NHSAS/SAT Update
  - Sabbatical Update
- B. Superintendent's Report**
  - Revision - Solar Array
  - Update on MS/HS Sports – Andy Lathrop and Bill Sullivan
- C. Business Administrator**
  - FY22 Budget Calendar
- D. Finance Committee Update/Minutes**
  - Budget Goal Update
- ~~**E. Student Senate Report:**~~
- F. Other:**

**VII. DISCUSSION ITEM**

- Decision Selection of an appointed New Board Member until next election in March 2021.
- Retirement Incentive
- Questions the Board Needs Answers to Regarding Increasing Student Participation at School.

**VIII. ACTIONS**

- A. Superintendent Actions**
- B. Board Action Item**
  - Motion to approve the FY22 Budget Calendar.
  - Motion to appoint an At-Large Board Member until the March 2021 Election.
  - Motion to approve the List of Retirement Incentives as presented by the Superintendent.
  - Motion to approve the ORHS Department Heads and Advisors.
  - Motion to approve List of Policies for first read/Deletion: Policy FF-Naming of Facilities, Board Procedure: BEDB-R – Agenda Format/Policy for first read and FL & R-Retirement of Facilities & Procedure for Deletion.

**IX. SCHOOL BOARD COMMITTEE UPDATES**

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

**X. PUBLIC COMMENTS****XI. CLOSING ACTIONS**

- A. Future meeting dates:** 9/16/20 – Regular Meeting– 7:00 PM  
9/30/20 – Manifest Review – SAU Conference Room 3:30 PM  
10/7/20 – Joint Meeting w/Barrington

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

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

**XIII. ADJOURNMENT:**

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

**Respectfully submitted,**

**Superintendent**

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

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

5646 Conf ID: code: 461362#

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

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

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

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

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

**Oyster River Cooperative School District Members:**

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

**Information Regarding Nonpublic Session**

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

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

## Oyster River Cooperative School District

### Hybrid Remote Meeting\* Minutes

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

**September 2, 2020**

**DRAFT**

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

**Student Representative:**

**ADMINISTRATORS PRESENT VIA REMOTE ACCESS:** James Morse, Todd Allen, Sue Caswell, Suzanne Filippone, Jay Richard, Misty Lowe, David Goldsmith

**STAFF PRESENT:** None

**GUEST PRESENT:** Ron Lamarre, Lavalley Bresinger Architects, Andre Kloetz, Bauen Corp. Jesse Phan, Bauen Corp.

**GUEST'S PRESENT VIA REMOTE ACCESS:** None

Tom Newkirk read the following statement:

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

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

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

We are utilizing Microsoft Teams for this electronic meeting. All members of the School Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-603-766-5646 and ID Code 461362#, or by clicking on the following website address: <http://www.orcsd.org/stream>

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

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Team or telephonically. Instructions have also been provided on the website of the ORCSD Board Agenda for 09/02/20.

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

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

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

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

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

Let's start the meeting by taking a roll call attendance without the need to state if you are alone as we are meeting together. A roll call vote was then done with 6 Board Member present

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

Tom Newkirk stated that he had no additions to the agenda, He asked the Board Members if there were any additional changes.

Al Howland questioned the approval of the MOU on the agenda and felt that it should be after the non-meeting portion of the meeting, we need to have explanations before approval.

Tom stated that he was not sure if we needed a non-meeting.

There were no additional changes suggested.

**II. APPROVAL OF AGENDA:**

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

Tom began by stating that before we get into the rest of the meeting, he wanted to take a moment to acknowledging the passing of Kenny Rotner and asked Al Howland to say a few words on behalf of the School Board. Tom Newkirk, Dan Klein, and Dr. Morse each shared their thoughts about Kenny and the incredible work that he did for the district.

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES:**

**Motion to approve the July 8, 2020 meeting minutes:**

**Revisions:** None

**Denise Day moved to approve the July 8 meeting minutes, 2<sup>nd</sup> by Brian Cisneros. Motion passed with roll call vote 6-0.**

**Motion to approve the August 19, 2020 meeting minutes:**

**Revisions:**

Michael Williams asked on Page 7 in the 7<sup>th</sup> paragraph, remove the wording beginning with “adding to the end of the sentence” and replace with “tonight in non-meeting.” On page 9 correct the vote on policies from “6-0” to “5-1 with Michael Williams voting no.” Also, on Page 9 remove the Non-Meeting” section completely.

