

**Oyster River Cooperative School District
REGULAR MEETING**

November 7, 2018

OR High School - Library

7:00 PM

o. CALL TO ORDER (7:00 PM)

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

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES

- Motion to approve 10/24/18 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

- Cost for Other MS Projects for Comparison

C. Business Administrator

- FY19 Budget Update

- Tuition Rates

D. Student Senate Report

E. Other: One to One Middle School Plan and Implementation – Nikola Viens, Nicholas Bellows

VII. DISCUSSION ITEM

- Decision on Middle School Building Site
- Strategic Plan: Operations only
- Letter of Interoperability Agreement/Memorandum of Understanding (MOU)
- Superintendent Evaluation – Begin Process

VIII. ACTIONS

A. Superintendent Actions

B. Board Action Item

- Motion to approve middle school site.
- Motion to approve two ORMS Maternity Leave of Absences: {1 – January to EOY & 1 - March to EOY}
- Motion to approve ORHS List of Winter Coach & Volunteer
- Motion to approve List of Policies for second read/adoption: JICFA - Student Hazing EHAA – Computer Security, E-Mail and Internet Communications, IHBG – Home Education.

IX. SCHOOL BOARD COMMITTEE UPDATES

A. Manifest Reviewed and Approved by Manifest Subcommittee.

X. PUBLIC COMMENTS

XI. CLOSING ACTIONS

A. Future meeting dates: 11/8/18 – Board Budget Workshop – Lee Safety Complex – 8:00 AM
11/14/18 – Regular Meeting – Mast Way School – 7:00 PM
11/28/18 – Manifest/Budget Workshop – ORHS – Library - 6:30/7:00 PM

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

NON-MEETING SESSION: RSA 91A: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: 2016 - 2019
• Kenneth Rotner	Term on Board: 2016 - 2019
• Denise Day	Term on Board: 2017 - 2020
• Michael Williams	Term on Board: 2017 - 2020
• Allan Howland	Term on Board: 2018 - 2021
• Daniel Klein	Term on Board: 2018 - 2021

Information Regarding Nonpublic Session

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

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

Oyster River Cooperative School District
Regular Meeting
October 24, 2018 Oyster River High School 7:00 p.m.

DRAFT

SCHOOL BOARD: Denise Day, Brian Cisneros, Tom Newkirk, Dan Klein, Michael Williams, Kenny Rotner and Al Howland.
Student Representative: Patty Anderson

ADMINISTRATORS: Superintendent Morse, Todd Allen, Sue Caswell, Jay Richard, Suzanne Filippone, David Goldsmith, Heather Machanoff, Ryan Long

There were seven members of the public present.

I. CALL TO ORDER: By Tom Newkirk at 7:00 p.m.

Todd Allen noted the passing of Michelle McGuinness. She was a long-time former teacher at the middle school recently passed away. Todd also mentioned that she was a tremendously dedicated educator in the District.

II. APPROVAL OF AGENDA:

Brian Cisneros moved to approve the agenda as presented with the ORMS 6th graders at the beginning of the meeting, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Presentation from ORMS 6th Graders:

Jacqueline Bruhn Sustainability Coordinator
Sara O'Brien 5th Grade Teacher

Amelia Rury, Caitlin Lynch, and Claire Carstens, who are members of the after school STEC Club, presented to the Board. STEC is a Save The Earth Club that meets after school. They created a student survey asking what students would enjoy and would want in a new school. They got 560 student responses. They took the survey during their advisory period.

They reviewed the results with the Board:

Current challenges:

Temperature

Noise solutions: quieter hand dryer, location of classrooms, location of gym and band room

Lockers bigger lockers, classroom storage and better desk storage

Indoor priorities:

Bigger Lockers
Whole Team Space
Efficient and Inviting Cafe

Outdoor Priorities

Playground: Bigger with and more creative
Outdoor Eating Area
Greenhouse growing food for school year round

Denise Day suggested perhaps having more locker storage space for instruments.

The Board thanked Claire, Caitlin and Amelia for their great presentation.

III. PUBLIC COMMENTS:

Mike Lambert of Durham spoke to the Board. His grandfather who owned and donated the Orchard Drive parcel would have liked to see a right of way on the river available for everyone to enjoy. Mike would like to see it turned into a nice park for everyone to enjoy.

IV. APPROVAL OF MINUTES:

Motion to approve the October 10, 2018 regular meeting minutes.

Revision: Page 3 Replace line one of the first paragraph with: The building process is incorporated into the student's learning process.

Denise Day moved to approve the October 10, 2018 minutes with the revision above, 2nd by Brian Cisneros.

Motion passed 7-0 with the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS:

A. District:

Carrie Vaich, Principal of Mast Way, announced that Mast Way is now a Blue Ribbon Designated School. There are only 349 designated schools in the nation Mast Way is the only designated school in NH. The building project is underway and on task. It is taking shape and looking great. There was an all school initiative of "We are many we are one" celebrating different continents

and cultures around the world. Carrie added that the PTO Halloween Happenings is this Friday night from 6-8.

David Goldsmith, Principal of Moharimet, announced that Moharimet has started their curriculum enrichment theme "Year of the farmer". They have been bringing a lot of different pieces of the seacoast together. Vegetable farms, animal farms, and the UNH Dairy Farms have all been there for the celebration. David also reported that Moharimet recently had its yearly Pumpkin Stroll.

B. Board: Denise Day attended the Moharimet Pumpkin Stroll and it was wonderful to see the community come together.

Patty Anderson is excited to be volunteering at the Mast Way haunted courtyard this year.

Tom Newkirk attended the two-day workshop on the Middle School. The Architect did a great job and it was very well done. The same concerns bubbled up with each group and will be interesting to get their report. There felt like a consensus when meeting with these groups.

VI. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum & Instruction Report(s): None

B. Superintendent's Report:

Superintendent Morse reviewed the estimated tax impact on the Towns:

Durham: \$2.38 decrease (recently revaluated)

Lee: \$.04

Madbury: \$0.77

Superintendent Morse has met with Growing Places, Live and Learn, and ORYA who reviewed and signed the new Use Agreements for the Auditorium.

