

**Oyster River Cooperative School District  
REGULAR MEETING**

**December 5, 2018**

**Mast Way School - Cafeteria**

**6:15/7:00 PM**

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

- 6:15-6:45 – Tour four new classrooms
- 6:30 Mast Way Chorus sings in new music room
- 6:45 – Transition to meeting location

**I. 6:45 PM - MANIFEST REVIEW AT EACH SCHOOL BOARD MEETING.**

- 7:00 PM – Chorus sings/Light Refreshments/Recognition of special guests/Special Guest Comments/Dedication of new classroom spaces/Ribbon Cutting.
- 7:30 PM - Begin Regular Board Meeting

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENTS**

**IV. APPROVAL OF MINUTES**

- Motion to approve 11/14/18 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
- C. Business Administrator
- D. Student Senate Report
- E. Other: LRPC Enrollment Report – Lisa Allison

**VII. DISCUSSION ITEM**

- Town of Lee request to use Mast Way School for the November elections.
- Request for School Board Chair to write articles on Board actions.
- 2019-20 Board budget questions.
- Draft 2019 Budget Warrant Articles
- Draft 2019-20 School Calendar – 1<sup>st</sup> Review

**VIII. ACTIONS**

- A. Superintendent Actions
- B. Board Action Item

- Motion to authorize the Town of Lee to utilize the Mast Way School as a voting location for the November election.
- Motion to authorize the School Board Chair to write articles on Board actions.
- Motion to approve ORHS Request for 2019-20 Leave of Absence from 08/26/19 to 11/29/19.
- Motion to approve MS/HS List of winter coaches and volunteers.
- Motion to approve List of Polices for second read/adoption: JLF – Reporting Child Abuse or Neglect, IKFC – Alternative Diploma for Students w/Cognitive Disabilities, ILD – Non-Educational/Non-Academic Questionnaires, Surveys & Research

**IX. SCHOOL BOARD COMMITTEE UPDATES**

- A. Manifest Reviewed and Approved by Manifest Subcommittee.

**X. PUBLIC COMMENTS**

**XI. CLOSING ACTIONS**

- A. Future meeting dates: 12/19/18 – Regular Board Meeting – ORHS – Library - 7:00 PM  
01/02/19 – Regular Board Meeting – ORHS – Library 7:00 PM  
01/07/18 - Durham Town Council Budget Update – 7:00 PM  
01/08/18 - Public Budget Hearing – ORHS - Auditorium

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II (a)**

- Superintendent Self - Evaluation

**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    DRAFT**  
**Regular Meeting**

**November 14, 2018      Oyster River High School      7:00 p.m.**

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

**ADMINISTRATORS:** Todd Allen, Sue Caswell, Jay Richard, Suzanne Filippone, David Goldsmith, Catherine Plourde, Carrie Vaich.

There were two members of the public present.

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

**II.     APPROVAL OF AGENDA:**

**Denise Day moved to approve the agenda as presented, 2<sup>nd</sup> by Brian Cisneros. Motion passed 7-0.**

**III.    PUBLIC COMMENTS:**

None

**IV.    APPROVAL OF MINUTES:**

**Brian Cisneros moved to approve the November 7<sup>th</sup> minutes, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.**

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

**A. District:** Suzanne Filippone, Principal of the High School, reported that the high school hosted an ACE Mentorship Program open house and information session last evening. This program helps mentor high school students and inspires them to pursue careers in design and construction.

Suzanne also mentioned that there will be a Youth Climate Leaders Academy retreat November 15-16 in Fairlee, VT. They are going to plan and implement projects related to climate change.

**B. Board:** Denise Day attended the high school coffeehouse last week and it was a wonderful experience. There are lots of talented students. It was a fundraiser for Mouth of the River.

Kenny Rotner is a member of the Durham Land Stewardship Subcommittee and they have tremendous appreciation for the School Board in considering

conservation of the Orchard Drive property and how it could build a bridge between communities.

## **VI. DISTRICT REPORTS:**

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

Todd Allen reported that Superintendent Morse was in Washington DC being honored for the Superintendent of the Year. He mentioned that Friday's weather has potential to be a factor. One of the ways the school cancellations/delays are announced are through the Powerschool Messenger System. Todd encouraged parents to check the parent portal to make sure information is updated to receive announcements.