**Denise Day moved to approve the August 19 meeting minutes as revised, 2<sup>nd</sup> by Brian Cisneros. Motion passed with roll call vote 6-0.**

**Motion to approve the August 19, 2020 non-public meeting minutes:**

**Revisions:** None

**Denise Day moved to approve the August 19 non-meeting meeting minutes, 2<sup>nd</sup> by Brian Cisneros. Motion passed with roll call vote 6-0.**

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

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

### **B. Board:**

Al Howland stated that the Integrated Waste Management Advisory Committee for Durham are doing a composting challenge with 20 families to find out the ratio of compostable to non-compostable material. They are working with Durham Parks & Recs and for \$10 you get a container, compostable bags, and a data sheet. The challenge will run for 6 weeks.

Tom Newkirk reported out on the 3<sup>rd</sup> walk-thru at the MS site last Friday. It is amazing the amount of changes that have been made and the progress has been astonishing.

## **VI. DISTRICT REPORTS:**

### **A. Assistant Superintendent Reports:** None

### **B. Superintendent's Report:**

#### New MS Update

Tom Newkirk welcomed Ron Lamarre from Lavalle Bresinger to come up and update the Board on the progress of the new middle school. Ron presented a power point presentation that explained the developing lobby space with a mural concept that will tell the District's story. He reviewed the concept behind the 4 themes and colors using the criteria of the Biophilic Learning chosen for the interior areas. He ran thru the first-floor layout, and the various views from the concert hall including the balcony seating which could also be used as a future meeting space. He introduced Andre to present his updated.

Andre Kloetz from Bauen Corporation stated that he is pleased with the progress made so far and attributes that to the good weather, and not having the students on site early on. He stated that he is working on completing prices in about two weeks, and hopefully the next time we meet we should have the results of the bidding. At the end of August, we have completed 4 months of work and they have billed \$6.6M resulting in 15% of the guaranteed maximum price. We have completed 63% of the site work, 100% of the geothermal wells and pipes, 90% of the concrete form work and 35% of the structural steel work. He spoke about having a Topping Off ceremony where students and people associated with the site come and sign a beam or two. He spoke of having another tour in 6-8 weeks which will go up to the fourth floor, and that by the end of December the building will be weather tight with a roof.

Andre introduced Jesse Fand from Bauen who is on site most of the time and who has done a great job with the coordinating the various aspects of the build and asked the Board if they had any questions.

Denise Day asked if they encountered anything unexpected during the building process so far.

Michael Williams asked about the inspection process of the steel that is coming on site.

Andre answered both questions, and also spoke of the process that was needed to deliver the steel to the site with 4 state troopers assisting the delivery. He invited everyone to the site on Thursday for additional steel construction that will be happening.

Brian Cisneros asked where we are falling on the schedule of the build, are we on-schedule, behind schedule.

Andre stated that we are on schedule.

Michael Williams asked if there have been complaints from the neighbors about noise or dust.

Andre has not heard anything but did state that the crew do clean up the area at the end of each day.

Tom thanked Ron, Andre, and Jesse for their presentation. They left the meeting at 7:52 PM.

### Enrollment Update

Jim stated that at this time these numbers are unofficial until October 1 when the State recording is done. Right now, Mast Way is at 333, Moharimet is at 293, middle school is at 663, and high school is at 844. Jim went on to say that the home school count right now is a little over 60 children. The class sizes at the elementary schools are pretty good. If this were a traditional opening the Moharimet 3<sup>rd</sup> grade number would be past the class size policy recommendation. The remote/hybrid system right now is as balanced as possible, and the staffing is perfect, but concerned when parents have the option to choose again, and there is a big shift, we will need to figure that out. Jim explained the drop off protocol and locations that are being used at the elementary level and that opening day went well with only a few minor technicalities that needed to be addressed.

The Board asked questions pertaining to the number of Barrington tuition students this year in comparison to last year and the year before.

Dan Klein asked about a decision to have student athletes choose between traveling teams and ORCSD teams.

Jim responded that the coaches asked if the AD would support having students make a choice between traveling teams and ORCSD teams. AD Lathrop call me and asked if the superintendent was supportive. Jim asked Andy why the coaches were asking and what was past practice. Past practice was that students could do both. Andy shared with the superintendent that they were concerned that traveling teams travel throughout the state and in some cases cross state lines and they were concerned that traveling outside the region was contrary to the Board's decision to limit ORCSD travel to the SE region Due to COVID. The coaches were very concerned, and Jim thought the request was consistent with the Board's direction at the last meeting.

The superintendent informed the Board that Exeter is requiring schools to transport their students if they wish to play against them so I made an exception as long as we maintain social distancing and masks as we do during the school day.

He also told the Board that the middle school was having difficulty finding schools to compete and we may need to bring in ORYA to provide competition.

Denise Day asked if a schedule for sports is created that it be shared with the Board.

There was additional discussion that ensued surrounding the sports topic with answers provided to the questions posed.