Superintendent Morse reported that there is an increase of students participating in indoor track this year. They are unable to increase their facilities time at UNH. Andy Lathrop, Athletic Director, is asking to have practice two days a week before school in the gymnasium. He also added that swimming and ice hockey teams also rely on UNH for facilities. Michael Williams suggested moving the basketball team practices one day a week to

before school to lessen the impact on the track team. Andy noted that they had thought of that, but it would impact the schedule of more students.

Middle School Visioning: Superintendent Morse talked about the two-day Middle School Workshop. The Architect asked the same questions to each group during the two-day workshop. He was really engaged with the audience. Using space in different ways, sustainability, outdoor space with adventure components on the grounds, an outdoor eating space, and use of light were discussed by the groups. It was a great two days. They are now putting the data together before reporting back to the Board. Tests were done on the middle school site to determine viability of the use and they will have the results soon. Denise Day would like to get costs from other recent similar projects in the area to give the community some comparison. There will also be some up-front additional expenses added with building a state-of-the-art energy school.

C. Business Administrator:

Barrington Tuition Rate:

Business Administrator Sue Caswell presented the FY20 Barrington Tuition Rate to the Board. It is an increase of 1.81% to \$16,792.

Denise Day moved to set the Barrington FY20 Tuition Rate of \$16,792, 2nd by Michael Williams. The motion passed 7-0 with the Student Representative voting in the affirmative. The Barrington School Board will be coming to a meeting this year. They are possibly looking at the December 12th meeting.

D. Student Senate Report:

Student Representative Patty Anderson reported that the quarter ends on November 2 and it's a busy time for both teachers and students. It's college application time for the senior class.

The fall girls' varsity soccer team has a preliminary playoff game tomorrow, the boys have their quarter finals playoff game this Saturday. The Girls Volleyball Team plays Saturday at 6. The Unified Soccer Team has quarter round playoffs next Tuesday. November 7th is World Language Festival where Levels 3 and up will be putting on a play in their language. Patty's French V class is

putting on The Little Prince. The Streetcar Named Desire is the Fall Play. The Student Senate is exploring new ways for new students to integrate into the high school.

E. Other:

SHAPE RESULTS

Ryan Long presented K-12 Mental Health Self-Assessment:

Mental Health in School:

Increased focus on mental health awareness nationally

Increased awareness locally

1 in 5 students lives with a mental health condition

Less than half are diagnosed or treated 35%

There is a cultural shift in expectation for school to provide mental health supports and services.

Self-Assessment through the office of NH Wellness:

Quality Domains

Teaming

Data Driven Decision Making: looking at using data preventively

Evidence Based Services and Supports

Evidence Based Implementation

Needs Assessment and Resource Mapping Process

Each school will have quality domains that they are working on each year

Other Performance Domains:

Number of Students Screened

Number of Students Receiving Mental Health Services

Strategic Planning:

Strategic planning at district level to include multitiered system of student support improvements

Strategic plans for each school's MTSS systems aligned with needs based on SHAPE results

Formal MTSS processes including mental health in place in the next five years

Ongoing self-assessment process using SHAPE each year to monitor progress and assess needs

Teaming:

Data teams at each school are making adjustments to team make up and processes

Including mental health professionals on MTSS teams at each building

Developing data analysis procedures for existing data

Implementing or piloting school-wide screening measures for SEL

Developing cut points for risk to identify students in need

Developing process for progress monitoring after interventions

Developing process for including parents in process

Data Driven Decision Making:

Elementary will begin using Devereux Strengths Assessment 2018-19 school-wide to screen for social/emotional competencies

Middle School will pilot DESSA in 2018-19

High School will pilot DESSA high school version in 2018-19

All school teams will investigate additional screening measures for Trauma and Mental Health in 2018-19

All schools working with MTSS consultant on improving use of data for identification and progress monitoring

District wide data will become more reliable for reporting to community

Evidence Based Services and Supports:

Elementary Schools are piloting and implementing evidence based programming for SEL

Middle School is investigating SEL evidence based curriculum for 5-8

Middle School is implementing Signs of Suicide for grades 7 and 8

High School is incorporating additional evidence-based programs at the tier I level

High School schedule allows for small-group SEL programming during flex such as mental health educational groups, mindfulness, stress management, social skills, and study skills (Tier 2)

As data informs needs, additional programming will be developed

Tier 3 programming to include cognitive-behavior solution focused approaches

Community Partners providing mental health counseling in all schools by 2019

Licensed Alcohol and Drug Counselor at the high school

Analysis of counselor capacity – students accessing counseling services

School-wide screening and improvements to MTSS risk data may show additional needs for counseling services, particularly for students not already identified in Special Education.

Moving Forward:

SHAPE self-assessment will be conducted at the end of each school year
SHAPE results will become more informative as data improves
Needs assessment and resource mapping will be part of MTSS processes at each school

District level data team will analyze data across schools using a formalized process

Strategic plans were designed to improve components of MTSS for mental health K-12 each year

Al Howland asked that once a student is identified how do you ensure continuity with them through the grades? Heather Machanoff replied that the counselors spend time each year talking to ensure continuity through the grades and schools.

Kenny Rotner greatly appreciates all the work they are putting forward and is trying to figure out what the role of the school is with mental health. Is it the role of the school to be mental health counselors? How are we going to help our kids with mental health? Superintendent Morse replied that the school owns a small piece of it and society owns a greater piece of it. Each day there are children in crisis and they make referrals but there isn't a place for each of these. The struggle is what do we own and what does the community (state) own. There is a need to legislate for need of adolescents. We have reached out to providers, but they are also stretched very thin. We have people that are working with children in crisis as best we can. Kenny Rotner supports the direction counseling is going at the school. We have a mental health crisis in our society. More weight needs to be given to the systemic issue and how to keep a child from going into crisis.

Heather Machanoff mentioned that there will be a mental health forum on November 29th. There will be presenters and discussion. Heather encourages everyone to attend. Kenny Rotner is very impressed with what they are doing.

