

**Oyster River Cooperative School District
REGULAR MEETING**

October 2, 2019

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.**
7:00 Architect Middle School Report/Update – Ron Lamarre/Andre Bauen
Immediately Following - Regular Meeting

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 9/4/19 and 9/18/19 regular meeting minutes.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

B. Board

VI. DISTRICT REPORTS

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

Report out on Sabbatical {Chris Hall}

B. Superintendent's Report

C. Business Administrator

- Plowing Contract Renewal – Jim Rozycki

D. Student Senate Report

E. Other:

VII. DISCUSSION ITEM

- October 1 Enrollment
- FY21 Budget Goal
- Facility Use Policy/Procedure/Rate Sheet

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve FY21 Budget Goal.
- Motion to approve ORMS Maternity Leave of Absence from 1/2/20 – 5/1/20.
- Motion to approve ORHS Request for Leave of Absence for 2 years {2020-21 & 2021-22}.
- Motion to approve nomination of District-wide Flex Nurse.
- Motion to approve Catherine Plourde as Affirmative Action Officer.
- Motion to approve List of Policies for Second Read/Adoption: ADB- Drug-Free Workplace/Drug-Free Schools, BDD – Board-Superintendent Relationship.

IX. SCHOOL BOARD COMMITTEE UPDATES

A. Manifest Reviewed and Approved by Manifest Subcommittee.

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

- A. Future meeting dates:** 10/16/19 – Regular Meeting – ORHS Library – 7:00 PM
10/30/19 – Manifest Meeting – SAU Office – 3:30 PM
10/31/19 – Board Workshop – Lee Safety Complex 8:00 – 1:00

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

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

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

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

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

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

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

Oyster River Cooperative School District Members:

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

Information Regarding Nonpublic Session

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

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

Oyster River Cooperative School District

Regular Meeting

September 4, 2019

High School

DRAFT

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

Not Present: Student Representative: Yasmeen Gunandar

ADMINISTRATORS: Sue Caswell, David Goldsmith, Misty Lowe, Josh Olstad, Todd Allen, Jay Richard, Suzanne Filippone

There were 14 members of the public present

I. CALL TO ORDER

6:30-7:00 Manifest Review

Tom Newkirk and the School Board recognized the school custodians for all their work and how much they appreciate what they do to get the schools ready and on a daily basis.

II. APPROVAL OF AGENDA

Denise Day moved to approve the agenda, 2nd by Brian Cisneros. Motion passed 7-0.

III. PUBLIC COMMENTS:

Doug Hoff and Janet Martel, two members of the Guild Negotiation Team, thanked the Board for the process. They work in the best interests of the community and the students.

IV. APPROVAL OF MINUTES:

Motion to approve 08/7/19 and 08/21/19 regular and non-public meeting minutes:

8/7/19:

Denise Day moved to approve the 08/7/19 meeting minutes, 2nd by Brian Cisneros. Motion passed 7-0.

8/21/19

Denise Day moved to approve the 8/21/19 minutes with the following additions, 2nd by Brian Cisneros. Motion passed 7-0.

Revisions:

Page 7 insert: Kenny Rotner moved to accept an out of district high school tuition student, 2nd by Brian Cisneros. Motion passed 7-0.

Al Howland moved to adjourn the meeting at 9:30 p.m., 2nd by Brian Cisneros. Motion passed 7-0.

Motion to approve 8/21/19 nonpublic meeting minutes:

Denise Day moved to approve the 8/21/19 nonpublic meeting minutes, 2nd by Dan Klein. Motion passed 7-0.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District: David Goldsmith, Principal of Moharimet, reported that the first five days have been smooth and wonderful. The custodians did a great job. The building was open and ready to go on day one. Their enrichment theme is: The Year of the Ocean.

Misty Lowe from Mast Way reported a smooth start to the school year. They will be creating a staff mural for open house. October 3rd 6:00-7:00 open house and 7:00-7:30 MS Presentation.

Jay Richard had an exceptional start of the year. September 17th is grades 7 and 8 academic information night and open house. September 25th is grades 5 and 6 open house and academic information night.

Suzanne Filippone thanked the custodial crew and technology department. She publicly thanked the counselors for all their help with students. Mark Milliken and Mike McCann working on the schedules getting ready for the school year have done an outstanding job. Today the freshmen receive their laptops for the 1:1 program. September 19th is the high school open house.

B. Board: Kenny Rotner noted that in addition to the great concern about the widespread vaping known to be occurring in our schools, there is the new issue of significant pulmonary problems that are being reported across the country with several hundred hospitalizations and at least 8 deaths. He wondered whether we as a district should be doing something to call attention to this new, acute peril associated with vaping. Suzanne replied that they have done some push out of information through advisory. They have looked at vaping detectors and they will continue to do some education and work collaboratively

with the health classes and the nurse on it. Jay Richard added that they cover vaping in health classes. Kenny Rotner thanked them for being on the issue.

Tom Newkirk reported that the Conval lawsuit ruled in favor of Conval and that the law was unconstitutional. They have decided to appeal it to the Supreme Court. Tom Newkirk asked if the Board wants to create a proposal for the next Delegate Assembly. Superintendent Morse added that there are some School Districts that would like to support our resolution. Tom Newkirk would like to see some coordination done before the assembly with other districts to cosponsor a proposal.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Reports

Report on Summer Professional Development:

Summer 2019 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 2019, ORCSD Professional Staff engaged in more than 600 days of professional development. In the summer of 2019, the teachers accomplished a great deal that will benefit the students of the ORCSD.

Below is a list of the PD activities staff have engaged in for Summer 2019:

Middle School Team Planning

Technology Boot Camp

One to One technology planning at the Middle School and High School

Competency development and training

Open Circle Training

World Language Proficiency Curriculum Development

NGSX Science Teacher Training

Math Curriculum planning and development

Literacy curriculum review and development

Student Support services training and planning

MTSS planning and PD

Professional collaboration around many topics:

Action research

K-8 Technology Curriculum

Health Curriculum

Advisory Program

Math/Science Integration

B. Superintendent's Report:

Opening of School: Superintendent Morse thanked the bus drivers for all their work. The district is two bus drivers short versus six at the start of last year. Lisa Huppe continues to finesse the bus routes.

Enrollment: The overall enrollment is up 18 students.

Mast Way:	367 students
Moharimet:	297 students
Middle School:	666 students
High School:	851 students

The Teachers Guild Negotiation Contract Agreement 2020-2025:

Superintendent Morse noted that this new agreement is for five years. He detailed other items of note in the proposed agreement. There was cooperation at the highest level between teachers and the negotiation team.

Denise Day moved to approve the 2020-2025 Teacher Guild Negotiated Contract Agreement, 2nd by Brian Cisneros. Motion passed 7-0.

Cooperative Program in Boys and Girls Lacrosse:

Andy Lathrop, Athletic Director, spoke requesting permission to pursue cooperative programs with Newmarket High School in both Boys and Girls Lacrosse. With the decline in numbers over the past four to five years in both programs, it has become increasingly difficult to field Varsity and JV teams. This past season we were in danger of losing the Boys Program. While the girls' numbers were not quite as dire, we had too many players for one team and not enough for two. The coaches were able to pull off a JV team however we had many players doing duty on both the Varsity and JV Teams.

Andy addressed the question of why the decrease in numbers. He would attribute the number decrease on both sides to the fact that there has been considerable amount of coach turnover in the past five years. We have two very committed coaches for our programs that are in for the long haul. The drop in numbers has also led to the lack of a viable JV option for kids, which has scared some of the athletes away.

Newmarket has the potential to bring 8-10 kids to each program next year. Dan Klein suggested doing a little more outreach to middle school parents to communicate what the proposed plan is.

Andy mentioned that there has not been a lot to notify parents on at this stage of the game, as we need Board approval before moving forward. He is extremely confident that this would receive a positive response from the lacrosse program, and they will definitely keep the parents updated should the process evolve.

Denise Day moved to authorize the Athletic Director to pursue cooperative programs with Newmarket High School for Lacrosse, 2nd by Brian Cisneros. Motion passed 7-0.

C. Business Administrator

End of Year Financial Report: Sue Caswell reported that there is a \$736,104 fund balance that will be returned to the taxpayers.

The Board Chair has signed the MS25/DOE25 Report.