Jim gave a quick update on the antiracism committee meeting. He also stated that 6 people were interested in the vacant Board position, with 4 having completed the application process, He also updated the Board on the 15 staff members who were interested in the retirement incentive, and that he would bring this before the Board at the September 16<sup>th</sup> meeting.

Jim invited Jay and Suzanne to the podium to present their presentation.

#### Update for Opening of School – MS/HS

##### **MS Update**

Jay Richard began his presentation by explaining the ORMS Orientation Schedule that they will follow and that a remote orientations option will be available. He went on to explain the schedule for targeted learners and the breakdown by grade level including the number of students in the building at each session.

Jay listed all of the correspondences that have been sent out to families beginning August 1<sup>st</sup> up until August 28<sup>th</sup>. He informed the Board of the opportunities provided during the teacher workshop days to the staff. He also thanked IT, Nick Bellows and a handful of para-educators who handed out 600 laptops.

##### **HS Update**

Suzanne Filippone began her presentation to the Board with a student orientation update with Small groups that went on supervised student led tours, pictures were taken for high school ID's/School Pictures, They had their computer pick – up, Discussions surrounding SEL, and a debrief of Spring and Summer with their high school counselor. She also provided the orientation update for Grades 10-12 and what was offered.

She thanked Lisa Richardson and the paraeducators that assisted in the laptop distribution to students.

Suzanne explained the schedule for targeted learners, and noted the dates set aside for testing and other grade specific activities. Suzanne also provided the dates for her correspondences sent home beginning August 6 through August 26 but noted that both Mike McCann and Mark Milliken have also been sending home information as well. She provided the breakdown of the work completed during the teacher workshop days. Suzanne acknowledged the faculty at the high school they are doing an amazing job.

#### **C. Business Administrator:**

##### MS25/DOE 25

Sue explained that she has the end of year reports. The MS25 shows a \$900K max in the emergency fund, with \$614,024.96 to off set taxes. Jim asked Sue to explain the new legislation that has passed.

Sue explained the new legislation that passed had a cap increase that has doubled to 5% and that we will need a new Warrant Article for this increase as the previous one is at 2.5%.

**Brian Cisneros moved to authorize the Board Chair to sign both the MS25 and DOE25 as a pair, 2<sup>nd</sup> by Denise Day. Motion passed with roll call vote 6-0.**

**D. Finance Committee Update:** None

~~**E. Student Senate Report:**~~

~~**F. Other:**~~

## **VII. DISCUSSION ITEM:**

### Return to Normal Meeting Routine

Tom stated that observing health precautions and social distancing, we will resume our regular meeting by allowing the public to once again attend meetings beginning September 16<sup>th</sup>.

Jim stated that he has spoken with Alexander and they have come up with a plan for this meeting. We will continue to use this room; people would enter through the Gym doors and exit through the side door. We would rope off every other row and keep a three-seat distance between each other. This method would allow us to house 25 people in the lower section, and we would provide microphones in the audience for public comment. We will also expect everyone to wear masks.

Tom stated that we will resume the manifest committee at the next meeting with a 6:30 start time. Dan Klein and Denise Day will be on the committee.

### Process for Selecting New Board Member

Tom explained that he spoke with our legal council about the process that we need to follow, and it is basically a public process, the resume deadline will be September 9<sup>th</sup>, the 9<sup>th</sup> through the 16<sup>th</sup> the Board will review the resumes and be prepared to discuss nominations at the next meeting. On the 16<sup>th</sup> the Board Chair will summarize the resumes and that we will use the repeated voting process, but we will not vote against people, until a majority vote is presented.

Dan asked if this could be documented as a chronological list.

Michael Williams asked if the resumes could be sent to the Board instead of coming into the SAU building.

The Board asked additional clarifying questions. The resumes will be emailed to all Board Members on Thursday, September 10<sup>th</sup>.

### MOU Between District and Guild

Tom moved the meeting to the MOU and explained the process that was followed the previous week with the Board negotiating team meeting first with Dr. Morse to review and revise certain aspects of the MOU. They then met with the Guild to discuss the proposed changes made that resulted in the MOU that was included in the back up. Tom went on to state that the Guild voted on this agreement with an almost unanimous vote. Jim believes that it was 148 to 2 vote.



Tom asked if there were any questions.

Brian questioned the 6' distance suggested because if you are masked you could be 3'. This literally cuts our space in half.

Jim replied that we are using the CDC Guidelines of 6' and that administratively we agreed that by following the 6' distance, wearing masks and hand washing reduces the potential by 90%. Jim gave an example of what he observed today at the schools that were following the distancing, and it worked perfectly.