Denise Day mentioned that the other issue is limited resources which are also fragmented. She attended a conference and learned about a curriculum called “choose love”. Heather replied that the Middle School is currently looking at it.

Safety Audit: David Goldsmith: Moharimet:

David Goldsmith reported that the State of NH Department of Safety’s Homeland Security and Emergency Management Department conducted a voluntary assessment of Moharimet on July 20th. Sean Heichlinger from Homeland Security provided an assessment on the school building and safety procedures, as well as a walking tour of the building internally and externally.

Surveillance:

Moharimet is commended for having surveillance cameras both internally and externally. The report makes two recommendations:

Conducting an audit of the cameras to make sure that the office has access to all hallways and common areas and outside locations. Currently, we have views to most common areas and hallways, and we have views to most exterior doors and parts of the playground/field area. It is recommended that we work with Madbury Police to determine the most effective placement of cameras. Rearranging camera access in the office so that visitors cannot see the video and providing access to the camera video at all administrative personnel tasks.

Access Control: The recommendations focusing on how the school controls access to the building can be grouped into two categories: minor changes to existing procedures and major facility upgrades.

Minor changes: Require all vendors to sign-in at the office even if only working outside, increase signage for the main entrance always require all staff to wear their badges on lanyards, lock the roof hatch for the gymnasium storage loft, and reconfigure some exterior door handles and hinges to deter outside entry to the school.

Major changes: 1) Create a new entrance. Moharimet does not have a secure vestibule with which to welcome visitors. Creating a vestibule with two sets of secured doors and a service window to the office would allow visitors to talk with the office, and if appropriate, gain entrance to the rest of the school in a safe and controlled manner. 2) Create a barrier system to prohibit vehicles from gaining access to the school or blocking exits.

Safety Audit: High School: Suzanne Filippone:

Suzanne Filippone, Principal of the High School, reported that the high school also went through the same Homeland Security Process as Moharimet last August.

The report included recommendations to improve the overall school security and safety.

Surveillance:

Audit the coverage of the cameras and install additional cameras to ensure adequate surveillance. Consider consulting with the Durham PD and SAU to determine the most appropriate placement and viewing angles.

Access Controls:

Minor Changes: Consider having teachers and staff provide supervision at entrances/exits of the building in morning and in afternoon. All others entering throughout the day including PEP, should be using the main entrance.

Consider creating a school policy where all staff members, visitors and service providers are always required to wear badges. Consider collecting all keys at the close of the school year.

Consider reducing the size of the glass on classroom doors or reinforcing glass with safety/security film.

Place arrows above the lock inside classrooms so it is clear which way the key must be turned to lock the door.

Consider purchasing more radios so that all teachers leaving the building with students can maintain communication with the main office.

Continue collaboration with the Durham PD about using a panic alarm.

Major Changes:

Upgrade school's main entrance area to create two sets of doors which would be locked in order to form a secure vestibule.

Consider installing barrier systems to prohibit vehicles from crashing through exposed doors.

Consider examining the exterior of the building to determine where an individual could access the roof from the outside.

Emergency Alerting:

Install exterior speakers

Consider purchasing more radios so that all teachers leaving the building with students can maintain communication with the main office

Coordinate with local emergency responders and share EOP.

In the executive summary, it was also suggested that we work with emergency responders to participate in drills and exercises.

Superintendent Morse is recommending that the School Board write a letter to the three police chiefs and UNH in our towns to encourage the towns to come together with an interoperability agreement. This will be placed on the agenda for the next meeting.

VII. DISCUSSION ITEM:

Orchard Drive:

Superintendent Morse reported that Dennis Meadows is interested in opening up a link across the Oyster River. There is interest in maintaining a right of way on this property. They are still discussing on how to move forward with this property such as putting the whole land into conservation and/or dividing and selling off house lots. If they put the whole land into conservation are there any groups who would want to purchase part of this? Originally the property was donated with the idea that an elementary school would go there and take advantage of the trails and landscape. Upon analysis of the land, it is largely wetlands with pockets of land that could be used for housing lots. There are two possible house lots. There were approximately 40 people at the meeting last week and they were passionate about using the land for conservation. The District has received two bids of \$150K for this property. Michael Williams suggested contacting the bidder who had expressed interest in the land for conservatorship. The organizations may want to invest and put this land into conservation to benefit all three towns not just Durham. Denise Day mentioned that this land was donated to the District and that other towns need to benefit from any gains not just Durham. Tom Newkirk suggested forming a working committee to investigate the conservation possibilities. The Board will further discuss this at the next meeting. This parcel connects two separate neighborhoods.

VIII. ACTIONS:

A. Superintendent Action Items: None

B. Board Action Items:

Nomination of Mast Way Stipend Activities:

Katherine Moore Running Club Assistant Fall/Spring \$400

Denise Day moved to approve the Mast Way Stipend Activity, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

List of Policies:

Policies for a First Read:

Policy JICFA	Student Hazing
Policy EHAA	Computer Security, E-Mail and Internet Communication
Policy IHBG	Home Education

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

IX. SCHOOL BOARD COMMITTEE UPDATES:

Kenny Rotner reported that the Manifest Committee met today at 6:30 p.m. and approved the following manifests:

Vendor Manifest: #9: \$278,369.60
Payroll Manifest: #8: \$1,306,173.12

Al Howland reported that the Wellness Committee met and fragmented into smaller subgroups. They are looking at best ways to use and cost containment with our health insurance. They will be meeting in the larger group to pool their work.

Denise Day reported that the Long Range Planning Committee discussed the small kindergarten sizes. It did not appear to have anything to do with real estate sales. They will keep examining it as they move forward.

Tom Newkirk reported that the negotiating team met with ORESPA and negotiations are ongoing.

X. PUBLIC COMMENTS:

Dennis Meadows of Durham spoke and has an interest in the Orchard Drive property and would like to thank the School Board for considering conservation.

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

11/7/18 Regular meeting ORHS Library 7:00 p.m.
11/8/18 Board Budget Workshop Lee Safety Complex 8:00 a.m.
11/14/18 Regular Meeting Mast Way School 7:00 p.m.
11/28/18 Manifest/Budget Workshop ORHS Library 6:30/7:00 p.m.

