

**Oyster River Cooperative School District  
REGULAR MEETING**

**November 6, 2019**

**Moharimet Cafeteria**

**7:00 PM**

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

6:30 – 7:00 PM Front Office Tour, Guest Speaker, Refreshments

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

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

- Motion to approve 10/16/19 regular meeting minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District**

**B. Board**

**VI. DISTRICT REPORTS**

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

**B. Superintendent's Report**

- ELO/VLACS/CTE Update – Sean Peschel
- Review Policy JIHB – Search of Student Automobiles on School Property (Chief Kurz)
- Review Policy/Procedure/Fee Schedule for Policy KF – Facility Use
- ORHS Graduation Date
- Update on scheduled MS Presentations
- MS Off site - Traffic Coordination/Planning/Modeling - VHB proposal

**C. Business Administrator**

- FY20 Budget Update

- Tuition Rates

**D. Student Senate Report**

**E. Other:**

**VII. DISCUSSION ITEM**

- Board discussion of the 2020-21 budget.
- Superintendent Evaluation – Begin Process

**VIII. ACTIONS**

**A. Superintendent Actions**

**B. Board Action Item**

- Motion to approve ORMS/ORHS winter coaches, volunteers, department head replacement

**IX. SCHOOL BOARD COMMITTEE UPDATES**

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

**X. PUBLIC COMMENTS**

**XI. CLOSING ACTIONS**

**A. Future meeting dates:**

11/20/19 – Regular Meeting – ORHS – Library - 7:00 PM

11/21/19 – Budget Workshop – ORHS – Library - 7:00 PM

12/04/19 – Regular Meeting – ORHS – Library – 7:00 PM

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

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

**XIII. ADJOURNMENT:**

**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**

**October 16, 2019**

**High School**

**DRAFT**

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

**Not Present: Student Representative:** Yasmeeen Gunandar

**ADMINISTRATORS:** Sue Caswell, Todd Allen,

There were 2 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, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES:**

**Motion to approve 10/02/19 meeting minutes:  
Page 1 Section II Replace "Bauen" with "Kloetz"**

**Denise Day moved to approve the 10/02 minutes with the above revision, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

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

**A. District:** None

**B. Board:**

Michael Williams talked about the process of our policies. There are several policies that only need three board members to approve and he believes it should be four. Kenny Rotner asked that this be put on a future board agenda meeting.

Tom Newkirk reported on a meeting with Dr. Morse and Barrett Christina, Executive Director of the NH School Board Association. He urged support of the Board's gun resolution.

Kenny Rotner reported that the Durham Town Council will be looking at the issue of vaping. Currently the age is 18 to purchase vaping materials but the age could possibly be raised to 21 to purchase vaping materials. They will be meeting on Monday and would like a statement of support from the Board. He suggested that it be discussed at the next meeting.

## **VI. DISTRICT REPORTS:**

**A. Assistant Superintendent Reports:** None

**B. Superintendent's Report:**

**Mast Way Principal Search:** Superintendent Morse reported that for the Mast Way Principal Search, he is using a more comprehensive search process, similar to what was used at Moharimet, to create a process that is more inclusive.

They will advertise on January 21, 2020 with a closing date of February 21, 2020. They will interview candidates with a goal of a finalist nominated to the School Board on May 6, 2020. The interview's committee's goal is to advise the Superintendent.

The interview committee will consist of:

- 2 Board members
- 1 Selectperson from Lee
- 3 Parents
- 3 Administrators
- 4 Teachers
- 2 Support Staff

Brian Cisneros and Kenny Rotner were nominated to serve as School Board members on the interview committee.

**Denise Day moved to approve Kenny Rotner and Brian Cisneros to serve as School Board members on the interview committee, 2<sup>nd</sup> by Al Howland. Motion passed 6-0-1 with Kenny Rotner abstaining.**

**Survey Development – Competency based grading review.** Please send any questions to Superintendent Morse.

**Calendar Adjustment for NH Primary Date:** Superintendent Morse reported that this is currently scheduled for February 11<sup>th</sup>. This will be a very well

attended primary election. This would be a Professional Development Day as opposed to a student day. He will keep the Board updated.

**C. Business Administrator:** Sue Caswell updated the Board on the Barrington Tuition update:

The tuition agreement we have with Barrington requires that we notify them in October of the tuition rate for the next year. The current rate is \$16,792. The new rate is determined by the percentage change of the actual difference in appropriation operating cost of the Oyster River High School in the prior fiscal year. We have calculated the percentage change to be 5.5%. Therefore, the tuition rate for Barrington students for the 2020-21 school year will be \$17,641.

**Denise Day moved to approve Barrington Tuition rate, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**D. Student Senate Report:** None

**E. Other:**

Jim Rozycki talked about the Middle School. There was a backup of grease inside the dishwasher in the kitchen. There was a separate sewage issue in the bathroom from students flushing feminine products.

**Building Use Process:**

Jim Rozycki explained that when someone has a question they are always directed to the website. It is entered school/community, municipality/towns, non-profit and outside groups for profit. They obtain all the appropriate information and that is how they get set up into the system. Once they are set up, they can make their requests. Michael Williams asked about the process once they have an account. Jim replied that it is dependent upon what they need. Dan Klein asked Jim about the fees. He replied that the systems will provide an estimate that the groups can see as they are putting in their requests. He would like to see any documentation we have that are exceptions to the fee schedule. Superintendent Morse added that those exceptions get signed off by him and they are on the form.

## **VII. DISCUSSION ITEM:**

**Strategic Plan Progress Report:** Todd Allen reported that Mast Way and Moharimet are in the first year of implementation of our new SEL program called “Open Circle”. At this point all classroom teachers have been trained and all specialists and paraprofessionals are scheduled to be trained on the November 8<sup>th</sup> Professional Development Day. Open Circle is an evidence based social emotional learning program designed to help students develop skills for recognizing and managing emotions, empathy, positive relationships and problem solving.

Kenny Rotner asked if the open circle is integrated into the entire day or is it broken out? Todd Allen replied that there is circle time and a lesson component, but it is integrated and used throughout in consistent terminology. Last year, they started using Odessa and the intent is to provide consistency to the instruction and how they deal with issues. Denise Day asked how the counselors fit into this. He replied that they go through the same training the teachers do and they are in the classrooms a lot and they are fully engaged as well as the psychologist.