Brian also questioned the timeframe of the document ending June 30, 2021. What happens if the Governor lifts all guidelines as of January, are we still obligated to finish out the contract.

Jim explained that like any contract we would need to go back to the Guild and renegotiate depending on the circumstances presented.

Denise Day and Brian Cisneros pointed out some minor typos in the document.

Tom asked if there were any additional questions and if we are ready to vote.

**Brian Cisneros made a motion to authorize the Board Chair to sign the MOU between the District and the Guild, 2<sup>nd</sup> by Denise Day. Motion passed with roll call vote 6-0.**

## **VIII. ACTIONS**

### **A. Superintendent Actions**

### **B. Board Action Items:**

#### Appointment of District SRO and Truant Officers

**Denise Day made a motion to appoint the District SRO and Truant Officers, 2<sup>nd</sup> by Brian Cisneros. Motion passed with roll call vote 6-0.**

#### Approval of MS/HS Coaches

Tom asked for a motion to approve the list of coaches.

**Denise Day made a motion to approve the list of coaches, 2<sup>nd</sup> by Brian Cisneros.**

#### **Discussion:**

Michael Williams felt that like the process that we use for procedure management it is not very robust, and this is another area where the degree of oversight the Board applies directly, is very limited and I would rather not be voting on things that we are not really involved in. He will be abstaining.

Dan Klein agreed that the Board should be apprised of the nominations but felt it would work better if this were handled through the administration. He will abstain as well.

Al Howland stated that our real job is policy and procedure for the coaches.

Tom asked if there is a current policy to approve coaches.

Jim clarified with the Board that they are now asking that the approval of coach nominations be removed from the Board and be handled through administration.

Al suggested that we take this back to the Policy Committee for review and then come back to the Board with their findings.

Dan Klein felt that the Policy Committee should also work with Andy Lathrop on this review.

**Motion passed with roll call vote 4-0-2 with Michael Williams and Dan Klein abstaining.**

List of Policies

Tom Newkirk asked for a motion to approve the list of policies for second read/adoption.

**Denise Day made a motion to approve the List of Policies for a second read/adoption, 2<sup>nd</sup> by Brian Cisneros.**

**Discussion:** None

**Motion passed with a roll call vote of 4-2 with Al Howland and Michael Williams voting against.**

**IX. SCHOOL BOARD COMMITTEE UPDATES:**

Denise Day asked in terms of meetings for the Policy Committee, whether we should continue to meet remotely or in person.

Jim encouraged the committee to meet in person as long as everyone id comfortable with that.

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

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

~~Payroll Manifest #~~

~~Vendor Manifest #~~

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

**XI. CLOSING ACTIONS:**

- A. Future Meeting Dates:                    9/2/20 – Regular Hybrid/Remote Meeting – 7:00 PM  
                                                          9/16/20 – Regular Meeting – 7:00 PM

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

**NON-MEETING SESSION: RSA 91-A:2 {If needed}**

**XIII. ADJOURNMENT:**

**Al Howland made a motion to adjourn the meeting at 8:43 p.m., 2<sup>nd</sup> by Michael Williams  
Motion passed with a roll call vote of 6-0.**

Respectfully Submitted,

Wendy L. DiFruscio  
Executive Assistant to  
Superintendent of Schools

**Oyster River Cooperative School District  
School Administrative Unit #5  
36 Coe Drive  
Durham, New Hampshire 03824**

**Budget Process Calendar  
Budget Year 2021-22  
TO BE APPROVED BY School Board:**

September 16 School Board Goals FY22 Budget

Superintendent Department Reviews\*:

**Oct. 7** – MS @ 10:00/MOH & MW @ 1:00, **Oct. 8** – Facilities @ 10:00/HS @ 1:00, **Oct 14** -Technology @ 10:00/Transportation @ 1:00, **Oct 15** – Food Service @10:00/SAU/District and Special Ed. (1:00)

\*All meetings will be held at the SAU Office.

October 26 Draft Budget Distribution

October 29 Workshop session with Board 8:00 – 1:00 Town of Lee Safety Complex  
First overview of 2021-22 Budgets by each Principal and Departments of District:  
Mast Way  
Moharimet  
Oyster River Middle School  
Oyster River High School  
District/SAU  
Information Technology  
Special Education/Grants  
Facilities  
Transportation  
Food Service

November 18 Regular Board Meeting Budget Discussion

November 19 Budget Workshop with Board 7:00 HS Auditorium

December 2 Regular Board Meeting Set Budget, 7:00 PM, High School Auditorium

January 11 Town Budget Forum –Durham Town Hall – 7:00 PM

January 13 Public Hearing- 7:00 High School Auditorium

January 18 Town Budget Forums – Madbury Town Hall – 7:00 PM

January 25 Town Budget Forums –Lee Safety Complex - 6:30 PM

February 2 First Session /Deliberative Session 7:00 High School Auditorium

March 9 Second Session /Voting by Ballot

Town dates subject to change.