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

XIII. ADJOURNMENT

Al Howland moved to adjourn the meeting at 9:15, 2nd by Michael Williams. Motion passed 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT					
FISCAL YEAR 2017-18					
FINANCIAL STATUS AS OF:					
Final Fiscal Year 17-18 Report					
	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2017-2018	2017-2018	2017-2018	2017-2018	2017-2018
SALARIES:					
Administrator	1,479,199	454,024	1,021,665	3,510	100%
Teacher	16,287,558	2,537,889	13,244,545	505,124	97%
Para	2,175,446	430,533	1,658,322	86,591	96%
Tutor	220,677	38,925	174,826	6,926	97%
Custodian	785,237	228,973	510,013	46,251	94%
Secretary	382,576	107,422	310,592	(35,438)	109%
District Hourly	755,296	234,663	523,880	(3,247)	100%
Maintenance	196,754	69,840	122,416	4,498	98%
Drivers	805,718	132,231	453,575	219,912	73%
Misc & Summer	179,500	72,546	13,313	93,641	48%
Subs - Professional	358,580	26,272	67,885	264,423	26%
Subs - Para	35,300	4,480	0	30,820	13%
Subs - Secretary	6,700	1,165	0	5,535	17%
O/T	25,500	0	0	25,500	0%
Med & Dent Payback	474,087	84,431	319,492	70,164	85%
TOTAL SALARIES	24,168,128	4,423,394	18,420,524	1,324,210	94.5%
BENEFITS:					
Health Ins	5,242,759	1,067,749	4,283,644	(108,634)	102%
Dental Ins	144,579	29,346	117,296	(2,063)	101%
Life Ins	61,226	12,926	51,551	(3,251)	105%
LTD Ins	64,475	10,602	43,051	10,822	83%
FICA	1,838,023	324,507	1,481,954	31,562	98%
Retirement - Non Professional	336,399	98,181	247,728	(9,510)	103%
Retirement - Professional	2,941,787	484,708	2,490,843	(33,764)	101%
Annuity	128,134	26,529	106,453	(4,848)	104%
Tuition Reimb	5,000	1,335	0	3,665	
Unemployment Comp	15,000	147	0	14,853	1%
Workers Com	153,108	153,108	0	0	100%
TOTAL BENEFITS	10,930,490	2,209,138	8,822,520	(101,168)	100.9%
ALL OTHER OPERATING EXPENSES:					
Mast Way	257,563	108,040	8,420	141,103	45%
Moharimet	177,675	81,126	9,535	87,014	51%
Middle School	362,001	172,949	53,237	135,815	62%
High School	690,687	291,975	61,797	336,915	51%
District	1,973,842	1,584,298	225	389,319	80%
Transportation	495,530	234,562	23,625	237,343	52%
Technology	690,778	514,422	137,013	39,343	94%
Facilities	3,010,495	1,417,618	345,236	1,247,641	59%
SPED	1,560,831	664,660	878,992	17,179	99%
TOTAL OPERATING	9,219,402	5,069,650	1,518,080	2,631,672	71.5%
GRAND TOTAL	44,318,020	11,702,182	28,761,124	3,854,714	91.3%
Comment Section:					
	\$253k of teacher variance is athletics and co-curricular				
	\$247k from teacher position				

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

To: Oyster River School Board
Dr. James Morse, Superintendent
From: Sue Caswell, Business Administrator
Date: November 7, 2018
Subject: Tuition Rates

The FY2018 Durham/UNH and ORCSD Staff tuition rate is used (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.

This rate has been calculated by using the estimated “cost per pupil” for the current fiscal year (FY 2019). 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:

- FY2019 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 \$18,916, Middle School \$17,732, and High School \$18,394.

Data from MS-22 filed for FY 2019

Function	Elementary	Middle	High	Total
Regular Programs	6,276,492	5,819,568	6,538,332	18,634,392
Special Programs	2,171,963	2,169,459	2,380,665	6,722,087
Vocational Programs	-	-	17,236	17,236
Other Programs	94,337	175,838	543,968	814,143
Student Support Services	1,370,739	998,453	1,497,548	3,866,740
Instructional Staff Services	462,360	278,854	303,698	1,044,912
School Board	41,426	39,252	47,179	127,857
Other Executive Admin	287,577	420,366	455,918	1,163,861
School Admin Services	684,353	506,163	656,750	1,847,266
Business	196,447	186,139	223,731	606,317
PPO & M	866,835	861,748	1,782,264	3,510,847
Support Services	429,183	406,665	488,792	1,324,640
	12,881,712	11,862,505	14,936,081	39,680,298
Enrollment (Oct 1, 2018)	681	669	812	2,162
(use resident students+tuition)				
Per Pupil Tuition Cost	\$18,916	\$17,732	\$18,394	\$18,354
Teacher OOD tuition (1/3)			\$6,131	

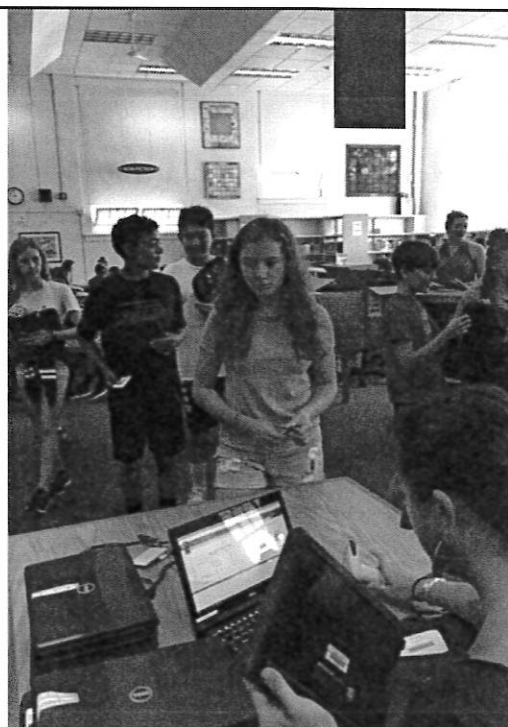
Historical Data			
School Year	Elementary	Middle	High
1999	\$ 6,777	\$ 7,730	\$ 7,500
2000	\$ 6,552	\$ 7,715	\$ 7,537
2001	\$ 7,076	\$ 7,892	\$ 7,805
2002	\$ 7,625	\$ 8,466	\$ 7,593
2003	\$ 7,987	\$ 8,930	\$ 7,728
2004	\$ 8,739	\$ 9,863	\$ 8,894
2005	\$ 10,590	\$ 11,651	\$ 12,546
2006	\$ 11,200	\$ 13,858	\$ 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