### **MTSS**

Having a multi-tiered system of support (MTSS) for all student’s academic needs is a key goal of the ORCSD. At Mast Way and Moharimet, the focus in development this system is to math and ELA instruction. Master schedules at all levels have been revised in order to better support students. Elementary schedules now include weekly grade level team meetings to encourage curricular continuity.

At the middle school the focus is on utilizing “bobcat time” to better provide multi-tiered support to students. The high school focus is on better utilizing data to make decisions about instruction at the classroom level and in “flex block”. At the district level, the focus is on better utilization of the technology tools we have available to analyze data and track the effectiveness of a variety of student interventions.

### **Diversity**

Across the district, the staff has engaged in multiple dialogues around the issues of diversity, equity and inclusion. On the first Profession Development day of the year, all teaching staff were engaged in dialogues to focus their

efforts at the start of the school year. Efforts across the district are underway to review and develop curriculum to promote a greater understanding and awareness of diverse cultures. The district administrative team has been a review of disciplinary protocols with the intention of incorporating more restorative practices to the process in hopes of better meeting the needs of our students.

Recruiting and hiring practices are being reviewed with the intent over time of strengthening the diversity of our staff. A variety of job search platforms have been utilized to expand the circle of recruitment in the district.

Tom Newkirk suggested looking at individuals that are bilingual in both Spanish and English. This could be great in terms of flexibility. Michael Williams appreciates how this process is moving forward, but in the future, he would like to look at the specific action items.

## **VIII. ACTIONS**

**A. Superintendent Action Items:** None

**B. Board Action Items:**

**Policies:**

**Policies for a first reading:**

**Policy JLIE - Student Automobile Use**

**Denise Day moved to approve Policy JLIE for a first reading, 2<sup>nd</sup> by Brian Cisneros.**

Kenny Rotner suggested holding off on this policy until JIHB Search of student automobiles are passed.

**Denise Day moved to withdraw her motion.**

**Policy JIHB: Searches of Student Automobiles on School Property**

**Denise Day moved to approve for a first reading, 2<sup>nd</sup> by Brian Cisneros.**

Superintendent Morse noted that the issue is school administration or police. The School Administration level of search is reasonable suspicion and the police level of search is probable cause. It provides an administrator a way of interacting without law enforcement if it is not a legal issue. Superintendent Morse added that the students need to treat their car as they do their locker and backpack. Tom Newkirk added that the administrators are bound to turn over to law enforcement any illegal findings. Kenny Rotner is worried that this might immerse them into the legal system rather than involving them with

mental health and reaching out. He feels that it is contradictory to helping students in need. Denise would like clarification on this. Brian Cisneros has confidence in the Principal in handling this situation. Dan Klein mentioned that when we formulate a policy, it needs to stand on its own regardless of who the principal of the high school is. He would like the principal to relay the concern to the SRO or the police. Superintendent Morse added that this is a common policy at the high school level across the country. This is about the principal being able to do a search at a much lower threshold level than the police can. If everything has to be by probable cause, then the administration will have a much harder time. When police are brought into it, it has been more than a rumor and it is more traumatizing. Kenny Rotner wants a higher threshold to help kids so not to put them in the legal system. He wants to help the students. How does this policy work if the parking spaces are not on school property? Superintendent Morse replied that these parking spots still come under school property.

**Motion failed 2-5 with Denise Day and Brian Cisneros voting in the affirmative. This policy does not pass.** Denise Day would like the Board to have a redo on this vote.

**Denise Day moved to accept JIHB for a first reading striking “the principal/designee shall have the discretion to engage the police in the search”. There is no second and the motion fails.**

Tom Newkirk feels that the sense of the Board was whether the principal should have the authority to conduct a search. He feels that this should go back to the Policy Committee. Michael Williams feels that the principal should be able to conduct a search on reasonable suspicion. He is also unclear who authorized personnel is describing on this policy. Both Kenny Rotner and Michael Williams are worried about the legal ramifications of this policy.

**Kenny Rotner moved to suspend Policy JIHB until we have an adequate replacement, there was no second to the motion and the motion does not pass.**

**Policy KF** Denise Day moved to approve Policy KF, 2<sup>nd</sup> by Brian Cisneros.

Michael Williams does not think that the policy reflects the discussion we had two weeks ago. Dan Klein thinks we need to know what the actual cost is of



the facilities. Superintendent Morse replied that our costs are constant whether someone is using the facilities or not. Dan Klein and Superintendent Morse had a lengthy discussion on cost of the facilities. Dan Klein feels that we are guaranteeing inequity if we are applying flat fees. Kenny Rotner would like to see where the basis of the numbers are coming from. The groups that we are giving a flat fee are now incentivized to use the fields as much as possible with that flat fee. He also added that we can and need to be creative. Criteria and pricing need to be very transparent. Al Howland feels that there needs to be a mechanism that protects all the users. Tom Newkirk commented that this is mostly being used by people who are taxpayers and he is concerned about their rising costs. Superintendent Morse feels that this conversation will continue until they get to a place where the board feels comfortable.

**Denise Day withdrew her motion.**

**IX. SCHOOL BOARD COMMITTEE UPDATES:**

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

Payroll Manifest #7: \$991,921.81

Vendor Manifest #8: \$503,476.39

Al Howland reported that the Wellness Committee met, and they are meeting again in two weeks. They will be coming to the Board for a presentation.

**X. PUBLIC COMMENTS:**

Bevie Ketel from Madbury, reported that she paid a \$625 fee for facilities and feels that the parents are being overcharged.

Dean Rubine from Lee asked about the facilities use and does not understand why an hourly discounted rate would not apply.

**XI. CLOSING ACTIONS:**

- A. Future Meeting Dates: 10/30 Manifest Meeting – SAU Conference Room  
11/06 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 9:25 p.m., 2<sup>nd</sup> by Dan Klein.  
Motion passed 7-0.