The 21-22 School Board budget goal will include three options. 2.5%(1,183,155), 3%(1,419,785), and 3.5% (1,656,416) net increases from the approved fiscal 20-21 budget (47,326,181). The total increases will include fund 10, 21, 22/23 and all warrant article recommended by the board. Revenue and reserve accounts can be used to offset expenses.

Finance Committee Remote Meeting Minutes

Wednesday, September 9, 2020 @ 6:00 PM – ORHS Auditorium

Attendees: Al Howland, Michael Williams, James Morse, Sue Caswell. Absent: Brian Cisneros

Visitors: Ned Reynolds, Dan Klapp – Revision Energy. Ron Lamarre from Lavalle Bresinger Architects and Andre Kloetz from Bauen Corporation.

Al Howland began the meeting by welcoming Revision Energy to the meeting to show a presentation for the possibility of a Solar Array at the new middle school.

Ned Reynolds began by thanking the committee for the opportunity for him and his associate, Dan Klapp, to present at this meeting, and that he looks forward to repeating the presentation for the full Board on September 16<sup>th</sup>. He continued by stating that he has worked with the District before on the facilities building and also with the Town of Durham. He explained that under the Letter-of-Intent with the District they have provided integrated design services for solar on the new middle school and to date have billed \$5,573 of the \$10,000 authorized. Ned went on to explain about their company and also showed pictures of other schools and businesses that they have done in the past, and also what they are currently working on.

He continued his presentation by reviewing slides that showed the NH Grid Electricity Rates from 1970-2018, a slide pertaining to the cost of solar PV from 2009 to 2025. He explained that current status of the updated designs for the new middle school rooftop and busport arrays which total 638 kW DC (483 AC) with a total of 1,450 panels. He further explained that those panels would produce 684,555 kWh projected annual production and that they recently are able to upgrade panels to 440W from 375s.

Ned explained the Power Purchase Agreement (PPA) which is a low risk way to get solar built with no up-front capital outlay, there is immediate energy cost savings with significant long-term savings especially with a buyout. He further stated that it encompasses three parties: host/site owner, Revision Energy, and a third-party investor. There is a buyout option at a significant discount starting in year 6 and there is an option to remain on the PPA for the term which is 25-35 years. At this point Dan passed out the Solar proposal for the new middle school and explained the summary of the solar design, the summary of the PPA financial aspect and the projected savings/revenue, Dan then passed out the Turnkey Solar proposal for review and saving comparison against the PPA and reviewed the investment tax credit (ITC) options for this proposal and the percent associated with this option from 26% in 2020 and the expected decrease to 10% by 2022.

The next steps will be a presentation and discussion with the full School Board and the request to negotiate and sign a PPA by October 1, 2020 so that Revision can “Safe Harbor” this project in 2020 for the 2021 construction and secure the 26% Investment Tax Credit for the investor for the lowest possible PPA rate. By December 31, 2020 revision will secure the investor and procure the equipment with a possible Fall of 2021 begin on construction.

Michael Williams asked if there is performance data on the facilities service building that can be reviewed.

Sue Caswell stated that there is and will send that information to the committee.

Al Howland stated that there should also be information that the Town of Durham can share as well.

The committee asked several clarifying questions pertaining to the behind the meter percentage compared to the net meter usage, the default rate of usage, why the rates have gone down so much yearly.

Revision answered these questions and concerns.

Michael Williams asked if the rates continued to go down is there an option to renegotiate the PPA. He also asked in the Turnkey models if the REC Values go away after ten years.

Jim Morse asked about the maintenance of the Array and if this falls on the District and is so what is the cost.

Ned explained that the Solar Array is pretty robust and there are no moving parts and that the monitoring and maintenance cost is assumed by Revision. The operation and maintenance are always the function of the owner and if the District buys out the contract, the operations and maintenance is the responsibility of the District. The initial cost is \$3,000 with a 2% growth per year. He went on to explain that the warranties for the panels is 25 years and the inverter has a 12-year warranty but is expected to last 20 years.

The committee asked if the buyout option was a one-time offer or continuing. Does Revisions remind the District that the buyout is available 5 years down the round. If anyone has bonded to buy out cost. If we purchase now for the 2022 year, would Revision store the product until that time and the cost associated with that storage.

There was discussion surrounding the busport not being a part of the PPA and having an additional cost of \$352,820. The maximum estimated re-imburement from the power company and when the District would receive it and how.