ORMS 1:1 Update

NICHOLAS BELLOWS, LIBRARIAN
NIKOLA VIENS, TECH INTEGRATOR
JAY RICHARD, PRINCIPAL

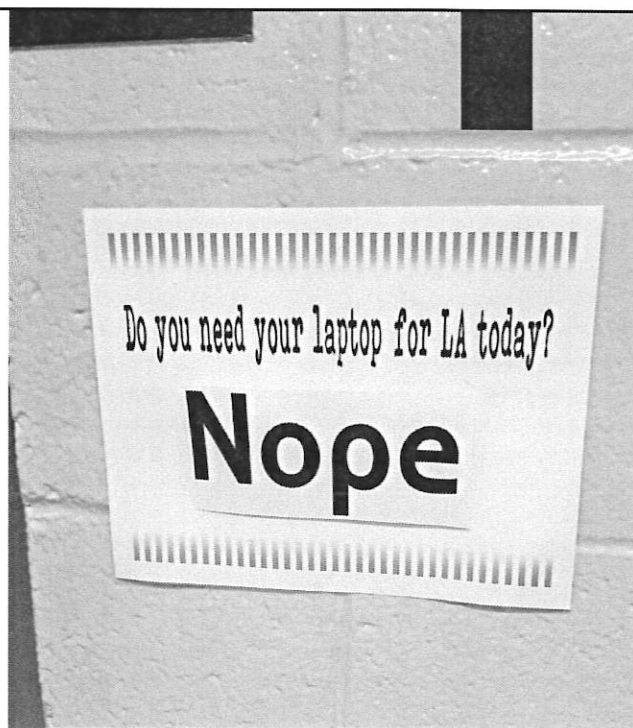
The Rollout-

- ▶ 673 devices distributed to students over the first 3 days of school.
 - ▶ Team level assemblies with expectations and protocols made clear.
 - ▶ Assembly line model: Name tag station, case station, laptop station.
 - ▶ Acknowledgement form sent home and returned signed before devices left the building.
- ▶ All laptops and chargers have labels with student name.

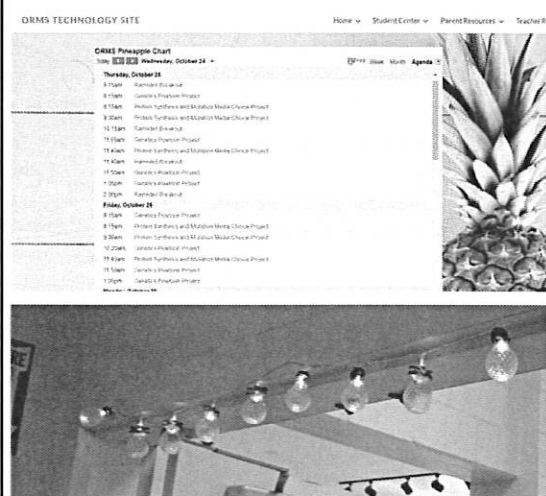


How it's going

- ▶ Students have been incredibly responsible with devices:
 - ▶ Less than 1% damage so far.
 - ▶ 5 devices out of 700.
 - ▶ Protocols implemented if student forgets device at home.
 - ▶ Majority of students charge devices at home overnight.
- ▶ Teachers have come up with many team strategies to communicate with students about devices.
- ▶ Student Technology Team starts in November.



Staff Technology PD



- ▶ Building Staff Technology Committee
 - ▶ Reps from every grade level and special ed.
 - ▶ Goals created for the year.
 - ▶ Goal 1: Plan and provide continuous PD in a variety of formats.
 - ▶ Goal 2: 360 survey of staff, students and parents by April 2019.
 - ▶ Goal 3: Research and suggest revisions to current technology policy to fit new 1:1 structure.
- ▶ Every teacher workshop day includes a "Tech Hour."
- ▶ October launched the ORMS Pineapple Chart.
- ▶ Use time during future curriculum meetings for subject specific technology discussions and sharing.

2019 – 2024

Strategic Plan Summary Page

Operations- FACILITIES

Goals	2019 – 2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Year goal
New Middle School	Provide public with documentation necessary for a vote on new middle school in March of 2020. Upon successful vote break ground in May 2020	Continue construction with an emphasis on Site Safety.	Construction complete by February 2022. Move into new facility. Remove useful items from current building before demo.	New building commissioned. Establish maintenance and custodial schedules.	Review and refine building systems.	By June 2024, the ORCSD will occupy and have commissioned a new Middle School which is energy efficient and sustainable.
Enhance security measures across the district.	Build new Moharimet Entrance way / renovate existing.	Add cameras District wide. Add security at SAU / SB.	Explore window film and ground level security projects.	5-year review of safety protocols.	Explore upgrades to building access.	By June 2024, building security at all ORCSD schools will be improved.
Upgrade and improve heating and cooling at all schools.	Review current needs of all buildings related to establishing a standard for heating and cooling.	Replace failing A/C in the IT closets.	Replace and expand AC to all rooms at Moharimet.	Replace and expand AC to all rooms at MW. Investigate and propose AC options for HS.	Budget for HS AC.	By June 2024, all buildings will have a standard heating and cooling environment.
Expand parking and improve grounds	Establish operational standards for grounds and lot maintenance.	Construct HS tennis courts & increase parking at ORHS.	Establish 5 yr beautification projects.	Improve Moharimet parking lot and lighting.	Improve Mast Way parking lot and lighting.	By June 2024, upgrades will be made to district grounds, parking and lighting.
High School Auditorium Expansion			Facilities will explore design of the HS Auditorium expansion with an Architect	All contracts and work schedule will be ready in preparation for a July 2024 construction	Auditorium will be complete and ready for occupancy.	By June 2024, the High School Auditorium will be increased to now house large performances and accommodate full school assemblies.