FY21 Budget Calendar:

Sue Caswell reviewed the FY21 Budget Calendar with the Board:

- 9/30 Superintendent Department Reviews
- 10/28 Draft Budget Distribution
- 10/31 Workshop session with the Board
8:00 – 1:00 at the Lee Safety Complex
- 11/20 Regular Board Meeting Budget Discussion
- 11/21 Budget Workshop with the Board 7:00 HS Library
- 12/4 Regular Board Meeting Set Budget 7:00 High School Library
- 1/13 Town Budget Forums – Durham Town Hall 7:00
- 1/15 Board Hearing/Public Hearing 7:00 High School Auditorium
- 1/20 Town Budget Forums – Madbury Town Hal 7:00
- 1/27 Town Budget Forums – Lee Public Safety Complex 6:30
- 2/4 First Session/Deliberative Session 7:00 HS Auditorium
- 3/10 Section Session/Voting by Ballot

Denise Day moved to approve the budget calendar as presented, 2nd by Brian Cisneros. Motion passed 7-0.

2019/20 Sustainability Stipend Position:

Proposed Stipend Position: Maggie Morrison

September 4, 2019

Kenny Rotner had several questions for Maggie Morrison and these included trying to get a sense of how many hours per week she will be working, details about the scope of her work, whether she will actively seek grant money and volunteers and possible involvement in the school gardens. Maggie replied her position involved about 15-20 hours/week. She replied that this year they would be open to pursuing grants in future years. He noted that he feels that having a sustainability coordinator is incredibly important but was concerned about the specifics of her actual role.

Denise Day moved to accept Sustainability Coordinator Stipend Position, 2nd by Brian Cisneros. Motion passed 6-1 with Kenny Rotner opposing

D. Student Senate Report: None

E. Other: None

VII. DISCUSSION ITEMS:

Proposed Middle School Bonding Options

Superintendent Morse presented the bonding options to the Board. They will need to determine which bonding option they will be pursuing by October in order to share the funding plan with the community and to build the budget. Different options impact the budget differently.

Denise Day asked Sue Caswell which option she would recommend. She replied that she would recommend Option 3 and Superintendent Morse would recommend Option 2.

All options work due to these factors:

Interest only for two years

CIP offsets bonds

End of HS Bond in February 2023 and

Commitment by the Board to increase CIP/Bond by \$500K/annually

The Board had a lengthy discussion and agreed by consensus to move forward with either Bond Option 2 or 3. Superintendent Morse noted that once the Board's decision is finalized, we will prepare a warrant for the voters to act on for February 2020 Deliberative Session and for the voters in March 2020.

Brian Cisneros and Denise Day both mentioned the very favorable interest rates that the District would be able to take advantage of for this project. The Board requested Sue Caswell run estimates for Option 2 and 3 at 2.75% and 3.25% with the bond bank for a duration of 25 years and have it available for the next School Board meeting.

VIII. ACTIONS:

A. Superintendent Actions: None

B. Board Action Items:

Motion to appoint SRO and Truant Officers:

School Resource Officer ORHS/ORMS	Officer Tom Kilroy - Durham
Truant Officer: Mast Way	Officer Justin Doty - Lee
Truant Officer: Moharimet	Chief Joseph McGann - Madbury

Brian Cisneros moved to approve the above list of SRO and Truant Officers, 2nd by Denise Day. Motion passed 7-0.

Brian Cisneros moved to approve the following ORHS and ORMS Stipend Activity Advisors, 2nd by Denise Day. Motion passed 7-0.

ORHS

Kate Melitz	Musical Director	\$3,259
Marc LaForce	Music Activities .50	\$1,371.50

ORMS

Michele Martin	Science Club	\$912
Andrea Von Oeyen	Music Activities.50	\$1,221.50

Motion to approve List of Policies for second reading/adoption:

JLCF	Wellness
DKC	Expense Reimbursement/District and Federal Funds
DA	Fiscal and Federal Monitoring and Management
D2	Procurement - Subrecipient Monitoring and management

Denise Day moved to approve the above list of policies for second reading/adoption, 2nd by Brian Cisneros. Motion passed 7-0.

IX. SCHOOL BOARD COMMITTEE UPDATES:

A. Manifests Reviewed and Approved by Manifest Committee:

Payroll Manifest #4: \$286,992.66

Vendor Manifest #5: \$633,830.56

Denise Day reported that the Long-Range Planning Committee is meeting Tuesday, September 10 and will be going over the opening day numbers.

Todd Allen reported that the Sleep Study has been completed and it will be on a future Board agenda.

X. PUBLIC COMMENTS: None

XI. CLOSING ACTIONS:

- A. Future Meeting Dates:** 9/18/19 Regular Meeting HS Library 7:00
10/02/19 Regular Meeting HS Library 7:00

**XII. NON-PUBLIC SESSSION RSA 91-A:3 II (if needed)
NON-MEETING SESSION: RSA 91-A:2 I {if needed}**

XIII. ADJOURNMENT:

Brian Cisneros moved to adjourn the meeting at 8:45 p.m., 2nd by Michael Williams. Motion passed 7-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School District

Regular Meeting

September 18, 2019

High School

DRAFT

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

Student Representative: Yasmeen Gunandar

ADMINISTRATORS: Sue Caswell, Todd Allen, Jay Richard, Suzanne Filippone

There were 3 members of the public present

I. CALL TO ORDER:

6:30-7:00 Manifest Review

II. APPROVAL OF AGENDA:

Denise Day moved to approve the agenda, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS: None

IV. APPROVAL OF MINUTES:

Motion to approve 09/04/19 regular meeting minutes:

Revisions:

Page 3 2nd line replace the word "they" with "The administration"

Page 6 Paragraph five remove the last two sentences.

Page 2 last paragraph Kenny Rotner will provide this.

Page 6: Kenny Rotner will provide this.

Denise Day moved to approve the September 4th minutes, 2nd by Brian Cisneros.

Kenny Rotner mentioned rewording a portion of his comments for the minutes.

Denise Day moved to table the approval of the minutes, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:

A. District: None

B. Board: Denise Day attended the Middle School open house for 7 and 8 grades, and it was very informative. Denise encouraged parents to always reach out to teachers if you have any questions.

Brian Cisneros mentioned that the school that Superintendent Morse started in Maine was just ranked #2 to the country.

Dan Klein would like to have schedule of fees for third party facilities use added to the next Board agenda for discussion.

VI. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Reports

Report on Summer Reach Program:

Todd introduced Suzanne Tomaszewski (MW LMS), Daniel Hammond (ORMS), Rachel Gasowski (Durham Parks and Rec.)

This is a collaboration between Oyster River Cooperation School District and Durham Parks and Recreation Department. Many of the instructors are ORCSD employees.

A free lunch was offered to all campers after camp each day.

This is an entirely self-funded program.

There were 430 kids and 60 camps over a five week period.

Suzanne Tomaszewski detailed some of the classes that were offered: Cake decorating, fly fishing, clay camp, robotics.

Dan Hammond was the ORMS Onsite coordinator for the REACH program this year. The Middle school was a very busy place this summer and it was a great place for the kids to go

Rachel Gasowski – Durham Parks and Rec. There were 95 registrations last summer and this summer they had 177. It's been a great success and she is looking forward to next summer.

Todd noted that they are already thinking about next year. If the middle school passes, they will need to find a different location for the program next year.

Kenny Rotner thinks that the program is great and noted that Rachel is employed by the Town of Durham and yet all the kids were invited from the different towns at no additional cost.

B. Superintendent's Report:

Superintendent Morse, Todd Allen, Jay Richard and Brian Cisneros set up a booth at the Lee Fair Day. They spoke to approximately 60 people about the proposed middle school. There were a lot of community members that stopped and asked questions. Last night the 7 and 8 graders open house went well. He added that they will also be doing presentations for the middle school students in the near future as well.

C. Business Administrator:

Sue Caswell presented preliminary information on the FY2021 budget. She reported that there are some increases we do know of and we can give you some figures based on assumptions. The Paraeducator contract increase was estimated at \$75,239, the Bus Driver agreement impact was estimated at \$41,223 and the Custodian/Support Personnel was estimated at \$45,532. Since these estimates were made with staffing in place as much as two years ago, the actual increases could be lower. The impact of the Guild contract is proposed at \$698,474.