Respectfully yours,  
Laura Grasso Dobson  
Recording Secretary

# Extended Learning Opportunities (ELO) Enrollment Data



As of 10/23/19

## Definitions:

- **Independent Coursework** – a course of study a student may take if they experience a schedule conflict in their ORHS class schedule. A student may also pursue studying a content area of interest that is not currently offered at ORHS.
- **Advanced Studies** - an experience for students who have completed a course or series of courses at ORHS and desire to continue to advance their learning in that subject/content area when there are no further courses available at ORHS.
- **Peer Instructor** - seniors who have some expertise in a given course or subject area, providing the student with a way to further explore and develop those skills and explore the possibility of pursuing teaching as a career. Peer instructors assist the cooperating teacher with lesson planning and implementation, collaborate with the teacher to develop and teach lesson plans, and assist in small group or one-on-one supplemental instruction.
- **Internship** - a temporary, unpaid, position where a student is paired with a professional in the community to gain practical experience in a specific occupation/profession, career path, or career cluster.

## VLACS Enrollment Data

Date Requested	# of Students	# of Courses
As of 10/23/19	82	90

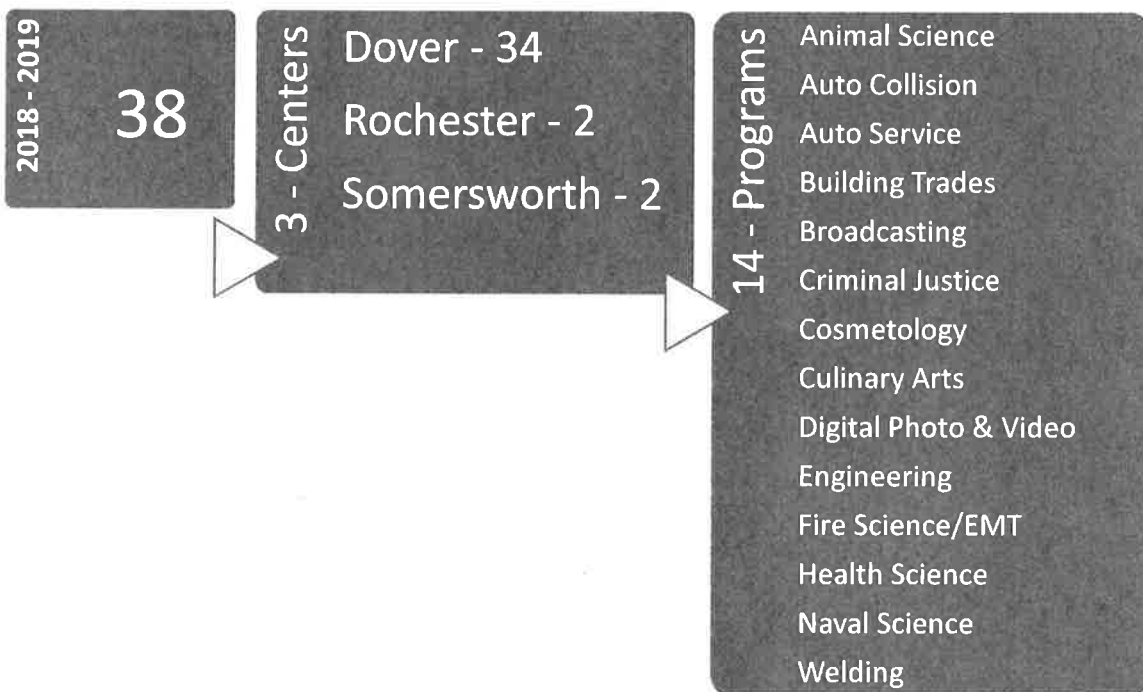
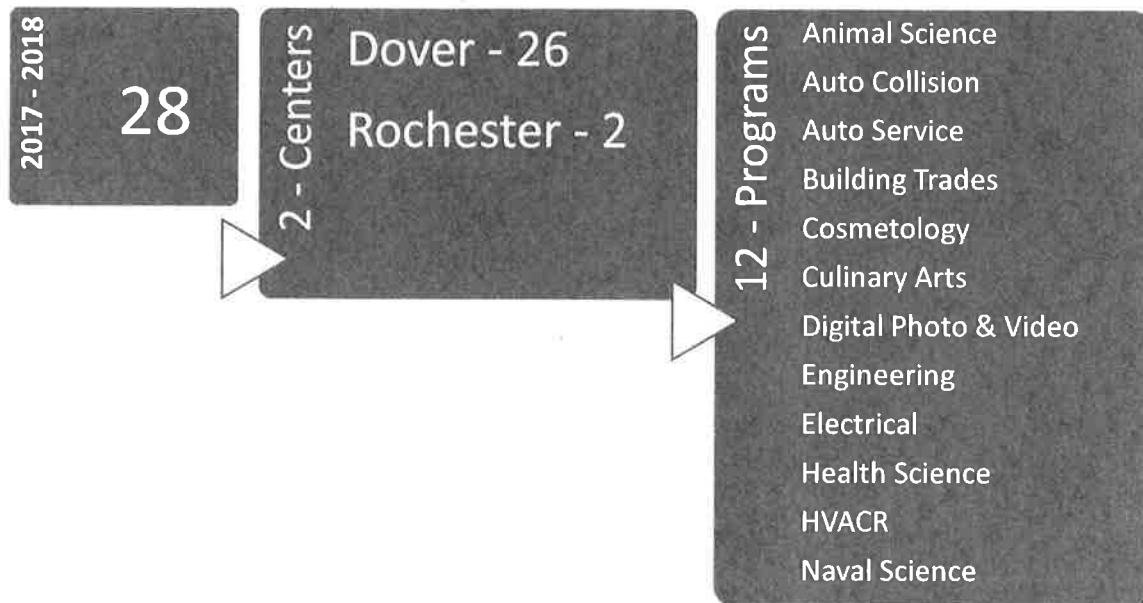
Department & Course	# of Students	Department & Course	# of Students
Business/Computer Education	16	Science	13
Economics	3	Biology	3
International Business	1	Anatomy & Physiology	4
3D Modeling	5	Future of Healthcare	1
Intro to Social Media	1	Biotechnology	2
AP Computer Science	1	Forensic Science	3
Creative Coding	2	Social Studies	14
Game Design	1	Intro to Anthropology	1
Marketing Foundations	1	Intro to Philosophy	1
Cybersecurity	1	US Government	1
English	5	Intro to Womens Studies	1
Gothic Literature	1	Criminology	1
Journalism 1	1	US History	1
English 3	1	AP Macroeconomics	1
English 4	1	AP Microeconomics	1
Creative Writing	1	AP Psychology	4
Health/Physical Education	10	AP US Gov & Politics	2
Life Management Skills	2	World Language	12
Running	2	French 2	1
Personal Fitness	2	Spanish 1	1
Walking for Fitness	2	Spanish 2	4
Strength Training	2	Spanish 3	1
Math	20	Spanish 4	1
Algebra 1	2	Latin 1	2
Geometry	7	Latin 3	2
Algebra 2	2	Art	0
Liberal Arts Math / Algebra 2	6		
Probability and Statistics	1		
Math Topics	1		
Pre Calculus	1		