Strategic Plan Summary Page

Operations- Information Technology (IT)

Goal	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Year Outcome
Tools and Resources	Develop plan to implement 1:1 laptop program for ORHS.	Implement ORHS 1:1 laptop program.	Review and maintain 1:1 laptop program grades 5-12.	Establish replacement plan for ORMS 1:1 laptops.	Review and maintain 1:1 program grades 5-12.	By 2024, grades 5 – 12 will have a 1:1 laptop program.
Policy and Law	Review law, update district policies and procedures, and provide staff training on changes	Review law, update district policies and procedures, and provide staff training on changes	Review law, update district policies and procedures, and provide staff training on changes	Review law, update district policies and procedures, and provide staff training on changes	Review law, update district policies and procedures, and provide staff training on changes	By 2024, the ORCSD technology policies and procedures will be up to date and staff will be familiar with them.
Infrastructure	Upgrade network switches and firewalls. Assist with technology needs planning for new MS	Replace staff computers. Copier and Printer Replacement Assist with technology needs planning for new MS	Replace servers and storage. Assist with technology needs implementation for new MS	Replace elementary classroom computer sets. Replace classroom desktop computers districtwide. Assist with technology needs implementation for new MS	Maintain and update district infrastructure and computing systems.	By 2024, the ORCSD computing infrastructure will be up to date and capable of handling the needs of the district.
SAU Systems- Software/ Webware Review	Inventory and list functions of current systems.	Determine SAU system needs for finance, HR, student management information systems.	Research & investigate program capabilities.	Narrow potential solutions and budget accordingly.	Select and recommend SAU systems.	By 2024, software/ Webware platforms will be recommended for finance, HR, and student management information.

2019 – 2024

Strategic Plan Summary Page

Operations- School Nutrition

Goals	2019 – 2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Year goal
Kitchen Equipment	Prepare inventory of all kitchen equipment and create replacement plan.	Begin to replace most needed items. Review and refine list.	Budget to replace elementary equipment.	Budget to replace high school equipment.	Evaluate status of replacement plan and address area still in need.	By June of 2024 all kitchens will have a capital plan for equipment replacement.
Staff Training	Staff trainings on how to serve children with allergies.	Staff training on how to prepare local food and use herbs.	Staff training on safety, ergonomics	Staff training on sanitation and food safety.	Staff training on creatively using commodity foods.	By June of 2024 the department will have a written training plan for all staff.
Kitchen Designs	Complete work to redesign MW serving line and HS service.	Work on the design on the MS kitchen.	Complete new MS kitchen.	Review and evaluate all kitchen layouts.	Refine any designs to ensure maximum efficiency.	By June of 2024, all district schools will have efficient kitchen layouts and serving lines.

2019 – 2024

Strategic Plan Summary Page

Operations- Transportation

Goals	2019 – 2020	2020-2021	2021-2022	2022-2023	2023-2024	5 Year outcome
Update Bus Fleet	Apply for alternative energy grants to replace buses and legacy grants for qualifying buses.	Investigate and pilot grant/partner opportunities for funding.	Plan for charging stations.	Construction of charging stations. .	Review of choices made and adjustments as necessary.	By June of 2024 the district will have hybrid or electric vehicles as part of the district fleet.
Student School Bus Safety Program	Investigate school Bus safety program for students, ready to present to administration	Develop and propose review of School Bus safety programs.	Implement school bus safety program for all elementary students.	Implement school bus safety program for middle school students.	Implement school bus safety program for high school students.	By June of 2024 transportation will have an established bus safety program for all students(k-12).
Staff Recruitment and Pay	Develop plan to attract bus drivers.	Investigate driver pay/benefits in area to remain competitive.	Propose adjustments to maintain and increase drivers.	Review employee manual and meet with sub-committee to make adjustments.	Active advertising and recruitment	By June of 2024 transportation will have a competitive contract and be fully staffed.

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.

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 2 of 3

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
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 3 of 3

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.

October 16, 2018

Dr. James Morse, Superintendent
Oyster River School District
36 Coe Drive
Durham, NH 03824

Dear Dr. Morse:

The Durham Traffic Safety Committee (TSC) learned recently that land currently owned by Goss International may be under consideration for construction of the proposed Oyster River Middle School. As we understand the concept, the proposed site would be accessed from Madbury Road on the northerly side of Route 4 in the vicinity of Beech Hill Road, if not by Beech Hill itself. As a result of this information I have been asked to express the concerns of the TSC as it pertains to this proposed location and the roadway infrastructure students would be required to utilize were it to be constructed.

The Traffic Safety Committee has a number of concerns pertaining to traffic and egress related to this proposed location and its proximity to the Route 4 and Madbury Road intersection. As you may be aware, this intersection is currently under review by the New Hampshire Department of Transportation (NHDOT) due to the higher than normal rate of motor vehicle accidents at this location. Currently there are no pedestrian crossing options at this signalized intersection and while it may be possible to add, we are of the opinion that officials at NHDOT would not look favorably upon that request due to the existing adverse conditions including width of the roadway, speed limits and high traffic volume. Additionally, you should be aware that a bicyclist recently crossing Route 4 southerly onto Madbury Road was struck resulting in significant personal injuries due to a motor vehicle failing to yield to the tandem bicyclist.

Given the location and the associated challenges of this intersection, a Middle School at this location would require a transportation strategy that focused exclusively upon school buses. For these reasons the Traffic Safety Committee wished to express their deep apprehension at the construction of a Middle School at this location. If you wish to discuss this matter in greater depth, please feel free to contact me.