Sue also reported that they should have the guaranteed maximum rate for health insurance before we meet on October 31. The capital budget is \$1,974,178. The current Capital Plan includes an additional \$525,000 to complete projects and pay an estimated amount for the first year of interest on a bond at the 4.25% rate. Using these estimating assumptions, Sue outlined what the increases might look like for FY2021. This increase would raise the general fund budget by 4.25%. Last year, her estimated increases came in at 4.13% and they were able to bring it down to 3.61%.

Guild Contract	\$698,474
ORPass Contract	\$ 75,239
ORBDA Contract	\$ 41,223
ORESPA Contract	\$ 45,532
Heath at 10%	\$570,000
Capital Account	<u>\$525,000</u>
Total:	\$1,955,468

Sue also noted that this estimate does not include increases for other bargaining and non-bargaining unit employees which includes program directors, central offices, maintenance and technology staff. Typically, we follow negotiated contracts to guide decisions for non-bargaining employees.

D. Student Senate Report:

Student Representative Yasmeeen Gunandar reported that she took part in a freshman project to talk to different people with different opinions. She also reported that Spirit week is next week culminating with an assembly at the end of the week.

E. Other: None

VII. DISCUSSION ITEMS:

Hiring of School Nurse: Catherine Plourde talked about the urgent need for an additional nurse in the District. It is not an exaggeration to say that there is a nursing shortage; it is documented in the news regularly. Due to the severe medical needs in the District, our building-based nurses are not enough to meet the needs of medically fragile children when any nurse is absent due to illness.

We currently have two medical fragile children attending PEP. There is a need for more support from the high school nurse than time allows without a loss of services to high school students.

We have medically fragile children at all four schools. We have been unable to hire a substitute nurse as we have in the past due to historically low employment.

Catherine gave an example that on Friday, the middle school nurse took ill, the high school nurse covered the medically fragile children in PEP, medically fragile children at the middle school, and attempted to cover her high school assignments. All meetings with high school parents were cancelled.

Catherine is recommending that they use a combination of funds to cover the cost of this position. She has unfilled positions that she could redirect funds from and is working with Susan Caswell to identify other accounts from which to draw funds.

She recognizes that this request is unusual given the time of year, but her primary goal as the nurse supervisor is to assure that the medically fragile children in the district receive the services required when they need them.

Denise Day asked if there were nurses that could be contracted? She also asked if it would be possible to hire a half time position. Catherine researched that and really needs a full time position because there are kids who have needs throughout the day.

The Board had an in depth discussion on this floater nurse position. Kenny Rotner would like to see in the job description that this position would be helping in all the school. Superintendent Morse noted that they have a lot of students who have medical needs across all the schools and this floater position would be utilized where needed. Suzanne Filippone reported that in the past five days, there have been two medical emergencies at the high school.

Michael Williams moved to direct the Superintendent to create a distinct job description for the floater nurse and then fill the position, 2nd by Brian Cisneros. Motion passed 6-1 with Dan Klein opposing.

Proposed Middle School Bonding Options:

Sue Caswell presented the bonding option information for the proposed middle school to the Board.

Option 2 - Level Debt

4.25%	25 years	\$32,449,316 Interest	\$3.286 M	2024-25 payment
3.50%	25 years	\$26,752,561 Interest	\$3.109 M	2024-25 payment
2.70%	25 years	\$20,192,460 Interest	\$2.865 M	2024-25 payment

Option 3 Level Principal

4.25%	25 years	\$28,734,536 Interest	\$4.1 M	2024-25 Payment
3.50%	25 years	\$24,155,911 Interest	\$3.77 M	2024-25 Payment
2.70%	25 years	\$18,634,560 Interest	\$3.4 M	2024-25 Payment

Michael Williams presented detailed total bond repayments for both option 2 and option 3. It is important to consider that future dollars will not be worth as much down the road as they are today due to inflation. With the federal

government lowering the interest by another .5 percent, Michael is leaning toward option 2 because it gives more budget flexibility.

Denise Day recognizes that option 2 is more of a gamble because we will be paying the same for 20 years.

Superintendent Morse noted that once the Board decides on an option, then he can start conveying it to the public in his presentations and answer their questions directly.

Michael Williams moved to adopt level 2 bonding option for the middle school, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

FY21 Budget Goal:

Proposed 2020-21 Budget Goal:
Draft proposed for FY21: 3.5%

Budgeting is directly related to our academic vision. The proposed 2020-21 budget reflects and priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements, health insurance costs, and other proposed expenditures consistent with the District Strategic Plan.

The budget goal does not include any petitioned warrants.

Denise Day would like to start at 3.5% and look from there at cuts that may need to be happen. Michael Williams asked if the yellow sheets are in that 3.5%. Superintendent Morse said no because the yellow sheets for new positions. The Board should see what new positions are being requested and need to be filled. That is part of the budget discussion.

Al Howland moved that the last line increase in fund 10 for 20/21 over the fiscal 19/20 fund 10 will be 3.5% or less, and strike the Barrington tuition sentence clause, 2nd by Denise Day.

Al Howland moved to table the motion until the next meeting, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Superintendent Morse will recraft this proposal with the feedback that the Board has given.

School Board Resolutions:

Tom Newkirk presented a draft of the new resolution. He would like to get this moving in order to bring other districts and towns in.

The NHSBA supports legislation to restrict position of firearms on school property, limit possession to certified police officers only.

NH is one of only three states that does not prohibit gun owners from bringing firearms onto school property. Under NH state law, anyone who legally owns a gun can carry that weapon onto school grounds and into schools. Local boards or town councils cannot act to restrict them. The proliferation of firearms within schools presents a danger to students and school personnel. Current initiative which "harden" entrances to schools, to which the state has contributed millions of dollars, are futile if there are no legal restrictions for bringing firearms onto school property in the first place.

The Board had an in-depth conversation surrounding bringing weapons onto school property.

Tom Newkirk moved to approve the above School Board Resolution, 2nd by Denise Day. Motion passed 6-0-1 with Kenny Rotner abstaining.

VIII. ACTIONS:

A. Superintendent Actions: None

B. Board Action Items:

Motion to approve ORMS Stipend Activity Advisor:

Jonathan Derick Yearbook Advisor \$2,037

Jason Duff Grades 7 Boys Soccer \$2,037

John Silverio Grade 7 Girls Soccer \$2,037

Denise Day moved to approve the above ORMS Stipend Activity Advisor and coach, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve List of Policies for a first reading:

ADB – Drug Free Workplace/Drug Free Schools

BDD – Board Superintendent Relationship

Denise Day moved to approve Policy ADB – Drug Free Workplace/Drug Free Schools for a first reading, 2nd by Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

Denise Day moved to approve Policy BDD for a first reading, 2nd Brian Cisneros. Motion passed 7-0 with the Student Representative voting in the affirmative.

IX. SCHOOL BOARD COMMITTEE UPDATES:

A. Manifest Review and Approved by Manifest Subcommittee:

Payroll Manifest #5: \$875,641.31

Vendor Manifest #6: \$235,489.08

Denise Day reported that the Long Range Planning Committee met last Monday and reviewed the opening day enrollments compared to the prediction. They were off by 5 total students in the District. They are looking to tweak the formulas that were used. There are openings on the committee for a Durham and Lee representative. This will be Lisa Allison's last year for chairing this committee. If anyone is interested, please let the Superintendent know. Their next meeting is October 23rd.

Orchard Drive: The Durham Town Council has accepted the funds and they need to go through a public hearing process which is scheduled. After that, it will come to the School Board.

The Sustainability Committee is going to be using staff at the building level for help. They are also trying to determine their goals for the year including a review of policies and procedures and the role of the coordinator. They will be

trying to do community outreach. Al would like to see the district goals align with the town goals. Their next meeting is November 6.

X. PUBLIC COMMENTS:

Dean Rubine of Lee talked about the Board's budget with them.

A resident of Madbury thanked the Board for everything that they do. Her son needs to have a nurse on school grounds for him to attend school. She was surprised that the Board does not know what is going on at the ground level.