Todd reported that the follow up to the visioning system will be on Monday from 6-8 p.m. at the Middle School. The architect and the team will be presenting their findings and Todd encouraged people to attend.

Appointment of Orchard Drive Conservation Committee: Superintendent Morse is recommending the forming of an Orchard Drive Conservation Committee. Todd Allen reported that Superintendent Morse has spoken to Dennis Meadows who is willing to serve on the conservation committee as well as Malin Clyde who serves on the Sea Land Conservation Committee. They have reached out to Ellen Snyder of the Durham Land Policy Committee to see if she is willing to serve as well.

**Kenny Rotner moved for the School Board to approve a committee to look at the Orchard Drive property and the concept of putting it into conservatorship, 2<sup>nd</sup> by Dan Klein. Motion passed 7-0.**

Kenny Rotner and Al Howland both volunteered to serve on this Committee as Board representatives.

Denise Day asked about a timeframe on how long the process would take. Al Howland suggested having the committee meet and establish the process.

**B. Superintendent's Report:** None

**C Business Administrator:** None

**D. Student Senate Report:**

Student Representative Patty Anderson reported that Street Car Named Desire will be performed Thursday, Friday, and Saturday at the high school. There is a Career Development Program going on during flex time for 10<sup>th</sup> and 11<sup>th</sup> graders. There will be a mental health forum at the high school on November 29<sup>th</sup>. Patty also mentioned that college visits will continue through December.

**E: Other:**

**Influence of Technology on the Academic Program in the District:**

Niko Viens, MS Tech Integrator, Kristen Hughes Asst. Technology Practitioner, Celeste Best, HS Science, Susan Leifer Mast Way Integrator, and Sarah Curtin Moharimet Tech Integrator presented how technology is impacted in the District.

Niko and Kristen described how Nearpod works in the classroom. This tool allows them to monitor the student's engagement while teaching. She discussed the components of the International Society for Technology Standards and ways that it has impacted the District:

Empowered learners: Technology to allow all learners to express their knowledge.

Digital Citizenship: Understanding the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world.

Knowledge Constructor: Critically select, evaluate and synthesize digital resources into a collection that reflects learning and builds knowledge.

Innovative Designer: Solving problems by creating new and imaginative solutions using a variety of digital tools.

Computational thinker: Identifying authentic problems, working with data and using a step-by-step process to automate solutions.

Creative Communicator: Communicate effectively and creatively using different tools, styles, formats and digital media.

Global Collaborators: Work effectively in teams using digital tools.

Celeste Best, High School Science Teacher, explained that the addition of the technology carts that were previously at the middle school is allowing for more opportunities for blended learning at the high school:

Susan Leifer and Sarah Curtin talked about Technology in Elementary Schools: They showed a video giving a demonstration of technology in use at the elementary schools that include:

Digital Storytelling  
Augmented Reality  
Computational Thinking  
Debugging  
Block Coding  
Science Mondays with UNH

They brought with them some tools that they use for the members of the School Board to have a hands-on experience. As integrators they are working and collaborating with teachers on how to include technology into their curriculum. Todd Allen mentioned that this shows how valuable the Tech Integrator positions are and at some point, there will be a conversation about adding one at the high school.

## **VII. DISCUSSION ITEM:**

### **Board discussion of the 2019-2020 budget to generate questions for the December 5<sup>th</sup> meeting:**

Todd Allen mentioned that they will be meeting on the 28<sup>th</sup> and if you need any more information to please let Sue Caswell know.

Denise Day spoke about the proposed counselor position at the high school. If there isn't funding for a full-time position, would a half position work as a first step? Al Howland feels that a full-time counselor is important. Brian Cisneros would like to look at the Barrington revenue to see if the proposed Special Education and Counselor position can be funded. Kenny Rotner feels that the job of counselors has changed over the years and he supports the addition of a full-time position.