Jim Morse explained the different options of possibly covering the busport cost of declaring some part of the contingency as a resource from the emergency fund, split the cost over two budget cycles 2021-22 and 2022-23, emergency fund and split, emergency only.

Al Howland suggested looking at the CIP and moving this project to the top of the list of priorities.

Sue Caswell asked what the earliest start date of the busport would be.

Andre stated the summer of 2021.

Sue Caswell stated that this would need to be signed by October 1 and that would mean it would have to happen at the next Board meeting on the 16<sup>th</sup>.

Jim Morse asked Dan if the deadline can be extended to October 7 as the Full School Board will get there first full look at this next Wednesday.

Dan confirmed that the deadline can be extended to October 7<sup>th</sup>.

Sue Caswell asked about the possibility of a public hearing before the Board meeting.

Jim asked Revision if they could provide the power point and handouts to us so that we could post on our website.

There was additional discussion surrounding the busport construction, the KW usage maximum of 500 and additional cost if exceed that usage.

There were no additional questions for Revision Energy, Ron Lamarre or Andre Kloetz and they left the meeting at 7:20 PM.

Al moved the meeting to Wordsmithing the Budget Goal.

He stated that he sent out his draft wording to Michael and Brian and tried to encompass all cost factors into the budget goal including warrant articles, school nutrition and grant funding. He talked about the upcoming half day Board budget meeting and the set up usually followed. He suggested that there be a change in the way the meeting is run. He will send the proposed budget goal to Wendy for inclusion in the back up for the September 16<sup>th</sup> meeting.

Sue Caswell also mentioned that the Budget Calendar is being included in the back up as well for Board approval on the 16<sup>th</sup>.

Jim Morse provided a list of names for interested staff for the retirement incentive that is on the 16<sup>th</sup> agenda. He briefly explained that there are additional support staff that were interested in this incentive that also fell under the retirement incentive guidelines that wished to be included. He spoke of an estimated half-million-dollar savings to the District if approved. The health insurance is an unknown at this time but did inform the committee that a lot of the new employees moved to the new SOS insurance plan. He also expressed that we are losing some incredible people that are on the list and that they will be hard to replace. He asked the committee for a date for the next finance committee and also what they wanted for agenda items for that meeting.

Al asked if they could provide the three different models to the best of their ability.

There was a brief discussion with no further questions or comments.

Meeting ended at 7:45 PM.

Next meeting: September 30, 2020.

Respectfully submitted,  
Wendy L. DiFruscio

## School Board Vacancy At-Large 2020-21

Updated: September 9, 2020

Rebecca Throop	Lee, NH	
Jessica Lewis	Lee, NH	
Yusi Turell	Durham, NH	
Matthew Bacon	Madbury, NH	
Giana Gelsey	Madbury, NH	
Deb Harmon	Lee, NH	
Brendan Jorgensen	Durham, NH	
Heather Smith	Durham, NH	



To: Dr. James Morse

From: Suzanne Filippone, High School Principal

Date: September 2020

Subject: Nominations of department heads and advisors for 2020-2021

Please accept the nominations of the following people for department head and activity advisors at ORHS for the 2020-2021 school year.

Proposed 2020-2021 Department Head and Advisor Stipends					
<b>Department Heads</b>					
Name	Department	Stipend	Total		
Tim Lawrence	Fine Arts/Business		\$2,500		
Shawn Kelly (.5)	English		\$1,250		
Jen Weeks (.5)	English		\$1,250		
Tom Hausmann	World Language		\$2,500		
Don Maynard	Physical Education/Health		\$2,500		
Nate Oxnard	Science		\$2,500		
Heather Machanoff	Student Services		\$2,500		
Matt Pappas	Social Studies		\$2,500		
Lisa Hallbach	Math		\$2,500		
Anne Golding	Spec Ed		\$2,500		
<b>Advisors</b>					
Name	Activity	Years	Stipend	Longevity	Total
Celeste Best	National Honor Society	15	\$2,467	\$375	\$2,842
Jaclyn Jensen	Senate Advisor	1	\$3,292	\$0	\$3,292
Wendy Gibson	Freshmen Class Advisor	3	\$2,057	\$75	\$2,132
Shawn Kelly	Journalism/Mouth of the River	9	\$2,057	\$300	\$2,357
Heather Healy	Senior Class Advisor	16	\$3,292	\$375	\$3,667
Barbara Milliken	Junior Class Advisor	6	\$2,467	\$150	\$2,617
Matt Pappas	Sophomore Class Advisor	23	\$2,057	\$375	\$2,432
Karen Van Dyke	Yearbook	5	\$3,703	\$150	\$3,853
Jon Bromley	Sustainability	6	\$3,292	\$150	\$3,442
Kimberly Wolph	Best Buddies	1	\$2,467	\$0	\$2,467