XI. CLOSING ACTIONS:

A. Future Meeting Dates: 10/02/19 Regular Meeting – High School Library
10/16/19 Regular Meeting – Moharimet Cafeteria

XII. NON-PUBLIC SESSION: RSA 91-A:3 II (if needed)
NON-MEETING SESSION: RSA 91-A:2 I (if needed)

XIII. ADJOURNMENT:

Michael Williams moved to adjourn the meeting at 9:30 p.m., 2nd by Al Howland. Motion passed 7-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

School Board Presentation
Tuesday, October 1, 2019

Sabbatical Project:
Oyster River Action Research Group
Chris Hall, Oyster River Middle School

Outline:

- Action Research Refresher
- Who We Are
 - Our 2018-19 and 2019-20 group members
- The Arc of Action Research
 - Steps of the process
- Action Research Questions
 - A few examples of our inquiries
- Sharing our Results
 - Monthly meetings; blog articles; website; Research Shares; NCTE conference
- Reflections and Insights
 - Benefits of action research
 - Survey results and take-aways
 - Quotes from cohort members
- This Year (and Beyond)

Sabbatical Project:
**Oyster River
Action Research
Group**

Chris Hall, Oyster River Middle School

Action Research is...

...teacher-driven and student-centered

*...research initiated and carried out by
teachers in their classrooms*

...a natural extension of good teaching

**...a process of deep inquiry into one's own
practices**

Who we are...



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Cathy Baker, MW physical education
Cristina Dolcino, MOH grade 1
Heather Drew, MW grade 3
Pam Felber, MW music education
Michelle Fitzhenry, grade 4
Emily Geltz, MS language arts
Ann Gordon, MOH ESOL
Trisha Hall, MOH grade 3
Barb Jasinski, MW reading specialist
Jaclyn Jensen, HS social studies
Sarah Larson-Dennen, MOH grade 3
Andrea Lawrence, MS science
Dave Montgomery, MS grade 5
Maggie Trier, HS English
Aaron Ward, MS math
Jen Weeks, HS English
Kate Zimar, MOH grade 2

2018-19 AR Cohort

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This year's group...

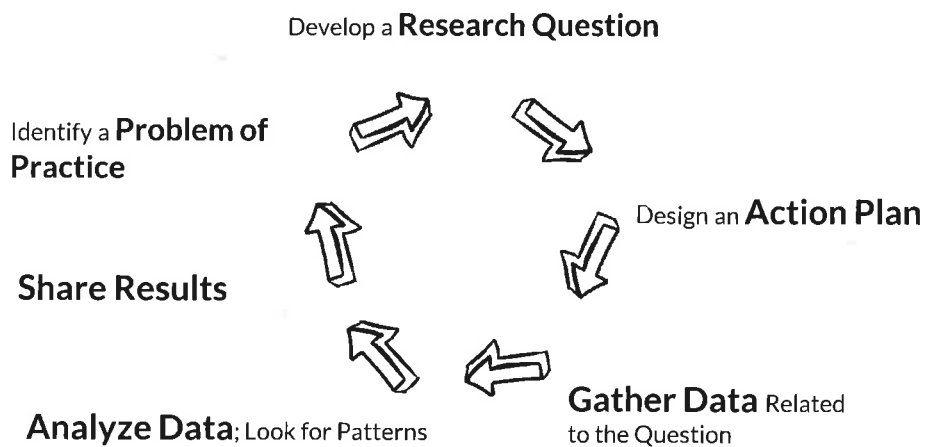
Returns:

- Cristina Dolcino**, MOH grade 1
- Heather Drew**, MW grade 3
- Emily Geltz**, MS language arts
- Ann Gordon**, MOH ESOL
- Trisha Hall**, MOH grade 3
- Barb Jasinski**, MW reading specialist
- Jaclyn Jensen**, HS social studies
- Sarah Larson-Dennen**, MOH grade 3
- Dave Montgomery**, MS grade 5
- Maggie Trier**, HS English
- Jen Weeks**, HS English
- Kate Zimar**, MOH grade 2

& New Members:

- Sue Bissell**, MS Science
- Corey Blais**, HS English
- Clay Cahoon**, MS Math
- Candace French**, MS world language
- Ruth Gehling**, MS mathematics
- Nate Grove**, MS social studies
- Kai Schidlovsky**, MS World Language
- Alison Smith**, MS physical education
- Jen Snow**, MS language arts
- Michele Vizzo**, MS language arts
- Val Wolfson**, MS social studies

The Arc of Action Research



Our Research Questions...

Our Research Questions Group

 <p>CATHY BAKER MS science education</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>BIBI BOBO-CARROLL MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>FREDINA DOLZIES MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>BARB JAZENSKI MS science education</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>JACLYN JENNER MS science education</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>ANDREA LAWRENCE MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>
 <p>HEATHER DREW MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>PAM PALMER MS science education</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>MICHELLE PFENBERG MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>SARAH LARSON DEBRIER MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>DAVE MONTGOMERY MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>MADISE TRISH MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>
 <p>EMILY GALTZ MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>ANN GORDOS MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>FREDA HALL MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>AARON WARD MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>JEN WERNS MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>	 <p>KATY ZIMAR MS science</p> <p>Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?</p>

Research Questions...



ANDREA LAWRENCE
MS science

Research Question: How can inquiry-based learning be used to effectively engage students and allow the same access to information as direct instruction when introducing a new unit of study in a 7th grade science classroom?

Research Questions...



JACLYN JENSEN
HS social studies

Research Question: In what ways can project-based assessments foster a sense of civic engagement among high school history students?

Research Questions...



AARON WARD
MS math

Research Question: Through the use of ALEKS [web-based, adaptive math instruction], how do students show growth compared to previous years on the STAR assessment?

Research Questions...



SARAH LARSON-DENNEN

MOH grade 3

Research Question: How can I create a compassionate community in my third-grade classroom by encouraging students to have compassion for themselves and in turn, offer compassion to their peers during times of suffering at school and at home?

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Sharing Our Results

Emily

Fabulous job!! I loved how organic your research project felt- it seemed to just grow from the kids themselves

Your next Q's are so interesting-

Janis Jasinski

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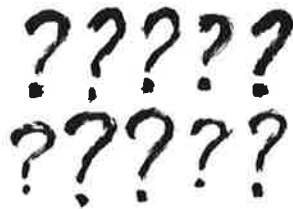
Monthly Meetings



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Blog Articles

Questioning Our Question:
Unexpected Opportunities for
Learning Through Action
Research, *by Barb Jasinski*
(*Reading Specialist, Mast Way
School*)



As a Reading Specialist in a K-4
Elementary School, my role involves direct teaching of students who face
literacy challenges and support of classroom instruction through teacher
consultation. Earlier this year, I embarked on action research that I hoped
would help me explore ways of making my consultations more productive and
beneficial for everyone involved. Through this process, I discovered that an
action research project can sometimes produce outcomes that create
opportunities for learning in the most unexpected ways. I designed a research
project with the best intentions, assuming I could collect video data of my
students that would undoubtedly enrich the consultation discussions I would be

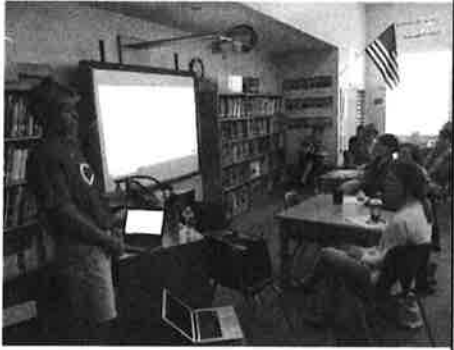
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Website



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Research Shares



Reflections & Insights

The Benefits of Action Research



***“I love the diversity
in the group of
professionals –
seeing the passion
we all share to put
forth our best for our
students in our many
different disciplines.”***

19

***“Identifying nagging
questions and areas of
weakness is easy for me
– but action research
allowed me to actually
do something about it.”***

20

“It was so valuable to consider my practice from the perspective of change and to talk with my colleagues about my ideas and their suggestions...The ORCSD think tank is pretty impressive!”

21

“Action research was invigorating...an opportunity to mix things up, to take a risk, be an intentional learner about something I am interested in.”

22

“I was able to create, attempt, revise, evaluate, and make new decisions – just like I ask of my students!”

23

“This process inspired me to go out of my comfort zone. I felt better trying something different from what I was used to, knowing I had the structure of the action research process and the support of the group.”

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This Year
(and beyond)...

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FACILITIES DEPARTMENT**

33 Coe Drive

Durham, New Hampshire 03824

Telephone: 603-868-5100

Email: jrozycki@orcsd.org

To: Oyster River School Board
From: Jim Rozycki - Director of Facilities
Date: September 27, 2019

RE: Snow Removal Services Contract

We have officially concluded a 3-year contract with LandCare Associates of Madbury for plowing and salting services for the Mast Way school parking lots, Moharimet School & Auxiliary/Church parking lots, and the Transportation bus yard. LandCare won the past 2 times we went out to bid largely due to their affordable pricing, close location, and local operators. We are pleased with their service responsiveness over the past 6 winter seasons.