## VLACS Enrollment Data

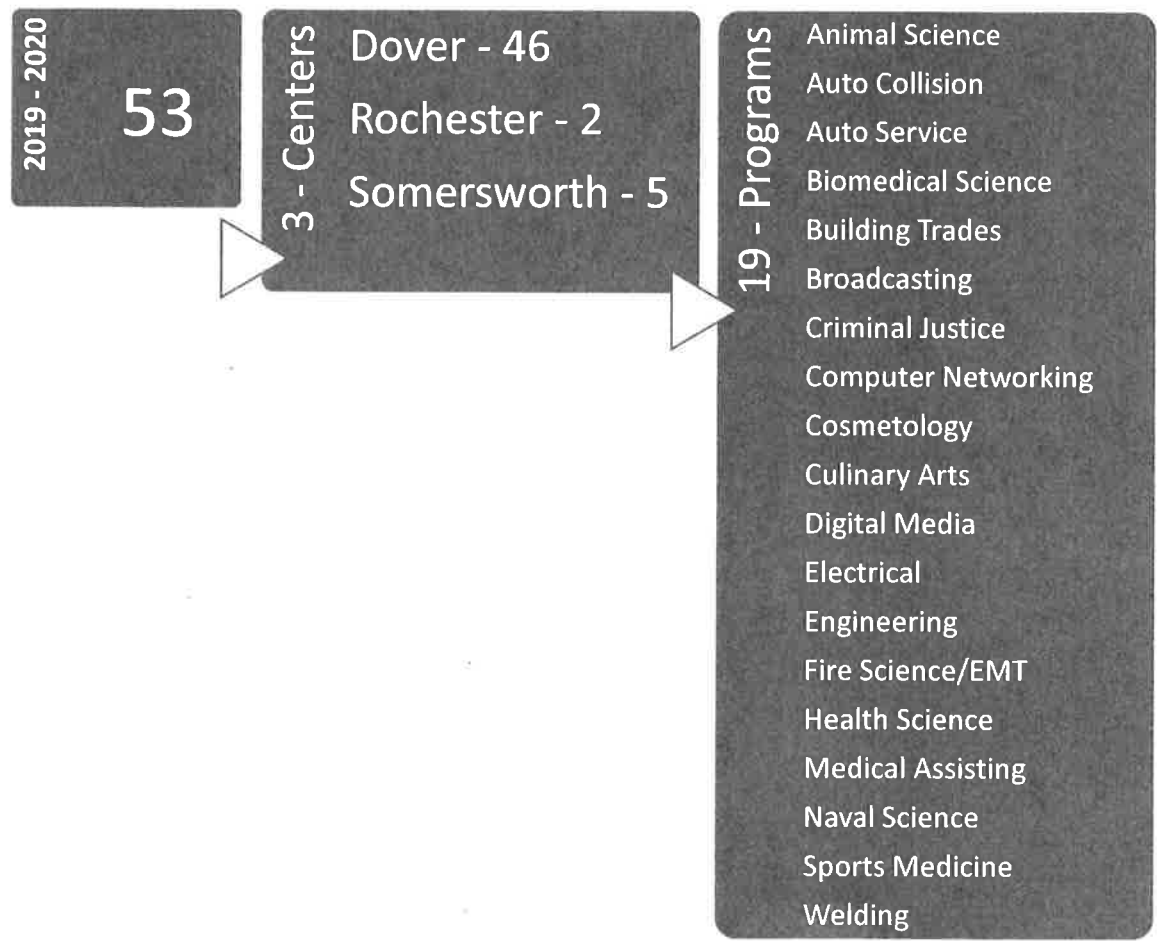
<b>Date Requested</b>	<b># of Students</b>	<b># of Courses</b>
As of 1/30/16	Unknown	133
As of 9/9/16	Unknown	182
As of 2/16/17	125	154
As of 9/19/17	85	99
As of 10/5/17	80	95
As of 2/6/18	90	101
As of 4/16/18	98	111
As of 6/22/18	77	86
As of 9/10/18	92	102
As of 10/15/18	101	113
As of 2/11/19	86	104
As of 4/19/19	No report	No Report
As of 6/21/19	57	68
As of 9/12/19	71	80
As of 10/23/19	82	90

<b>Department &amp; Course</b>	<b># of Students 10/5/17</b>	<b># of Students 10/15/18</b>	<b># of Students 10/23/19</b>
Business/Computer Education	17	18	16
English	11	12	5
Health/Physical Education	9	25	10
Math	30	24	20
Science	12	10	13
Social Studies	3	9	14
World Language	13	12	12
Art	0	3	0

# Career Technical Education (CTE) Enrollment Data



# Career Technical Education (CTE) Enrollment Data



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JIHB
Policy Committee: January 7, 2015 Policy Committee: March 11, 2015 School Board First Read: March 18, 2015 School Board Second Read/Adoption: April 1, 2014 <a href="#">Policy Review: April 10, 2019</a> <a href="#">School Board First Read: May 1, 2019</a> <a href="#">Policy Committee: October 9, 2019</a> <a href="#">School Board First Read: October 16, 2019</a> <a href="#">School Board Review: November 6, 2019</a>	Page 1 of 1 Category: Recommended

## SEARCHES OF STUDENT AUTOMOBILES ON SCHOOL PROPERTY

Oyster River Cooperative School District students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

In the event that an employee of the school district has reason to believe that drugs, drug paraphernalia, or weapons are present in a student's automobile, that employee will inform the building principal, who will then conduct a search of the automobile. ~~The principal/designee shall have the discretion to engage the police in the search.~~ The principal shall fill out a vehicle search form, which will be maintained by the district.

Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.

**Legal Reference:**

NH Constitution, Pt.1, Art.19

**Cross Reference:**

JIHB-R - Student Operated Vehicle Search Report

[JIIE - Student Automobile Use](#)



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 <a href="#">Back to Policy October 9, 2019</a> School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019	Page 1 of 23 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.

[Community Recreation Programs and Outside Non-Profit Groups wishing to use the district facilities will meet seasonally with the Athletic Director and his administrative assistant to ensure maximum usage with minimal conflict.](#)

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, 2014 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 <a href="#">Back to Policy October 9, 2019</a> School Board First Read: October 16, 2019 <a href="#">Superintendent Review/Revision: October 17, 2019</a> School Board Review: November 6, 2019	Page 2 of 3

## USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

### Building Access

[Keys and cards provided to approved users are for their exclusive use and may not be shared with anyone. Adult supervision by the approved user is required at all times for events that involve children.](#)

### Fees:

The Board will approve a schedule of fees for use of school facilities. [After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside users. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested.](#) The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. [The superintendent may adjust the fee charged. When doing so, will report out at the next Board meeting.](#) 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.

[Non-profits serving district students will not be charged other than the exceptions noted above. Other non-profits will be charged according to the fee schedule.](#)

### 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. [Each applicant claiming a non-profit status will need to provide IRS or State if -NH proof documenting their non-profit status.](#)

### 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.

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 <a href="#">Back to Policy October 9, 2019</a> School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019	Page <del>1</del> of <del>3</del> of 23 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

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 Town Recreation Programs.
4. Non-Profit Pprograms serving the youth of the Oyster River communities
5. Non-Profit Pprograms serving the Oyster River adult community's recreational programs.
- 5-6. Non-Profit programs serving outside community.
- 6-7. 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



POLICY COMMITTEE REVIEW: August 8, 2018/May 8, 2019/Superintendent Review 10/24/19/Board Review 11/6/19

Updated: March 28, 2017 KF-R

School Board Approval: November 14, 2012

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**

**KF-R1**

**BUILDING/GROUNDS RENTAL FEES - Revised: 9/10/18, 4/4/19, 5/8/19, 10/17/19**

	<b>STAFF FEES:</b>	<b>HS Gymnasium Capacity</b>
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

	<b>AUDIO/VISUAL FEES:</b>	
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	

**Elementary Day Care Usage Monthly Charge \$200.00**  
**UNH will be charged in the Outside Non-Profit Category**

	<b>SCHOOL RENTAL FEE/DAY</b>	<b>SEATING CAPACITY</b>			
		<b>Outside Groups For Profit</b>	<b>Outside Group Non Profit</b>	<b>Non-Profits w/in District</b>	<b>Parent<sup>^</sup> Tutoring</b>
<b>MOHARIMET SCHOOL</b>					
Cafeteria/Stage	298 (seating only set ups) 147 chairs allowed	\$200	\$125	\$0	
Gym	518 (seating only set ups) 357 chairs allowed	\$500	\$200	\$0	
Cafe/Gym combined space	816 - 504 chairs			\$0	
Kitchen		\$100	\$75	\$0	
East Commons	50	\$150	\$75	\$0	
West Commons	50	\$150	\$75	\$0	
Library	44	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Sports Field		\$75/hr	\$20/hr*	\$0	
		*(Minimum 1 Hour) *(Minimum 1 Hour)			

<b>MAST WAY SCHOOL</b>					
Multi-Purpose Room/Stage	250(lecture style)134(with tables/chairs)	\$500	\$200	\$0	
Cafeteria	225(lecture style)170(with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
North Commons	40	\$150	\$75	\$0	
Library	44	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Sports Field		\$75/hr	\$20/hr*	\$0	
		*(Minimum 1 Hour) *(Minimum 1 Hour)			

<b>MIDDLE SCHOOL</b>					
Gymnasium	1170(w/o bleachers)550(with tables/chairs)	\$650	\$250	\$0	
Cafeteria/Stage	428(lecture style)200(with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
Multi-Purpose Room/Stage	336(lecture style)174(with tables/chairs)	\$500	\$225	\$0	
Library	64	\$200	\$100	\$0	
Classroom	30	\$100	\$50	\$0	\$25
Softball Field		\$400/hr	\$175/hr*	\$0	
		*(Minimum 1 Hour) *(Minimum 1 Hour)			

<b>HIGH SCHOOL</b>					
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	\$850	\$350	\$0	
Gymnasium	<b>PLEASE SEE BOX ABOVE</b>	\$750	\$350	\$0	
Multipurpose Room/Stage	242 (tables& Chairs) 519 (Lecture style)	\$500	\$225	\$0	
Locker Rooms		\$50	\$50	\$0	
Cafeteria	428 (lecture style) 200 (with tables/chairs)	\$200	\$125	\$0	
Kitchen		\$100	\$75	\$0	
Library	64	\$200	\$100	\$0	
Music Room	40	\$225	\$125	\$0	
Classroom	30	\$100	\$50	\$0	\$25
HS Athletic Turf Field & Track		\$300/hr	\$150/hr*	\$0	
- Lights {Additional Fee}		\$75.00/hr		\$0	
		*(Minimum 1 hour)			
Baseball Field		\$250/hr	\$125	\$0	
Softball Field		\$250/hr	\$125	\$0	
Tennis Courts		\$150/hr	\$75	\$0	

**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 shall be required to substantiate non-profit annually. Proof of Insurance will be provide by the user annually.