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

OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

To: Dr. Jim Morse, Superintendent
From: Andy Lathrop
Date: 11/7/18
Re: 2018 HS Fall Coach and Volunteer Nominations

Message:

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

Middle/High School Volunteer Positions:

HS	Lynne Castonguay	Ski Volunteer
----	------------------	---------------

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Patrick McNulty	JV Boys Hockey	\$3,407	0	0	\$3,407

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

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Lynne Castonguay	School: ORHS
Position: Skiing	Paid: <input type="checkbox"/> Non-Paid: <input checked="" type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Lynne Castonguay as a volunteer Assistant Ski Coach. We have one Nordic skier on the team and Lynne will be working with that individual. She has a wealth of knowledge with Nordic and will be an extremely valuable volunteer coach.

Attachments: Reference Checks: ☒ Application: ☒

Andrew P. Lathrop
Signature of Athletic Director

10-24-18
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

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

Athletic Director Narrative:

Please accept this nomination of Patrick McNulty as the Boys JV Hockey Coach. I have personally known Pat for almost 20 years and I have tremendous respect for him as a coach and a person. He will make an incredible JV Hockey Coach. I was so excited when he showed interest.

Attachments: Reference Checks: ☒ Application: ☒

Andrew P. Lathrop
Signature of Athletic Director

10-24-18
Date

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
November 7, 2018**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Student Hazing	JICFA
Computer Security, E-Mail and Internet Communications	EHAA
Home Education	IHBG
Policies for Deletion	

As a reference the October 10, 2018 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICFA
Date of First Reading SB – July 1, 2009 Date of Adoption: August 5, 2009 <u>Policy Committee Review: October 10, 2018</u> <u>School Board First Read: October 24, 2018</u> <u>School Board Second Read/Adoption: November 7, 2018</u>	Page 1 of 2 <u>Category: Priority</u>

STUDENT HAZING

New Hampshire law defines student hazing as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.” Examples of hazing include, but are not limited to, any activities involving participants in school, co-curricular or athletic programs intended as an “initiation,” “rite of passage” or “test” of participants, such as a dare or an order to perform a humiliating, dangerous or illegal act, or any other conduct that has the effect of intimidating, degrading, or physically or psychologically harming the participants.

For the purposes of this policy, the term “organization” includes any association, society, athletic group, club, service group, or other similar groups whose members are or include students, operating at or in conjunction with the Oyster River Cooperative School District.

The Oyster River Cooperative School District prohibits student hazing in connection with any school-sponsored or sanctioned program, activity, or organization, as well as formation of or membership in any secret organization in any way related to such programs and activities.

It is the policy of the Board that ~~injurious~~ hazing activities of any type, either on or off school property, by any student, school employee, group or organization are inconsistent with the educational process and shall be prohibited at all times.

No administrator, faculty member, or other employee of the district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing activities. Students and employees who participate in or have knowledge of any hazing activities are required to make a report to the Superintendent or a building administrator.

Persons not associated with the district who fail to abide by this policy may be subject to ejection from school property and/or other measures as may be available under the law.

Administrators, school employees, and students who fail to abide by this policy may be subject to disciplinary action. For students, this may include suspension, expulsion or other appropriate measures. For employees, this may mean disciplinary action up to and including termination of employment, consistent with the terms of any applicable collective bargaining agreement. In the case of an organization affiliated with the district which authorizes hazing, penalties may include rescission of permission for that organization to operate on school property or to receive any other benefit of affiliation with the district.

These penalties shall be in addition to any civil or criminal penalties to which the violator or organization may be subject. All hazing incidents which come to the attention of the district shall be promptly reported to the appropriate law enforcement authorities, as required by RSA 631:7 which makes it a misdemeanor for the District to knowingly permit or condone student hazing, to fail to take measures to prevent hazing, or to fail to report hazing to law enforcement which has been reported to the District or of which the District otherwise has knowledge.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICFA
Date of First Reading School Board – July 1, 2009 Date of Adoption – August 5, 2009 <u>Policy Committee Review: October 10, 2018</u> <u>School Board First Read: October 24, 2018</u> <u>School Board Second Read/Adoption: November 7, 2018</u>	Page 2 of 2

The Superintendent is responsible for administering this policy and may delegate specific responsibilities as he/she deems appropriate. This policy shall be included in all district handbooks, on the district website, or otherwise distributed to all school employees and students.

Legal Reference: NH RSA 631:7 (Hazing)
NH Code Admin. R. Ed. 306.04 (7)

Cross Reference: ~~ACAA – Harassment and Sexual Harassment of Students~~
~~ACAB – Harassment and Sexual Harassment of Employees~~
~~JBC – Pupil Safety and Violence Prevention~~

JBAA/R – Sexual Harassment and Violence – Students/Procedure
GBAA/R – Sexual Harassment – Employee/Staff/Procedure
JICK/R/R1 – Pupil Safety – Bullying – Cyberbullying/Procedure/Form

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAA
Policy Committee Review: October 10, 2018 School Board First Read: October 24, 2018 School Board Second Read/Adoption: November 7, 2018	Page 1 of 2 Category: Priority

COMPUTER SECURITY, E-MAIL AND INTERNET COMMUNICATIONS

The Oyster River Cooperative School District has established this policy with regard to access and disclosure of electronic data composed, stored, sent, or received by employees using the District computer system. This policy is designed to protect the safety and security of the District's computer systems including e-mail and Internet use.

The District intends to enforce the rules set forth below and reserves the right to change these rules at any time.

1. The computer hardware system, software and e-mail system are owned by the District, and all messages or data composed, stored, sent, or received using the system are and remain the private property of the District. They are not the property of the employee.
2. The computer and e-mail system is to be used for business purposes only. Personal business is unauthorized and should not be conducted on the system.
3. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
4. The District prohibits discriminatory, harassing, or offensive materials in any form of media. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
5. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
6. The District reserves, and intends to exercise without prior notice, at the direction of the superintendent, the right to read, review, audit, intercept, access or disclose any and all information on an employee's computer system or messages created, received or sent over the electronic mail system for any purpose, even if coded or passworded.
7. The confidentiality of any message or data should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality, or that the District will not retrieve it. All passwords must be disclosed to the computer administrator.
- ~~8. Any communications created, sent, or retrieved using e-mail may be read by individuals other than the intended recipient.~~
98. Notwithstanding the District's right to retrieve and monitor any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail that is not sent to them. Any exception to this policy must receive prior approval by the Superintendent.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EHAA
Policy Committee Review: October 10, 2018 School Board First Read: October 24, 2018 School Board Second Read/Adoption: November 7, 2018	Page 2 of 2 Category: Priority

~~109~~. Any employee who violates this policy or uses the computer system or electronic mail system for improper purposes shall be subject to discipline up to and including discharge.