I wish to seek your approval to enter into another 3-year agreement for the 19/20, 20/21, and 21/22 seasons with LandCare Associates and forgo going out to public bid. LandCare has maintained their pricing with no increase for this term.

I will be free to answer any questions at the regular school board meeting on October 2nd or before.

BID SHEET – page 1

**Oyster River Cooperative School District
Moharimet, Mast Way and Transportation Department Plowing, Sanding and Salting RFP**

Oyster River Cooperative School District reserves the right to accept or reject any and all bids regardless of bid amount.

We propose to furnish the following service to the Moharimet Elementary School, Mast Way Elementary School, & Transportation Department Plowing, Sanding and Salting.

The approved bid will be in place for three (3) school years: 2019-20, 2020-21 and 2021-22.

MOHARIMET / MADBURY

BID AMOUNT (EACH UNIT)

Per storm

Plowing Proposal	0" – 6"	\$155.00
	6" – 12"	\$180.00
	12" – 18"	\$240.00
	18" – 24"	\$420.00
	24+"	\$575.00

Salting Proposal \$190.00/per treatment

MAST WAY / MADBURY

BID AMOUNT (EACH UNIT)

Per storm

Plowing Proposal	0" – 6"	\$140.00
	6" – 12"	\$168.00
	12" – 18"	\$228.00
	18" – 24"	\$410.00
	24+"	\$545.00

Salting Proposal \$127.00/per treatment

TRANSPORTATION OFFICE / LEE

BID AMOUNT (EACH UNIT)

Per storm

Plowing Proposal	0" – 6"	\$96.00 (shovel included)
	6" – 12"	\$170.00 (shovel included)
	12" – 18"	\$285.00 (shovel included)
	18" – 24"	\$380.00 (shovel included)
	24+"	\$520.00 (shovel included)

Sanding Proposal \$78.00/sand/salt per treatment (walks included)
\$105.00/straight salt per treatment (walks included)

**ATHLETIC FIELD AND CHURCH / MADBURY
PARKING AREAS**

BID AMOUNT (EACH UNIT)

Per storm

Plowing Proposal	0" – 6"	\$51.00
	6" – 12"	\$62.00
	12" – 18"	\$88.00
	18" – 24"	\$145.00
	24+"	\$210.00

Includes both athletic field and church parking lot areas and both vehicular pathways from athletic lots and church lot to rear of Moharimet School.

Salting Proposal \$51.00/per treatment (walks included)

BID SHEET – page 2

**Oyster River Cooperative School District
Plowing/Sanding 2019-20, 2020-21 and 2021-22 School Years**

NAME OF COMPANY **LandCare Associates, Inc.**
ADDRESS 282 Knox Marsh Road, Madbury NH 03823
PHONE NUMBER 603-743-3559 DATE SUBMITTED 9/20/19

For additional comments and notations please attach a separate sheet.

Please see attached LandCare contracts.

This proposal is firm for _____ days from the Bid Due date. Upon signing this document, both parties have executed this agreement from the date of the signature of Oyster River School District's authorized representative.

Company Representative

Date

Print Name

ORCSD has incorporated a Sustainability Commitment as follows:

The Oyster River Cooperative School District (ORCSD) seeks to work with suppliers and service providers that offer products and services that improve the health of our students and faculty, and our environment without sacrificing quality. These criteria include products that contain recycled materials, are more recyclable, are less toxic or more biodegradable, have less packaging, cost less to transport, perform better, are more durable or use less energy, or consume few natural resources over their useful life. We prefer to work with vendors and suppliers who can address their environmental/sustainability practices, offer take-back programs; including shipping materials and that all waste is disposed of responsibly. We seek products and services that help up reduce, reuse and recycle, while lessening our ecological footprint. When possible we refer to work with local vendors and suppliers in order to keep our purchases invested in the local community. The ORCSD is committed to sustainability in terms of; renewability, substitution, adaptability, interdependence and institutional commitment in the areas of food, energy, transportation, school, curriculum and community outreach.

October 1 Enrollment Report
will be provided
for October 2nd Board Meeting.

Thank you.



OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

36 Coe Drive
Durham, New Hampshire 03824
Telephone: 603-868-5100 Facsimile # 603-868-6668

Proposed 2020 - 21 Budget Goal

Draft Proposed for FY21: 3.5%

Budgeting is directly related to our academic vision. The proposed 2020-21 budget reflects the priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements, health insurance costs, and other proposed expenditures consistent with the District Strategic Plan.

New revenue from the Barrington tuition agreement may be used to offset increases in staffing, healthcare, and retirement costs.

The budget will ensure that the expendable trust funds, used in the 2017-2018 budget, will be replenished by at least \$100,000.

This goal does not take into account additional state revenue for full-time kindergarten, which will go directly to the towns, and which should lessen the tax impact of the budget.

This budget goal does not include any petitioned warrants.

The budget goal is to limit the overall impact to an increase of 3.5% or less in general fund. the increase in Fund 10 for 2020-21 over the fiscal 2019-20 Fund 10 and will be 3.5% or less.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First/Second Read: March 5, 2014/April 2, 2014 School Board First/Second/Adoption: August 15, 2018 Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019	Page 1 of 2 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board allows its facilities to be used by responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not interfere with school activities and is in the best interests of the school system. Authorization to use school facilities does not connote Board endorsement or approval of the activity or of the sponsoring organization/individual.

Policies

The Organization shall ensure that staff, students, and all participants in the PROGRAM shall follow all policies and rules of the Oyster River Cooperative School District to ensure the safety of all participants and the care of the facilities.

The Organization shall further ensure that the PROGRAM is operated in a manner that conforms to the School Board's Policy AC (Nondiscrimination/Equal Opportunity) and permits the School District to meet its obligations under federal and state non-discrimination laws.

The School District Rules can be found in the Parent Student Handbook on the District website under the school tab for each school, and the School Board Policies at:
<http://www.orcsd.org/schoolboard/policies>

Prohibited:

Any activity or organization which:

1. Promulgates any theory or doctrine subversive to the laws of the United States, the State of New Hampshire or any political subdivision thereof.
2. Advocates governmental change by violence.
3. Violates the canons of good morals, manners or taste, or is injurious to the district buildings, grounds or equipment.
4. Is in conflict with school activities or programs or policies.
5. Raises funds for any purpose except as permitted by board policy or special action of the board.
6. Is discriminatory.

Granting of Approval:

The Superintendent of schools or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above requirements.

The Board authorizes the Superintendent to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants may be required to submit an explanatory statement declaring that to the best of their knowledge the projected use is within the general policy and is not in violation of prohibited activities noted above.

Fees:

The Board will approve a schedule of fees for use of school facilities. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. The Board intends that recognized parent volunteer groups, such as PTO's, will not be charged fees for use of facilities that have approval of the building Principal and Business Administrator. Fee schedule will be reviewed as part of the annual budget process.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
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USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Insurance:

Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The Organization shall maintain workers compensation insurance as required by state law. The organization shall provide the Board with proof of insurance and shall not cause such policy to be terminated or materially changed without giving the Board at least 10 days' prior written notice.

Damages:

Anyone submitting an application for the rental of school property must assume responsibility for the proper use of the facility and for the conduct of all attending the event. As a condition for permission to use the facility the user must indemnify the school district from any claims which might arise from the use. If any school district property is lost or damaged during usage, the amount of loss or damage will be determined by the superintendent of schools, and a bill for damages (both labor and materials) will be mailed to the applicant of record, who accepts responsibility for payment of damages as a condition for permission to use the facility. In addition, the Superintendent or designee may require the submission of a deposit in advance to cover any potential loss or damage to school district property.

Complaints:

1. If an incident occurs that could be viewed as a violation of district policy or procedure, the district will be informed. ORCSD reserves the right to examine the incident and determine if it impacts further facilities use.
2. Every effort will be made to resolve the issue at the lowest level.
3. Complaints that result in investigations of violation of district policies will be conducted by independent third parties at the expense of the group using ORCSD Facilities.