The Board discussed the loss of revenue due to water bottles being removed from the elementary schools. Kenny Rotner feels that we need to eliminate the plastic bottles from the schools and to find other revenue. Years ago, recycling plastic could be a revenue source but now, it's costing money to recycle these bottles. There is \$20K for Green Team funding each year. The Board asked what they are currently working on.

Michael Williams asked how additional funding for all day kindergarten flows from the state and would like to get a better understanding of the process.

### **VIII. ACTIONS:**

**A. Superintendent Actions:** None

**B. Board Action Items:**

**Motion to approve list of Policies for a first reading:**

**JLF - Reporting Child Abuse or Neglect**

**IKFC - Alternative Diploma for Students with Cognitive Disabilities**

**ILD - Non-educational/Non-Academic Questionnaires, Surveys and Research**

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

The revisions on Policy JLF and IKFC are being driven by state law. Catherine Plourde and Todd Allen discussed that staff is informed and trained on being a mandatory reporter in Policy JLF.

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

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

Revised Vendor Manifest #10: \$921,194.29

Vendor Manifest #11: \$89,181.52

Denis Day reported that the Long Range Planning Committee will be meeting on Monday the 19<sup>th</sup>. They will have more updated information after the meeting. Lisa Allison will present her findings at an upcoming Board meeting.

Al Howland mentioned that the Wellness Committee met to review progress on the sub committees. They reviewed the Wellness Policy and made some revisions and changes and forwarded it to the Policy Committee.

**X. PUBLIC COMMENTS:** None

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:**

- 11/28/18 Manifest/Budget Workshop – ORHS Library
- 12/5/18 Regular Board Meeting at **Mast Way**
- 12/19/18 Regular Board Meeting ORHS Library

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

**NON-MEETING SESSION: RSSA 91A:2 (if needed)**

**XIII. ADJOURNMENT:**

**Michael Williams moved to adjourn the meeting at 8:50 p.m., 2<sup>nd</sup> by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.**

Respectfully submitted,  
Laura Grasso Dobson  
Recording Secretary



# Enrollment Projections for ORCSD, 2018-2029

## Long Range Planning Committee

Alyson Mueller David Taylor Robert Mohr  
Lisa Allison Rob Mc Ewan Marie O'Neill Giana Gelsey Katrin Kasper

November, 2018

## A Note of Thanks

The LRPC would like to formally thank

**Michael Goldberg**



For 20+ years of service on this committee  
His insightful and rigorous work continuously improving  
and updating the regression models used in our  
predictions is something that few of us fully understood  
but we all appreciated. Although he moved away from  
the district, he is a professor at UNH and has graciously  
made himself available to answer our questions.

## Summary of LRPC Goals

- Provide the School Board with enrollment projections for each of the next 10 years.
- Make every effort to provide projections for the following school year in the fall when they can be used in the budgeting process.
- Continually improve and refine the model used to make enrollment projections.

ORCSD

December 2018

3

## Decline in Enrollment largely offset by HS Tuition Students

- Peak enrollment was 2,393 in 2000.
- 2018-19 enrollment is 2,162.
  - (1,975 plus 167 tuition students).
- *Decline over 18 years was 231.*
- **Projected 2028-29 with Barrington tuition students 2,056 (1,856 plus 200 tuition).**
- *The number of tuition students rises as native enrollment drops, net 10 year loss of 106.*

ORCSD

December 2018

4

## Methodology

---

### ■ First Grade

Historical births and enrollment trends are used to project the number of students (using linear regression).

### ■ Grades 2 – 12

Grade Progression Ratios (GPRs) are used to forecast the number of students.

## First Grade Methodology

---

- Linear Regression Model coefficients updated annually.
- Primary independent variable is births 6 years prior.
- Some autocorrelation components.
- Looking at other independent variables:
  - Employment
  - Real Estate transactions

## Kindergarten Methodology

- Forecasting methodology is transitional because there are not enough years of full day Kindergarten to use as basis of prediction.
- First Grade forecasts are the starting point.
- Grade Progression Ratios are used to estimate kindergarten enrollment based on forecast for the following year's first grade.

## Projections for Grades 2-12

- Calculate GPR's for each grade and year.
- Find the 5-year average GPR by grade.
- Apply average GPRs to actual and predicted enrollments to predict enrollments into the future.
- Takes into account the net migration (in-migration and out-migration) over time and by grade.