**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.**

Proposed MS Meeting Dates  
Towns/Community Forums/Schools

Updated: October 31, 2019

Date of Event	Location	Notes
<b>SEPTEMBER</b>		
9/7/2019	Lee Fair - Town Day	10 - 2 Todd & Jay presenting
9/17/2019	ORMS Academic open house	Grade 7 & 8 - 6-8 PM
9/19/2019	ORHS Open House	Very full night/add. Presentation not advantagous
9/23/2019	Lee Select Board	Confirmed
9/25/2019	ORMS Academic open house	Grade 5 & 6 - 6-8 PM
9/26/2019	Community Dinner	HS Cafeteria
9/27/2019	Madbury Select Board	Confirmed
	Durham Town Council	Approached/Agendas too full w./town business

**OCTOBER**

10/3/2019	Mast Way Open House	6:00 - 7:30 North Commons
10/27/2019	St. George Episcopal Church	

**NOVEMBER**

11/4/2019	Durham Town Council	Confirmed
11/8/2019	Madbury Holiday Fair	
11/14/2019	MOH Community Dinner	MOH Cafeteria
11/17/2019	Durham House Visit	
11/18/2019	Lee Select Board	Confirmed
11/20/2019	Durham House Visit	

**DECEMBER**

12/2/2019	Madbury Select Board	Confirmed
12/16/2019	Durham Town Council	Confirmed

**JANUARY**

1/13/2020	Durham Town Council	Confirmed
1/20/2020	Madbury Select Board	Confirmed
1/23/2019	Community Dinner	HS Cafeteria
1/27/2020	Lee Select Board	Confirmed

**FEBRUARY**


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

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INTEROFFICE MEMORANDUM

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TO: ORCSD School Board  
FROM: Jim Morse, Superintendent  
DATE: November 6, 2019  
RE: MS Off site – Traffic Coordination/Planning/Modeling New Middle School

Included with this memo is the email exchange between myself and Todd Selig, as well as documents provided by VHB to both Todd Selig for the conceptual design for the ORMS Adjacent Roadway Networks, and a Memorandum to Lavallee Brensinger Architects pertaining to traffic.

Budgetary concerns have been raised by the town that are similar concerns for ORCSD. Todd Selig is in the process of organizing a meeting with his staff, Chief Kurz, Steve Haight, civil engineer, and the school district to further discuss this matter.

Thank you.

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**  
**FISCAL YEAR 2019-20**  
**FINANCIAL STATUS AS OF: 10/29/2019**

	<b>Budgeted</b>	<b>Expended</b>	<b>Encumbrances</b>	<b>Amount Remaining</b>	<b>Percentage Spent</b>
	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>	<b>2019-2020</b>
<b>SALARIES:</b>					
Administrator	1,538,444	471,041	1,059,903	7,500	100%
Teacher	16,488,618	2,603,340	13,682,262	203,016	99%
Para	2,209,871	416,721	1,677,227	115,923	95%
Tutor	225,859	39,743	159,107	27,009	88%
Custodian	782,723	232,857	536,356	13,510	98%
Secretary	432,569	116,303	309,967	6,299	99%
District Hourly	785,502	239,549	532,357	13,596	98%
Maintenance	219,172	83,946	122,854	12,372	94%
Drivers	767,987	132,290	483,227	152,470	80%
Misc & Summer	169,724	96,229	47,057	26,438	84%
Subs - Professional	302,340	45,249	68,654	188,437	38%
Subs - Para	59,164	5,720	0	53,444	10%
Subs - Secretary	6,700	1,615	0	5,085	24%
O/T	24,500	4,497	0	20,003	18%
Med & Dent Payback	396,230	75,696	288,648	31,886	92%
<b>TOTAL SALARIES</b>	<b>24,409,403</b>	<b>4,564,796</b>	<b>18,967,619</b>	<b>876,988</b>	<b>96.4%</b>
<b>BENEFITS:</b>					
Health Ins	5,774,676	1,132,813	4,483,090	158,773	97%
Dental Ins	150,516	31,444	122,638	(3,566)	102%
Life Ins	65,326	13,199	52,588	(461)	101%
LTD Ins	55,419	10,868	43,929	622	99%
FICA	1,869,224	334,583	1,454,454	80,187	96%
Retirement - Non Professional	351,290	100,502	244,456	6,332	98%
Retirement - Professional	3,048,326	513,438	2,519,720	15,168	100%
Annuity	136,665	29,657	119,929	(12,921)	109%
Tuition Reimb	5,000	1,750	0	3,250	
Unemployment Comp	15,000	0	0	15,000	0%
Workers Com	165,346	87,316	0	78,030	53%
<b>TOTAL BENEFITS</b>	<b>11,636,788</b>	<b>2,255,570</b>	<b>9,040,804</b>	<b>340,414</b>	<b>97.1%</b>
<b>ALL OTHER OPERATING EXPENSES:</b>					
Mast Way	266,875	91,242	80,812	94,821	64%
Moharimet	171,785	69,060	13,489	89,236	48%
Middle School	380,468	108,240	43,905	228,323	40%
High School	710,136	228,809	83,222	398,105	44%
District	1,913,520	1,746,260	2,280	164,980	91%
Transportation	554,845	293,470	24,000	237,375	57%
Technology	674,129	572,239	51,205	50,685	92%
Facilities	3,642,736	2,381,310	40,343	1,221,083	66%
SPED	1,621,153	737,822	1,006,023	(122,692)	108%
<b>TOTAL OPERATING</b>	<b>9,935,647</b>	<b>6,228,452</b>	<b>1,345,279</b>	<b>2,361,916</b>	<b>76.2%</b>
<b>GRAND TOTAL</b>	<b>45,981,838</b>	<b>13,048,818</b>	<b>29,353,702</b>	<b>3,579,318</b>	<b>92.2%</b>

# OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

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To: Oyster River School Board  
Dr. James Morse, Superintendent

From: Sue Caswell, Business Administrator

Date: November 6, 2019

Subject: Tuition Rates

The FY2019 Durham/UNH and ORCSD Staff tuition rate has been used in the past (a) as the basis upon which the Town of Durham seeks a “payment-in-lieu-of-taxes” from the University of New Hampshire for those children residing in UNH’s family housing facility (Forest Park) and (b) as the rate charged at 1/3 to those staff that reside outside the District and have children attending ORCSD schools. Although there are no longer any family housing options for UNH facility or any students of district staff attending ORCSD schools we still need to calculate a tuition rate for other circumstances.