Indemnification:

The organization agrees to defend, indemnify and hold harmless ORCSD for any claims, liability, or damages, arising out of the Organization's use of space under this Agreement.

Receipts:

Receipts from fees shall be used for facilities maintenance and operation costs.

Regulations:

Regulations governing this policy shall be posted on the school district web site.

Cross Reference:

- AC- Nondiscrimination/Equal Opportunity
- ACE & R – Nondiscrimination on Basis of Handicap/Disability & Procedure
- GBA – Equal Opportunity Employment
- GBAA & R & 1 – Sexual Harassment – Employee/Staff & Procedure & Report Form
- JBAA & R– Sexual Harassment and Violence –Students & Procedure
- JBAB & R – Transgender and Gender Nonconforming & Procedure
- KF-R Guidelines on the Use of School Facilities
- KF-R1 Building Rental Fees
- JLCF – Wellness Policy
- JL – Soliciting Funds
- KFB – Advertising in Schools

Legal Reference: Military Recruitment in high schools

GUIDELINES ON THE USE OF SCHOOL FACILITIES

Use of facilities, owned and operated by the Oyster River Cooperative School District, is governed by federal and state law and by ORCSD policy KF.

Reservations and Arrangements:

1. All use/rental applications shall be made at least 14 days in advance. Reservations are made on a school year basis unless prior approval received by the Superintendent's office. Applications for facility use/rental are available online at our orcsd.org website under Facilities department.
2. A written permit will be issued to the applicant by the Central office and a copy, along with a copy of the regulations governing use, will be sent to all concerned. No reservation will be made until the application is approved by the Superintendent or his/her designee. If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in the policy, groups paying rental charges takes precedence. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling. If a space is reserved, it is with the understanding that it will be used. Any space reserved for an "on hold" basis, must have prior approval by the facilities office.
3. For all sports/athletic events, the District will establish an open request window by seasonal activities. Any request changes need to be shared with the Athletics Director. The organization that has requested the facility is responsible to inform the District if they do not plan to use the approved space.
4. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Facilities office or designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
5. All applicants for use of district facilities shall hold the Oyster River Cooperative School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Individuals requesting to use a facility for non-school event must execute an Oyster River Release of All claims prior to receiving permission to use the facility. Forms for release will be made available by the Facilities office to requesting parties.
6. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide Commercial General Liability to use school facilities by providing a written certificate of insurance proving liability coverage and property damage insurance totaling \$1,000,000/\$1,000,000 with the Oyster River Cooperative School District listed on the certificate as an additional named insured.
7. Rental payment checks should be made payable to the Oyster River Cooperative School District. Payment must be received at the District Central Office at least ten days prior to the event. If payment is not made by this date the Facilities office or designee has the authority to cancel the applicant's contract.
8. Any additional expenses incurred during the event i.e., custodial, security, media, kitchen help or any other expenses will be billed within two (2) weeks after completion of rental. Payment of services will be expected within thirty days from billing date.
9. Anyone considering renting school facilities and wishing to take measurements or survey the area shall contact the Facilities office to make prior arrangements.
10. Rain date reservation requests will need prior approval of the Facilities Office. ORCSD reserves the right to charge custodial costs and rental fees even if the rain date goes unused.

USER RESPONSIBILITIES AND GUIDELINES ON THE USE OF SCHOOL FACILITIES

Regulations Governing the Use of Facilities:

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. Sponsoring organizations shall provide sufficient competent adult supervision that has the authority to sign the written agreement and is responsible to the organization seeking permission to use the school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person(s) or organizations(s) using the facilities. The staff member in charge should ascertain that users are aware of policy and regulations governing use of school facilities.

1. Bring your signed forms or confirmation sheet with you to all practice, activities and games. Please give a copy of this sheet to the person who will be on site for the planned activity.
2. A member of the school staff (administrator, teacher, custodian, coach, assistant coach, aide, maintenance person) or an authorized program leader (coach, assistant coach, activity director/coordinator) must be present while a school facility is being used. Any organization using school facilities must agree to the assignment of custodial/supervisory personnel for continuous duty during the time stated on the application. Custodian(s) assigned to cover the events(s) will be responsible for locking and unlocking the facility; turning house lights on and off; security; and cleaning any debris left by the renting organization. The rate shall be established by the School Committee.
3. Organizations sponsoring events requiring police and/or traffic control are responsible for making all arrangements for such services directly with the police department. Any time a room, hall or facility is to be used to more than half of its rated capacity, the local police and fire departments must be notified prior to the reservation's being confirmed. Notification is the responsibility of the group or individual renting the school facility. If this is not complied with, the school district reserves the right to cancel the contracted rental agreement. Payments for these services should be made directly to the police/fire department.
4. When schools have been closed because of inclement weather, the facilities will be closed for all use. There is no parking in any of the school parking lots during or after storms for safety, plowing and sand/salting purposes. The schools do not assume the responsibility of contacting groups when such closures occur. School closures will be posted on our website. ORCSD reserves the right to tow any unauthorized vehicle at the vehicle owner's expense.

Weekend/After Hours Events: The District reserves the right to cancel these events in case of an emergency, inclement weather, power outages or any additional unforeseen circumstances. The schools do not assume the responsibility of contacting groups when such closures occur.

5. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director. Use of kitchen facilities requires the presence of designated cafeteria personnel. The kitchen area must remain under the direct control of the cafeteria manager because of the expensive equipment, food supplies and rigid sanitation requirements. The rate shall be established by the School Committee.
6. Only facilities explicitly contracted for in the written agreement may be used for an activity.
7. No school building or facility shall be used for any purpose which could result in rioting, disturbing the peace or damage to property or for any purpose prohibited by law.
8. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access. Users may not construct sets or add decorations unless the materials used can be documented as meeting fire safety code requirements.
9. Users are responsible for emergency evacuation of buildings and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending public prior to the commencement of any activity.

10. Any activity which requires special equipment, a rearrangement of school furnishings, or decorations attached to any building surface, must have the written approval from the school principal prior to scheduling the event. Please show respect for the facility with proper care, usage and respectful language.
11. Consumption of all beverages and food is prohibited in the ORHS gymnasium and auditorium and the ORMS gymnasiums and auditorium. Designated area: Cafeteria
12. Concessions need to be pre-approved.
13. Use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited on school property. The use/possession/selling of drugs or other controlled substances on school district property is against federal and state laws. Any person who violates this section shall be guilty of a violation and notwithstanding RSA 651:2 shall be punished by a fine. The Oyster River School Board strongly supports all efforts by law enforcement officials to eliminate drugs in schools.
14. Individuals and/or groups renting school district property must clean the area rented and clear it of their belongings by the end of the scheduled reservation time at least 1 hour prior to the next scheduled event. Oyster River Cooperative School District reserves the right to remove or discard any items left behind at renter's expense.
15. There shall be no changes in the lighting arrangement unless prior permission has been granted by the technical director. Under no conditions shall there be any tampering with light controls.
16. Pianos shall not be moved without prior permission of the principal. The cost of tuning the piano for an event will be the responsibility of the renter. Pianos must be returned to the condition it was in prior to the event.
17. The possession of firearms or other weapons on school district property is prohibited.
18. Rental contracts are made with the person(s) or organization listed on the application only. The subletting of school facilities is prohibited.
19. Users who have permission to enter the building on weekends or during school breaks are responsible for the activation/deactivation of school alarm systems and accept full responsibility as a result of their negligence.
20. The use of school parking facilities in conjunction with a school facility rental is strictly on a first come - first served basis. Regular school business always takes precedence. At no time, may fire lanes and emergency exits, or handicapped parking spaces and entrances, be blocked by vehicles. Vehicles are not permitted on athletic fields or grass areas at any time. Illegal parking may result in vehicles receiving tickets, warning tags or towing at the vehicles owner's expense. Parking in marked spaces only.
21. Non-profit groups requesting a waiver shall complete a waiver form. All waivers of fees shall require a review and demonstration of financial need.
22. Table placement at district events shall not be set up as to interrupt the normal flow of pedestrian traffic into or out of an event. Must comply with fire aisles - 6' outside theater door.

Fields

1. At times, conditions of the high school fields may warrant closure. When this occurs, all activities for field use will be cancelled. Groups will be notified of closure as soon as possible.