~~110~~. The District has the authority to terminate or limit access to any program at any time.

~~121~~. Personal ~~disks~~ storage devices cannot be used on the system unless pre-authorized by the computer coordinator.

~~1312~~. The District will take all necessary measures to maintain student privacy relative to the District's website, online information and storage of student personally identifiable information, as required by state and federal law.

Legal References:

RSA 189:68-a, Student Online Personal Information

RSA 194:3-d, School District Computer Networks

Cross Reference:

BEAB – School Board Use of Electronic Communication Devices

BHE – School Board Use of Email

EDCA – Employee Use of Cell Phones and Other Electronic Devices

GBEF & R – School District Internet Access for Staff & Procedure

JICL & R – Student Computer and Internet Use & Procedure

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: IHBG</u>
<u>Date of adoption: January 3, 2007</u>	<u>Page 1 of 3</u>
<u>Policy Committee Review: October 10, 2018</u>	<u>Category: Recommended</u>
<u>School Board First Read: October 24, 2018</u>	
<u>School Board Second Read/Adoption: November 7, 2018</u>	

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six (6) and eighteen (18) years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District.

A. Notices Required for Commencement of Home Education Program.

1. Notice for Students Withdrawing from District.

State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the Oyster River Cooperative School District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal may be made in person, via telephone or in writing, at the parent/guardian's election.

2. Written Notice of Program Required.

In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program either (at the parent/guardian's election) to the New Hampshire Department of Education, the Superintendent of the resident district, or to any non-public school principal.

The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.

Upon request, the Superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.

3. No Annual Notice Required.

Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.

B. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements. Some of the evaluation options available to parents/guardians under that statute and rules can involve District/Superintendent assistance, including, for instance, any state student assessment used by the District, or any other "valid" measurement tool mutually agreed upon by the parent/guardian and the Superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: IHBG</u>
<u>Date of adoption: January 3, 2007</u> <u>Policy Committee Review: October 10, 2018</u> <u>School Board First Read: October 24, 2018</u> <u>School Board Second Read/Adoption: November 7, 2018</u>	<u>Page 2 of 3</u> <u>Category: Recommended</u>

Parents/guardians seeking to utilize evaluation services through the Superintendent, should contact the Superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

No fee will be required by the District when a parent uses evaluation services provided by the District.

C. Records.

The District shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the Superintendent shall maintain a list of all home education programs for which the Superintendent, as participating agency, has received notice. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom programs were established.

RSA 193-A:6, I - requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for 2 years from the date of the ending of the instruction.

For evaluations which are not provided by the District, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III.

D. Re-enrollment into the School District.

Parents/Guardians deciding to re-enroll their children into the District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with the School Board policy governing student placements and are subject to the same appeal process.

Parents/Guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home-schooling level of achievement and the scope and sequence of the District's curriculum.

All students are subject to same age, performance and prerequisite standards for admission to courses and co-curricular activities and are to maintain district/school standards to include but not limited to behavior, attendance, and class performance for purposes of grading and credit issuance. For courses requiring prerequisites, student will be asked to demonstrate academic achievement comparable to that required of fully enrolled students meeting prerequisite standards. School personnel will discuss with parents' alternative ways to demonstrate achievement. Final determination of qualifications to enroll will be made by the building principal.

E. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the State to be eligible for a certificate or diploma.

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F. Participation in school curricular and co/extra-curricular activities.

Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in District curricular and co/extra-curricular programs established consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the District.

Legal References:

RSA 193-A, Home Education
RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil
RSA 193:1-a, Dual Enrollment
RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils
NH Code of Administrative Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

Policy Committee Meeting Minutes

Wednesday, October 10, 2018 @ 3:30 PM

Attendees: Kenny Rotner, Denise Day, Tom Newkirk, James Morse, Wendy DiFruscio

Visitors: Catherine Plourde

Denise called the meeting to order at 3:30 PM.

Dr. Morse opened the meeting stating that Policy JLF – Reporting Child Abuse or Neglect needs revising due to changes in the law, and that Catherine Plourde would update the committee on those changes. Catherine explained that she has provided the committee with not only the State of NH guidelines for this, but three different school district's policy for comparison.

Jim asked if Catherine had a preference as to which policy we should go with. She stated that all three were good examples and any of them would work.

The committee reviewed the existing policy as well as the other school districts. Questions were asked, and suggestions made as to which policy would best fit the needs of the District. Additional discussion ensued, and Jim asked Catherine to take the existing policy and combine various sections of the others into one cohesive policy for our use.

This policy has been placed on hold until the November 7, meeting where Catherine will present the draft version for policy committee review.

Catherine left the meeting at 3:45.

Policy JICFA -Student Hazing. This policy was compared to the NHSBA version. It was decided to keep the existing policy but remove some existing language and incorporate language from the NHSBA policy into the existing policy. This will go for a first read at the next School Board meeting.

Policy EHAA – Computer Security, E-Mail and Internet Communications – This is a required policy that the District needs to adopt. A few deletions were suggested as well as addition of clarifying language and cross references to other District policies be added. This policy is ready for a first read.

Policy IHBG – Home Education. The District policy has not been reviewed since 2007. The laws have changed pertaining to Home Schooling and it was decided to adopt the NHSBA version as it clarified the state statutes and administrative regulations. This policy is ready for a first read.

Denise Day will report out to the Board the results of this meeting.

A brief discussion followed.

Meeting ended at 4:30 PM – Next meeting November 7, 2018 moved from November 14 date.

Respectfully submitted,
Wendy L. DiFruscio