This rate has been calculated by using the estimated “cost per pupil” for the current fiscal year (FY 2020). The estimated cost per pupil for the current year uses the data from the Department of Revenue’s MS-22 form (appropriations actually voted) and the current year’s October 1, enrollments. The calculation set-up is as follows:

- FY2020 Approved Appropriations
- Less: Food Service Expenditures
- Less: Transportation Expenditures
- Divided by October 1 Enrollment

Using this method, our estimated cost per pupil resultant numbers are as follows – Elementary \$19,393, Middle School \$18,328 and High School \$18,747.

Data from MS-22 filed for FY 2020

Function	Elementary	Middle	High	Total
Regular Programs	6,268,097	5,951,393	6,735,114	18,954,604
Special Programs	2,081,409	2,155,031	2,424,934	6,661,374
Vocational Programs	-	-	30,000	30,000
Other Programs	97,942	182,638	618,204	898,784
Student Support Services	1,320,452	1,045,107	1,715,277	4,080,836
Instructional Staff Services	459,217	288,030	311,545	1,058,792
School Board	37,052	36,290	44,015	117,357
Other Executive Admin	392,646	422,728	481,666	1,297,040
School Admin Services	691,803	493,578	676,251	1,861,632
Business	197,574	193,512	234,709	625,795
PPO & M	1,016,225	978,464	1,883,795	3,878,484
Support Services	450,615	441,351	535,312	1,427,278
	13,013,032	12,188,122	15,690,822	40,891,976
Enrollment (Oct 1, 2019) (use resident students+tuition)	671	665	837	2,173
Per Pupil Tuition Cost	\$19,393	\$18,328	\$18,747	\$18,818
Teacher OOD tuition (1/3)			\$6,249	

Historical Data

School Year	Elementary	Middle	High
1999	\$ 6,777	\$ 7,730	\$ 7,500
2000	\$ 6,552	\$ 7,715	\$ 7,537
2001	\$ 7,076	\$ 7,892	\$ 7,805
2002	\$ 7,625	\$ 8,466	\$ 7,593
2003	\$ 7,987	\$ 8,930	\$ 7,728
2004	\$ 8,739	\$ 9,863	\$ 8,894
2005	\$ 10,590	\$ 11,651	\$ 12,546
2006	\$ 11,200	\$ 13,858	\$ 14,056
2007	\$ 11,857	\$ 15,224	\$ 14,599
2008	\$ 12,847	\$ 16,490	\$ 16,226
2009	\$ 15,933	\$ 16,310	\$ 16,280
2010	\$ 15,355	\$ 16,241	\$ 16,477
2011	\$ 15,444	\$ 16,390	\$ 16,412
2012	\$ 15,933	\$ 16,310	\$ 16,280
2013	\$ 16,961	\$ 15,616	\$ 17,031
2014	\$ 16,289	\$ 15,576	\$ 17,837
2015	\$ 15,844	\$ 16,378	\$ 17,335
2016	\$ 16,813	\$ 17,137	\$ 18,408
2017	\$ 16,920	\$ 17,969	\$ 18,071
2018	\$ 18,677	\$ 17,653	\$ 18,500
2019	\$ 18,916	\$ 17,732	\$ 18,394
2020	\$ 19,393	\$ 18,328	\$ 18,747

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI
Reviewed by Policy Committee: 1/29/14 previously CBG School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014	Page 1 of 1

## EVALUATION OF THE SUPERINTENDENT

The superintendent is the executive head of the public schools and shall be responsible for planning and administering their affairs to statutory requirements, the regulations of the State Board of Education, and the policies of the Oyster River Cooperative School District.

The superintendent shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The superintendent shall provide, develop, and implement the procedures to achieve educational objectives with the administrative unit.

In performance of these duties, the superintendent shall be directly responsible to the Oyster River Cooperative School Board.

The school board shall evaluate the superintendent on an annual basis by February 15 utilizing the criteria established under CBI-R. The Board shall direct the superintendent to furnish a written self-assessment which addresses the performance areas as outlined in CBI-R in a timely manner.

Through evaluation of the superintendent, the board will strive to accomplish the following:

- Clarify for the superintendent his/her role in the school system as seen by the board.
- Clarify for all board members the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
- Develop harmonious working relationships between the board and superintendent.
- Provide effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent/board relationships and will inform him/her at least annually of its assessment of his/her performance.

Cross Reference: CBI-R – Evaluation of the Superintendent - Procedure



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 1 of 3

## EVALUATION OF THE SUPERINTENDENT

The superintendent, in developing his/her self-assessment report, and each board member, in providing the chair with his/her assessment of the superintendent's performance, will use the following criteria:

### PERFORMANCE AREAS

#### Relationship with the Board

- Keeps the board informed consistently through oral and written communications on important issues and needs of the school district.
- Anticipates sensitive issues and acts proactively to minimize potential difficulties.
- Offers professional advice/recommendations on items requiring school board action or review.
- Feels free to openly express an opinion on a matter under discussion by the school board until a final decision has been reached; then implements the decision in a timely and effective manner regardless of any previously held view.
- Is knowledgeable of, adheres to, and enforces all policies and fulfills all directives of the Oyster River Cooperative School Board.
- Respects the school board's policy making authority and responsibility.
- Alerts board when new policies are needed or old policies need updating.
- Participates actively in the contract negotiations process.
- Deals with each board member equally and refrains from public criticism of board members.

#### Community Relations

- Keeps the community informed of school district plans, programs, and achievements.
- Demonstrates sensitivity and responsiveness to parental concerns
- Actively solicits participation by community members in the decision-making process whenever appropriate.
- Exhibits awareness of and responds to community concerns as they relate to the school district.
- Works effectively with news media.
- Accepts opportunities to attend or participate in community sponsored activities/organizations whenever possible while balancing other responsibilities or priorities.
- Fosters positive relationships and good communication with community leaders.

#### Staff/School Relations

- Develops sound personnel practices including, but not limited to, the assessment of staffing needs, nomination of best qualified candidates, assignment of staff, definition of duties, reviewing the evaluations of district staff, and evaluating central office administrative staff and building principals.
- Treats all personnel fairly and impartially while demanding high levels of performance.
- Adheres to all federal and state regulations that govern employment activities.
- Oversees a workable program for staff evaluation.