Gym/Auditorium

1. No objects are to be fastened to or dragged across the gymnasium or auditorium floor.
2. No tape shall be applied to the gymnasium floor, walls, or bleachers.
3. Preliminary reservations requests will be accepted until June 15th for the following school year. The schedule will be confirmed during the last week in June, or after the school district calendar has been

approved by the school board. The schedule will be finalized in early July, after which additional reservation requests will be accepted and scheduled if the requested dates are available.

4. Gymnasium systems (bleachers, floor protective tarps, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
5. Auditorium systems (stage rigging, lighting, audio & video) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
6. Typically for non-theatrical events the auditorium may only be reserved for the day of the event. For theatrical productions, the auditorium may be reserved for a period of one week concluding the night of the final performance. Exceptions to this will be considered depending on the nature of the event, and demand on the auditorium.
7. All equipment, props, etc., owned by the renting organization must be removed from the premises the evening of the last performance, unless other arrangements have been made with the facilities office. Storage space in the auditorium is extremely limited and only available while the auditorium is reserved by the renting organization (for a theatrical production the load in would be no earlier than one week before the final performance unless other arrangements have been made in advance through the Facilities office).
8. The availability of auditorium equipment and systems for any particular use is subject to the approval of the School Principal and Technical Director.
9. Food, beverages and other items may be sold in the ticket booth/concession stand but are not permitted in the seating area.
10. Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. The Theater Technician in conjunction with the Facilities Director has authority to ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs as determined by the Technical Director.
11. Only gaffers or spike tapes, supplied by ORCSD, or Glow tape approved by the Theater Technician shall be applied to the stage floor. No other tape (masking or duct) shall be used. Duct tape will not be allowed in the gym/auditorium at any time. Painting of any kind must be approved by the Facility Director and may not occur on the stage.

Time Limits

During a school day, the use of facilities may not be granted before **3:30 P.M.** and may not extend beyond **10:00 P.M.** All facilities must be cleared within thirty minutes of closing time indicated on the application. For weekend and holidays, facility use will be granted between the hours of 7:00 A.M. to 10:00 P.M.

Cancellation:

Request for cancellation must be received at least 24 hours in advance (weekend events 48 hours) of agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial/auditorium tech service fees and any other expenses incurred. Cancellations can be made by contacting the Facilities Office. Verification of cancellation must be acknowledged by a Facilities staff member.

Cancellation of permission to use school facilities may be ordered by the Superintendent or his/her designee whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

Fees for Use of School Facilities

A schedule of fees shall be published before the beginning of each school year.

GROUPS

No fee for the use of school facilities will be charged for activities sponsored by the following:

A. In-House/School District

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.).

No fee other than insurance costs for the use of school facilities will be charged for activities sponsored by the categories listed below. This assumes that school personnel are on hand during the time the building is in use. If school personnel are needed during times outside normal work schedules, the cost of these personnel shall be borne by the user. Such cost shall be published before the beginning of the school year. The cost of any non-school personnel shall also be borne by the user.

B. Community/Municipality

- Oyster River community youth recreation programs
- Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
- Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
- Local government (elections, town meetings, budget hearings, etc.).

The following groups will be charged a custodial, equipment, and/or room rental fee at a rate set by the School District.

A. Outside Groups/Non-profit (proof may be required 501(c)3 Certificate of Tax Exemption)

1. Any group that does not fall in the above listed category and any groups not sponsored by the Oyster River School District.

B. Outside Groups for Profit

C. Afterschool Care

1. Programs approved for school use will be charged \$200 per month for usage of Multipurpose Room

D. All groups including community-based programs, will be charged to use the Turf and Track area.

Use Priorities

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Oyster River School District student activities.
2. ORCSD Community Town Governmental business {voting, public hearing, deliberative sessions}
3. Use for Oyster River y Town Recreation Programs.
4. Programs serving the youth of the Oyster River communities
5. Programs serving the Oyster River adult community's recreational programs.
6. All other acceptable uses.

In the event there are 2 competing organizations requesting the same time and space, the following criteria will be used:

Priority order:

1. Non-ability based serving highest number of ORCSD – open participation
2. Ability based servicing highest number of ORCSD – select participation

The organization must furnish their ORCSD resident registration numbers by sport and town.

It is understood that the District maintains control of its facilities. Requested times are subject to District approval based on the judgement of the Athletic Director.

Community Emergencies

The Board recognizes the role of the school facilities in times of community emergencies and will make suitable facilities available to such recognized agencies as the Red Cross and Civil Defense. Such needs supersede any and all rental arrangements.

I have read and understand the Oyster River School District's "Use of School Facilities and Guidelines" and agree to the terms and conditions stated in the policy.

Typed/Print Name: _____ Signature & Date _____

Cross Reference:

- AC- Nondiscrimination/Equal Opportunity
- ACE & R – Nondiscrimination on Basis of Handicap/Disability & Procedure
- GBA – Equal Opportunity Employment
- GBAA & R & 1 – Sexual Harassment – Employee/Staff & Procedure & Report Form
- JBAA & R– Sexual Harassment and Violence -Students & Procedure
- JBAB & R – Transgender and Gender Nonconforming & Procedure
- KF-Use of Buildings and Facilities
- KF-R1 – Building Rental Fees
- JLCF - Wellness

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
BUILDING/GROUNDS RENTAL FEES - Revised September 10, 2018/April 4, 2019/May 8, 2019

	STAFF FEES:	HS Gymnasium Capacity
Custodial Fee	\$40.00 per hr. minimum charge 3 hrs.	Bleachers closed no furnisher 1729
Kitchen Fee	\$40.00 per hr. minimum charge 3 hrs.	Bleachers closed chairs only 1153
Auditorium Tech Fee	\$50.00 per hr. minimum charge 3 hrs.	Bleachers closed table&chairs 808
Application Fee	\$25 per event	Bleachers 672
	AUDIO/VISUAL FEES:	
Audio/Visual	\$20.00 per day	Bleachers open & chairs 907
Piano	\$50.00 per day	Bleachers open table & chairs 636
Tables and Chairs	\$10 per table \$1 per chair	
Gym Floor Cover Tarp	\$800 per set up and breakdown	

	SCHOOL RENTAL FEE/DAY	SEATING CAPACITY	Outside Groups	Outside Group	ORCSD	Parent*
			Non Profit	For Profit	Community Non Profit	Tutoring
MOHARIMET SCHOOL						
Cafeteria/Stage	298 (seating only set ups)	147 chairs allowed	\$125	\$200		
Gym	518 (seating only set ups)	357 chairs allowed	\$200	\$500		
Cafe/Gym combined space	816 -	504 chairs				
Kitchen			\$75	\$100		
East Commons	50		\$75	\$150		
West Commons	50		\$75	\$150		
Library	44		\$100	\$200		
Classroom	30		\$50	\$100		\$25
Sports Field			\$20/hr*	\$75/hr*		
			*(Minimum 1 Hour) *(Minimum 1 Hour)			
MAST WAY SCHOOL						
Multi-Purpose Room/Stage	250(lecture style)	134(with tables/chairs)	\$200	\$500		
Cafeteria	225(lecture style)	170(with tables/chairs)	\$125	\$200		
Kitchen			\$75	\$100		
North Commons	40		\$75	\$150		
Library	44		\$100	\$200		
Classroom	30		\$50	\$100		\$25
Sports Field			\$20/hr*	\$75/hr*		
			*(Minimum 1 Hour) *(Minimum 1 Hour)			
MIDDLE SCHOOL						
Gymnasium	1170(w/o bleachers)	550(with tables/chairs)	\$250	\$650		
Cafeteria/Stage	428(lecture style)	200(with tables/chairs)	\$125	\$200		
Kitchen			\$75	\$100		
Multi-Purpose Room/Stage	336(lecture style)	174(with tables/chairs)	\$225	\$500		
Library	64		\$100	\$200		
Classroom	30		\$50	\$100		\$25
Softball Field			\$175/hr*	\$400/hr*		
			*(Minimum 1 Hour) *(Minimum 1 Hour)			
HIGH SCHOOL						
Audio/Visual systems are included in Auditorium but notice must be given at time of reservation.						
Auditorium/stage & Music Rm	524 seats with 6 spots for wheelchairs		\$350	\$850		
Gymnasium	PLEASE SEE BOX ABOVE		\$350	\$750		
Multipurpose Room/Stage	242 (tables& Chairs)	519 (Lecture style)	\$225	\$500		
Locker Rooms			\$50	\$50		
Cafeteria	428 (lecture style)	200 (with tables/chairs)	\$125	\$200		
Kitchen			\$75	\$100		
Library	64		\$100	\$200		
Music Room	40		\$125	\$225		
Classroom	30		\$50	\$100		\$25
HS Athletic Turf Field & Track			\$150/hr*	\$300/hr*	\$150/hr	
- Lights {Additional Fee}			\$75.00/hr		\$75/hr	
Baseball Field			\$125/hr*	\$250/hr*		
Softball Field			\$125/hr*	\$250/hr*		
Tennis Courts			\$75/hr*	\$150/hr*		

ORCSD Community Non Profit Yearly Flat Fee:

TO BE ESTABLISHED

* A minimum of one hour will be charged for all of these locations

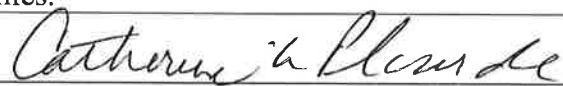
IRS Tax Exempt Certificate may be required to substantiate non-profit.