## What is a “Grade Progression Ratio?”

Number of students in grade J and year t

+

Add students who move to ORSD in grade J+1 and year t+1

-

Subtract students who leave ORSD before grade J+1 and year t+1

=

Number of students in grade J+1 and year t+1

### A numerical example:

159 students in 6<sup>th</sup> grade in October 2017

+ 6 new students join ORSD who will be in 7<sup>th</sup> grade for 2018

-4 students leave ORSD before 7<sup>th</sup> grade

Net change is +2 students

= 161 students in 7<sup>th</sup> grade in 2018

GPR (6th to 7th =  $161/159 = 1.0125$ )

## GPRs Account for Net New Students

- More families with children moving in than moving out. (5 year average used)
- All GPRs for grades 2-12 are in the range of 1.00 – 1.05 except grade 8-9, 9-10 and 10-11, which are impacted by tuition students coming in and native students going to private schools. High School GPR very close to 1.00.

## Elementary School Split

- Historical ratios (three year average) used to estimate First Grade split between the schools. (55.3% Mast Way, 44.7% Moharimet)
- GPR for each elementary is used to project grades 2-4 based on projections for prior year grades 1-3 at that school.
- Different GPRs used for Moharimet and Mast Way.

## Projection Range (Plus and Minus)

- Historical LRPC Projections 1994 – 2018 (24 years of forecasts, each predicting 10 future years).
- Take the difference between Predicted and Actual Enrollment for each predicted year.
- Take the absolute value of the difference and divide by the actual enrollment figure to get a percentage.
- Find the average percentage difference for each forecast horizon (1 to 10 years out).

# The Projections



**Enrollment Projections Summary  
For Oyster River School District  
Preliminary October 1, 2018-19 Actual to 2028-29 Projected**

Year	K	1-4	5-8	9-12	Total	Average Absolute Error of Estimate		HS Without Tuition	Total Without HS Tuition
						Percent Error +/-	To Total		
2018-19	92	589	669	812	2,162	<b>Actual Year</b>		645	1,995
2019-20	106	560	668	842	2,175	One Year Out	1.5%	661	1,996
2020-21	103	545	677	834	2,159	Two Years Out	2.6%	643	1,968
2021-22	107	521	672	852	2,153	Three Years Out	3.6%	653	1,953
2022-23	107	507	675	852	2,140	Four Years Out	5.2%	652	1,940
2023-24	109	522	642	851	2,125	Five Years Out	6.7%	651	1,924
2024-25	108	525	625	860	2,118	Six Years Out	8.1%	660	1,918
2025-26	109	533	598	855	2,094	Seven Years Out	9.2%	655	1,894
2026-27	108	534	583	857	2,083	Eight Years Out	9.7%	657	1,883
2027-28	108	536	600	824	2,068	Nine Years Out	11.0%	624	1,868
2028-29	107	535	604	808	2,054	Ten Years Out	12.5%	608	1,854

## Elementary School Projections

ACTUAL	Mast Way Projections						Moharimet Projections						Total
						MW						MOH	
	K	1	2	3	4	Total	K	1	2	3	4	Total	
2017-18	70	72	76	83	71	352	49	63	64	86	81	343	695
2018-19	51	82	82	82	66	363	41	54	65	66	90	316	679
2019-20	59	64	87	85	86	381	47	46	55	68	69	285	666
2020-21	57	71	67	90	90	375	45	52	48	58	70	273	648
2021-22	60	69	75	70	95	368	47	50	53	50	60	260	629
2022-23	60	72	73	78	73	356	47	53	52	55	51	258	614
2023-24	61	72	76	75	82	366	48	52	54	54	58	285	631
2024-25	61	73	76	79	80	367	48	53	54	56	56	286	634
2025-26	61	73	77	78	83	372	48	53	55	56	58	270	642
2026-27	61	73	77	80	83	373	48	53	54	57	58	270	643
2027-28	60	73	77	80	84	374	48	53	55	57	59	271	644
2028-29	60	72	77	80	84	373	47	53	54	57	59	270	643