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**September 16, 2020**

Title	Code
<b>Policies for First Read</b>	
Naming of Facilities	FF
School Board Procedure for Agenda Format	BEDB-R
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion/Replacement</b>	
Retirement of Facilities Policy & Procedure	FL/FL-R
<b>As a reference the September 10, 2020 policy minutes are attached to this packet.</b>	

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: FF
Reviewed by Policy Committee: 2/4/14 School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014 <u>Policy Committee Review: September 10, 2020</u> <u>School Board First Read: September 16, 2020</u>	Page 1 of 1 Category: Optional

## NAMING OF FACILITIES

### District Buildings/Facilities:

In the naming of Oyster River Cooperative School District buildings/facilities, the board will ~~defer to~~ receive a recommendation from the superintendent, ~~and administration~~. The source of funding will be a consideration and the School Board will have final approval.

**Oyster River Cooperative School District  
REGULAR MEETING**

**Date** \_\_\_\_\_ **Oyster River High School, Library** \_\_\_\_\_ **Time** \_\_\_\_\_

**~~0~~I. CALL TO ORDER (~~6:30-PM~~)**

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

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District**

**B. Board**

**VI. DISTRICT REPORTS**

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

**B. Superintendent's Report**

**C. Finance Committee Report**

**~~CD.~~ Business Administrator**

**~~DE.~~ Student Senate Report**

**~~EF.~~ Other:**

**VII. DISCUSSION ITEMS**

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

**~~VIIIX.~~ ACTIONS**

**A. Superintendent Actions**

**B. Board Action Items**

**~~IX.~~ SCHOOL BOARD COMMITTEE UPDATES**

**~~XI.~~ PUBLIC COMMENTS**

**~~XII.~~ CLOSING ACTIONS**

**A. Future meeting dates:**

**~~XIII.~~ NON-PUBLIC SESSION: RSA 91-A:3 {If Required}**

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

**~~XIIIXIV.~~ 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, Chair         | Term on Board: 2019 - 2022 |
| • <del>Kenneth Rotner</del> TBD | Term on Board: 2019 - 2022 |
| • Michael Williams, Vice Chair  | Term on Board: 2020 - 2023 |
| • Denise Day                    | Term on Board: 2020 - 2023 |
| • Allan Howland                 | Term on Board: 2018 - 2021 |
| • Daniel Klein                  | Term on Board: 2018 - 2021 |

**Information Regarding Nonpublic Session**

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

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: FL Category: Optional
Date of Adoption: June 29, 1988 Review First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 <u>Policy Committee Review: September 10, 2020</u> <u>School Board For Deletion: September 16, 2020</u>	Page 1 of 1

## ~~RETIREMENT OF FACILITIES~~

~~Oyster River Cooperative School District facilities will be considered for closing study if any of the following conditions apply:~~

- ~~1. The building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonable and economically be brought up to the current educational standards.~~
- ~~2. District needs/enrollment are no longer sufficient to warrant the use of buildings.~~

~~A closing study of such a facility may be authorized by the Board following all appropriate legal requirements of the State of New Hampshire.~~

~~Cross Reference:~~

- ~~FL R Retirement of Facilities Procedure~~
- ~~FBB Enrollment Projections~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: FL-R
Date of Adoption: June 29, 1988 Review First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 <u>Policy Committee Review: September 10, 2020</u> <u>School Board for Deletion: 09/16/20</u>	Page 1 of 1

### ~~RETIREMENT OF FACILITIES— Procedure~~

~~A closing study will include direct involvement by those communities considered in the study and will be concerned with the following factors:~~

- ~~1. Review of the in-depth demographic studies and groupings, and consideration of alternatives.~~
- ~~2. Age and current physical condition of the building, its operating systems and program facilities.~~
- ~~3. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.~~
- ~~4. Reassignment of children, including alternative plans, according to Board policy.~~
- ~~5. Transportation factors including numbers of children bused, time, distance and safety.~~
- ~~6. Alternate uses of the building.~~
- ~~7. Costs/savings~~
  - ~~a. Personnel~~
  - ~~b. Plant operation~~
  - ~~c. Transportation~~
  - ~~d. Capital investment~~
  - ~~e. Alternate use~~
- ~~8. Continuity of instructional and community programs.~~

~~Cross Reference:-~~

- ~~FL – Retirement of facilities~~
- ~~FBB – Enrollment Projections~~

## Policy Committee Remote Meeting Minutes

Thursday, September 10, 2020 @ 3:30 PM

Attendees: Denise Day, Dan Klein, James Morse, Tom Newkirk, Wendy DiFruscio

Visitors:

Dr. Morse opened the meeting by explaining that we will add a policy pertaining to the hiring of coaches that will be informational only at this time. He continued by stating that the policies listed on the agenda are ones that are up for renewal and there are no issues or concerns with any of them. Jim also stated that on future agendas an additional heading of "Other" will be added to the end of the agenda.