*Insurance Provided by private provider

When there are two events held: one in the afternoon and one in the evening - a separate fee is charged for each event, providing there is an admission fee charged for each event.

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 5

Name:	Lucy Garfield
Date:	September 26, 2019
Position:	Flex Nurse – District Wide
School for Position	MW MOH MS HS
Person Replacing:	N/A
Budgeted Amount:	0 (Using unexpended balances from: Extended School Year- unused, Paraeducators- unfilled positions)
Recommended Step/Salary:	Step 1 BA + 30 - \$43,000
Interviewed By:	Erin Pasay, Kim Wolph, Catherine Plourde, Dr. James Morse
# Interviewed:	2
Education:	Granite State College – Nursing – Bachelors 9/2019 Granite State College – Nursing – Associates 5/2017 UNH – Psychology Nutrition – Bachelors 12/2012
Certification:	RN – Certificate # 075847-21 Exp. 8/17/20 MA – RN Certificate #2335851 Exp. 2021
Related Experience:	Greater Seacoast Community Health – Primary Care Nurse 12/2017-9/2019 FT per diem Dartmouth Hitchcock Medical – RN 6/2013-5/2014-PT Homeless Center Strafford County -Case Manager 6/2013-5/2014- FT Dover Middle School – Student Nurse 1/2017-5/2017 Temporary position
Comments:	Ms. Garfield will be a wonderful addition to the School Nurse Department. She has a variety of experiences case managing families and providing health care that will complement our nursing department. She has worked in a school setting as part of one of her rotations and has experience working with children who may have significant medical care needs. Her experience with case management at the Homeless Center and at the Greater Seacoast Community Health Center also provide the school district with knowledge and a set of tools to better support families.
Date: <u>9-27-19</u>	Authorized Signature: 

REQUIRED Attachments:

Resume 3 Letters of Recommendation Copy of Certification

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

Position: Flex Nurse

Status: Full-time; salary

Qualifications: Must be a licensed Registered Nurse in the State of New Hampshire

Reports to: Special Service Director

Job Goal: To enhance, strengthen and facilitate the educational process by improving and protecting the health of children by prevention of illness and disability, and the early detection and correction of health problems.

Performance Responsibilities:

- **Learn the operational procedures of each building in order to cover and support building level nurses**
- Administers professional nursing care for ill or injured students and staff
- Promotes and protects the optimal health status of children
- Establishes and maintains a comprehensive School Health Program
- Provides student assessments, screenings, and observations
- Maintains health records; while adhering to privacy laws
- Collects information about the health and developmental status of students
- Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students
- Develops and implements individual health plans
- Collaborates with parents and other professionals creating student health plans
- Participates as an active member on school and community committees
- Develops procedures and provides for crisis intervention for acute illness, injury, and emotional disturbances
- Assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases
- Provides health education to students, families, and staff members
- Keeps abreast of new breakthroughs in the health industry
- Assists in the formation of health policies, goals, and objectives for the District
- Compiles and submits statistical information to the District, Department of Education, and the Division of Public Health
- Prepares a health budget for the school health program
- Other duties as assigned by supervisor.

Evaluation: Annual

Original Effective: 3/27/2000

Revision Date: 4-2010

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

INTEROFFICE MEMORANDUM

TO: ORCSD School Board
FROM: Jim Morse, Superintendent
DATE: October 2, 2019
RE: Affirmative Action Officer 2019-20

I would like to nominate Catherine Plourde to be the Affirmative Action Officer for the 2019 - 20 school year.

Thank you.

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 October 2, 2019**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Drug-Free Workplace/Drug-Free Schools	ADB
Board-Superintendent Relationship	BDD
Policies for Deletion/Replacement	

As a reference the September 11, 2019 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: ADB
School Board Adoption: June 15, 2011	Page 1 of 2
Policy Committee Review: September 11, 2019	
School Board First Read: September 18, 2019	
School Board Second Read/Adoption: October 2, 2019	

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All Oyster River Cooperative School District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.
 - d. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy: ADB
School Board Adoption: June 15, 2011 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 School Board Second Read/Adoption: October 2, 2019	Page 2 of 2

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Cross Reference: EEAEA – Mandatory Drug and Alcohol Testing – School Bus Drivers

Legal References:

- 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients
- RSA Chapter 193-B Drug Free School Zones
- N.H. Admin. Code, Ed. Part 316

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDD
Adoption by School Board: October 3, 2012 Policy Committee Review: September 11, 2019 School Board First Read: September 18, 2019 School Board Second Read/Adoption: October 2, 2019	Page 1 of 1

BOARD SUPERINTENDENT RELATIONSHIP

The Oyster River Cooperative School Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues.

Cross Reference: BDD-R – Superintendent's Job Description

Policy Committee Meeting Minutes

Wednesday, September 11, 2019 @ 3:30 PM

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

Visitors: Misty Lowe, David Goldsmith

Denise called the meeting to order at 3:34 PM.

Jim explained that Misty and David are in attendance for a discussion surrounding a proposed class size procedure that was developed and is being brought forward to the committee for their review and input. The Class size policy is on the agenda not for revision, but to use as an informational guideline for the proposed procedure.

Jim also explained that this procedure was developed for clarification purposes and went on to give two separate examples from last year as to why this procedure would have been helpful to have.

David suggested some language changes to #5 by adding the word "building" after Kindergarten and changing the date to a range from August 1 through August 7. On # 8a – by adding "have the option of remaining in the current school for the remainder of the year, but" before the word need in the first sentence.

Discussion ensued regarding #6 and whether this statement should be removed as it is already encompassed in the second paragraph of the procedure. It was determined that the language is fine as is, but the following statement will be added to the end of the second paragraph, "recognizing that both elementary schools serve students from all three towns.

Brian asked what the legal obligation was to transport students.

Jim explained that it was Kindergarten through Grade 8, but not across the District.

The committee understands that this is a procedure but asked that the corrected version be brought back at the next policy meeting.

Misty and David left the meeting at 4:05PM.

Policy ADB – Drug-Free Workplace/Drug-Free Schools – Both the current and NHSBA version were presented and reviewed. A discussion pertaining to the difference in each policy were looked at and compared. It was decided that the NHSBA version of the policy included language updates as well as updated legal references and would be used for the policy. It was also decided that existing language from the current policy section #2C – would be added as #5d. This policy is ready for a first read.

Policy AE – Accountability – was reviewed with no changes and this status will be reflected on the policy.

Policy BCB – Board Member Conflict of Interest – Both the existing and NHSBA versions were reviewed. A brief discussion followed and examples of possible conflict of interest scenarios were presented and discussed. This policy was reviewed with no changes and will be reflected on the policy as such.

Policy BDB – Board – Superintendent Relationship – Review of existing and NHSBA versions were looked at. Very similar in contexts, but the Policy Committee would like to adopt the NHSBA version as a first read at the next Board meeting.

Policy JEAB – Student District Placement will be deleted as a new procedure has been developed for student placement under the Class Size Policy – IIB.

Jim briefed the policy committee on a complaint that came in pertaining to a banner that is displayed on the athletic field. Todd explained that we are following the Advertising policy and also asked for legal interpretation. The District is very clear on what can be allowed when acknowledging an organization and our legal interpretation is that the District is following the policy.

No additional questions or comments.

Meeting ended at 4:45 PM – Next meeting October 9, 2019

Respectfully submitted,
Wendy L. DiFruscio