ORCSD

December 2018

15

## Middle School Projections

Year	Fifth	Sixth	Seventh	Eighth	Total
2018	159	179	161	170	669
2019	163	165	180	160	668
2020	162	170	166	179	677
2021	167	168	170	166	672
2022	162	174	169	170	675
2023	131	168	175	169	642
2024	146	136	169	174	625
2025	141	152	136	168	598
2025	148	147	153	136	584
2027	147	154	148	152	601
2028	150	153	154	147	604

ORCSD

December 2018

16



## HS Tuition Students in Projection

Year	9th	10th	11th	12th	Total Tuition
2018	50	42	38	37	167
2019	51	49	41	39	180
2020	51	50	48	42	191
2021	51	50	49	49	199
2022	51	50	49	50	200
2023	51	50	49	50	200
2024	51	50	49	50	200
2025	51	50	49	50	200
2026	51	50	49	50	200
2027	51	50	49	50	200
2028	51	50	49	50	200

ORCSD

December 2018

17

## HS Enrollment From District

Year	9th	10th	11th	12th	Total District
2018	164	164	169	148	645
2019	167	162	159	173	661
2020	158	165	157	164	643
2021	176	155	160	161	653
2022	163	174	151	164	652
2023	167	160	169	155	651
2024	166	165	156	173	660
2025	171	163	160	160	655
2026	165	169	159	164	657
2027	134	163	164	163	624
2028	150	132	159	168	608

ORCSD

December 2018

18

## HS Enrollment Total by Grade

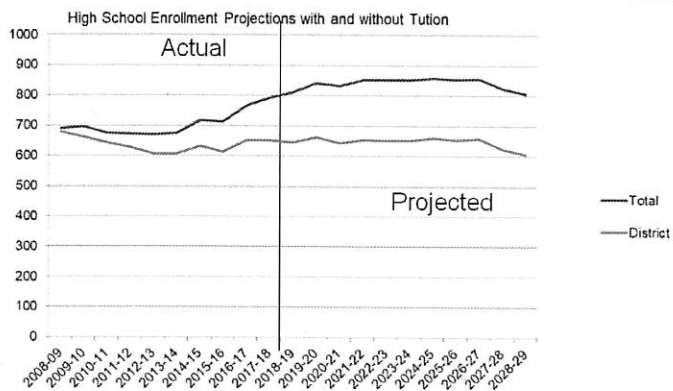
Year	9th	10th	11th	12th	Total District
2018	214	206	207	185	812
2019	218	211	200	212	842
2020	209	215	205	205	834
2021	227	206	209	210	852
2022	214	224	200	214	852
2023	218	211	218	205	851
2024	217	215	205	223	860
2025	222	214	209	210	855
2026	216	219	208	214	857
2027	185	213	213	213	824
2028	201	182	207	218	808