Policy FBB – Enrollment Projections is fine as stated, we have multiple sources for collection of enrollment numbers. October 1 count, NESDEC and the Long-Range Planning Committee. Denise Day spoke briefly about the make up of the LRPC and the process involved with creating the yearly report. She also noted that with the retirement of the chair of the committee they have been having a hard time filling the vacant position as well as the responsibilities that this position entails. There were no changes and this policy has been reviewed.

Policy FF – Naming of Facilities – Review of this policy resulted in the removal of language that seemed contradictory, and a small insert of clarifying language was added. There was a brief discussion and no additional changes were made. This will go for a first read at the September 16, 2020 Board meeting.

Policy FL – Retirement of Facilities – Denise Day stated that this is an optional policy and asked if we really needed it. She stated that we have a similar policy that would cover this topic. After a brief discussion the committee agreed that this policy and procedure would be deleted at the next Board meeting.

At this point in the meeting a discussion ensued pertaining to the process of possible feedback by the Board before a first read happens. What if someone had a concern or question about an agenda item and the timeline currently used does not allow for ample time to be provided clarification. Is there a possibility that release of information could be extended to allow for more ample time for review before it appears on the agenda?

Denise Day stated that the policy information can be sent to the full Board instead of just the committee to allow for extra time for review.

Jim Morse stated that the point of a first read is to send notice to the public of the upcoming review of information being presented. He suggested that Denise work with Wendy for agenda items earlier so that the list of policies that are slated for review will give the Board additional time to review, and if they see a concern or have a question they can notify him for answers or to determine if additional research is needed. Contacting him will not create a right-to-know violation.

There was no further discussion on this, and the meeting moved forward.

Policy GBA – Equal Opportunity Employment – was reviewed with no changes to the policy, it was suggested that cross referenced policies be added to this. Jim also questioned the status of recommendation instead of required for this policy. This will be verified through NHSBA. This policy will be documented as reviewed.

Policy GBB – Employee Involvement in Decision Making was reviewed by the committee with no discussion or changes. Jim Morse stated that we do follow this as part of our system.

Policy GBE – Employee Rights and Responsibilities was reviewed by the committee. Denise questioned the order of the list, thinking that the last item should be first on the list. There was no additional discussion and the policy will be marked as reviewed.

Policy GBEB – Staff Dress Code is another policy that was up for review and is basically a policy that is guided by OSHA standards. There was no discussion and this policy is reviewed.

Policy GEA – Hiring of Coaches was the policy that Jim referenced at the beginning of the meeting that is being given to the committee as informational at this time. He explained that it is a recommended policy by NHSBA and that it was reviewed by the athletic director for accuracy. There were changes made to the policy and Jim also requested that the athletic director, along with the asst. athletic director use this policy, and the guidelines provided by NHSBA to produce a procedure to this policy.



There was a brief discussion pertaining to the process for nominations for coaches, if evaluations are completed on existing coaches, and thoughts on additional time being given to the Board for review if concerns need to be addressed before the list goes before the Board.

An additional discussion surrounding Booster Clubs, 503c status and financial obligations for the District for the different clubs. It was requested that the athletic director clarify roles and protocols pertaining to school sports and outside sports, and accountability for the responsible parties.

Jim explained that accountability is proven if the activity runs through the school district and that it happens yearly.

It was requested that a policy surrounding Booster Clubs be developed with the athletic director's involvement. There was additional discussion surrounding the procedure that should be followed for new coaches that are nominated and also returning coaches that a Board member might want to relay concerns about. There was also a discussion pertaining to the actual meeting nominations that happen and the various ways of removing a name if a concern is presented, and how that concern is handled.

Tom Newkirk asked if the previously requested consent agenda was revised and if this was ready for Board review and adoption. A copy of the revised document was given out and a discussion ensued that items requiring routine approval such as nominations, state forms, grants, and appointments. There was no additional discussion and this Board procedure will be included on the list of policies that go to the Board on September 16<sup>th</sup>.

Denise will work with Wendy on future agendas and the policy agenda and back up will be provided to the full Board for additional time of review.

No additional questions or comments. Meeting ended at 4:45 PM – Next meeting: October 8, 2020.

Respectfully submitted,  
Wendy L. DiFruscio