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### EVALUATION OF THE SUPERINTENDENT (continued)

- Organizes and promotes an effective program for professional growth.
- Delegates responsibility/work effectively.
- Establishes clear performance expectations to all with whom he/she works.
- Implements goal setting as a strategy to improving classroom performance.
- Deals with personnel issues impartially and objectively, within a timely manner.
- Keeps informed of current conditions and needs at each of the buildings through good communication with administrators.
- Maintains a high visibility within the schools' facilities.
- Promotes positive morale.
- Readily accepts and abides by the mandates of district employee contracts.

#### Educational Leadership

- Keeps focus of education on improving student learning.
- Exhibits genuine concern for student welfare and achievement.
- Presents, coordinates and evaluates an effective measurement process for student achievement.
- Possesses awareness of innovative methods for enhancing student achievement.
- Provides leadership in the study and development of curriculum options.
- Promotes and supports efforts to establish and improve K-12 curriculum development.
- Participates with staff, board, and community in the development of educational curriculum, priorities, and opportunities.
- Requires school programs and support services to reflect sound educational practices.
- Resists pressure to take actions contrary to the best interests of students.
- Accepts proposals for educational change from inside and outside the educational community.
- Keeps informed about current developments and research in education and student learning.
- Is knowledgeable of and adheres to all applicable state and federal laws/guidelines.

#### Fiscal Management

- Uses well designed, user friendly and effective budget reporting procedures.
- Develops and recommends the annual budget to the school board within stated school board objectives.
- Maximizes the use of all available resources.
- Monitors the ongoing physical/financial needs of the school system.
- Provides leadership in identifying, planning, and implementing capital improvements.
- Assures that school facilities are maintained in an optimal cost effective manner.
- Regularly provides financial reports to the school board.
- Oversees the district's equipment inventory and procurement process, ensuring that bid processes are consistent and cost efficient.
- Implements and adheres to the budget as directed by the school board.
- Administers expenditures consistent with appropriations.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
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EVALUATION OF THE SUPERINTENDENT (continued)

Personal Qualities

- Is respected in the schools, community, and profession.
- Works well with others.
- Is suitably attired and well groomed.
- Communicates clearly and effectively.
- Is poised and effective in a crisis.
- Maintains good physical and mental health.

Goals and Objectives

- Assists the school board in the development of attainable goals and objectives.
- Develops effective programs/procedures to achieve both short and long term goals within established time frames.
- Monitors progress toward goals and informs school board.
- Establishes personal goals and monitors progress toward achievement.



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

**OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT**

**To:** Dr. James Morse, Superintendent  
**From:** Andy Lathrop  
**Date:** 10/29/19  
**Re:** 2019-20 HS/MS Winter Coach, Volunteer Nominations and Department Head Replacement

**Message:**

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

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

Paul Franz	Martial Arts Club
Paul Bamford	Boys Basketball
Craig Randall	Boys Hockey
Mike Regan	Ski Team
Scott Reid	Ski Team
Kirsten Wilson	Ski Team
Emily Meyer	Girls Basketball
Scott Barton	Girls Hockey
Ashley Wood	Swimming
Sandra Stroger	Girls Hockey

**Department Head Replacement:**

<u>RESIGNING</u>	<u>REPLACING</u>
Cathi Stetson F.A./Business 47 Days	Tim Lawrence F.A./Business 138 Days
\$635.00	\$ 1,865.00

**Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Jack Canny	Boys JV Hockey .67 FTE	\$2,305	0	1	\$2,305
D Ellis Mueller	Boys JV Hockey .33 FTE	\$1,136	2	2	\$1,136
Peter Harwood	Boys Varsity Ice Hockey	\$5,293	2	0	\$5,293
Jamie Long	Girls Varsity Ice Hockey	\$5,293	7	\$225	\$5,518
Scott McGrath	Girls Indoor Track	\$3,666	3	\$75	\$3,741
Nick Ricciardi	Boys Indoor Track	\$3,666	17	\$375	\$4,041
William Reeves	Swimming	\$3,259	26	\$375	\$3,634
Rebecca Finnegan	Diving	\$2,118	1	0	\$2,118
Laura Fant	Girls Asst. Swimming	\$2,118	11	\$375	\$2,493
Lorne Lucas	Boys Varsity Basketball	\$5,293	5	\$150	\$5,443
Nicole Casimiro	Girls Varsity Basketball	\$5,293	2	0	\$5,293
Erin Mullenix	Girls JV Basketball	\$3,441	3	\$75	\$3,516
Devin Sawtelle	Boys Reserve Basketball	\$2,647	1	0	\$2,647
Cam Calato	Girls Reserve Basketball*	\$2,647	0	0	\$2,647

\*Using Boys VB - \$2,383 & \$264 of JV Golf stipend

**Middle School Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Sunny Sadana	Boys 7 <sup>th</sup> Grade Basketball	\$2,037	4	\$75	\$2,112
David Geschwendt	Girls 7 <sup>th</sup> Grade Basketball	\$2,037	4	\$75	\$2,112
Jason Duff	Boys 8 <sup>th</sup> Grade Basketball	\$2,037	5	\$150	\$2,187
Nate Grove	Girls 8 <sup>th</sup> Grade Basketball	\$2,037	15	\$375	\$2,412

Sincerely,

Andy Lathrop  
 Director of Athletics  
 Oyster River Cooperative School District

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Jack Canny	School: ORHS
Position: JV Boys Hockey Coach	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Jack Canny as the JV Boys Hockey Coach. Jack has an extensive background coaching Boys Hockey. He has been involved at the Varsity and JV levels for many years. His experience will be very beneficial to a program that has seen different coaches over the last couple years.

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

10/23/19  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Sandra Stroger	School: ORHS
Position: Girls Ice Hockey Assistant	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Sandra Stroger for the Girls Ice Hockey Assistant Coach. Sandra has an extensive hockey background and will bring a lot of knowledge to the program. Sandra attended UNH and is a 2014 ORHS graduate. We are lucky to have her as a volunteer coach in the program.

Attachments:

Reference Checks:

Application:

Andrew P. Lathrop  
Signature of Athletic Director

10-30-19  
Date