ORCSD

December 2018

19

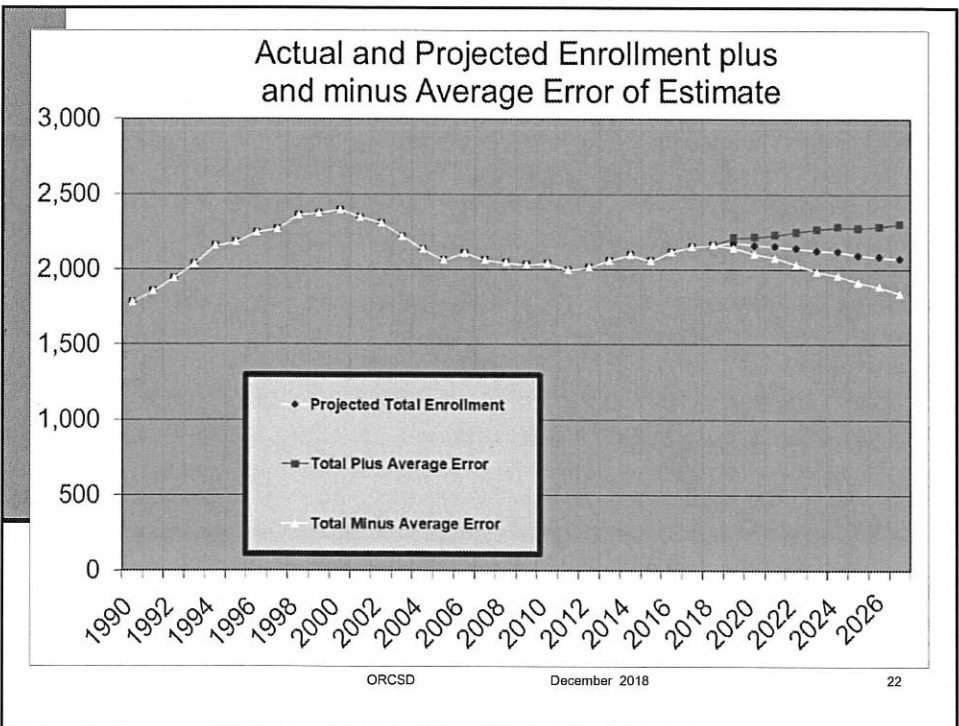
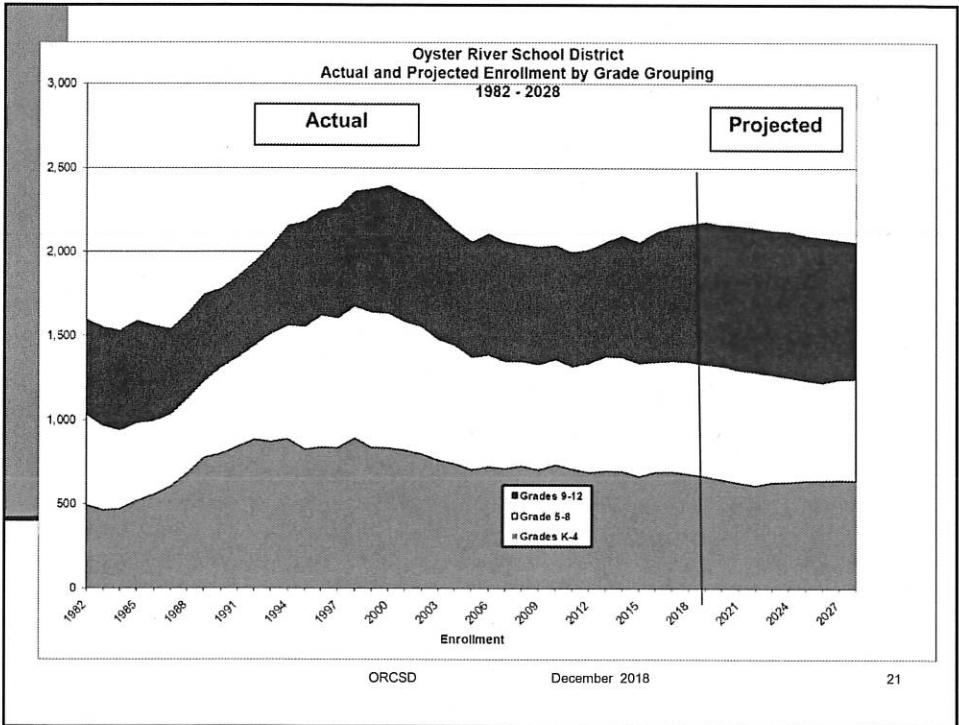
## HS Enrollment Projection with Current Barrington Tuition Arrangement



ORCSD

December 2018

20



## Summary

- **Total ORCSD enrollment is projected to remain in the 2,100 range for the entire projection. Enrollment declines by 106 students, from 2,162 this year to 2,056 projected in 2028-29.**
- **Full day kindergarten is assumed. The small size of the current kindergarten class (92 students) is considered an anomaly. After this year, kindergarten ranges from 103-109.**
- **The number of elementary school students will decrease slightly, by about 38 students, from 679 now to 643 in 2028-29. Mast Way now has 47 more students than Moharimet. This difference will grow to 103 students 2025-26 and remain at about that level to the end of the projection period. Mast Way peaks at 381 in 2019-20, then drops to the 375 or below.**
- **Middle school enrollment, now 669 grows to 677 in 2020-21, then drops to about 600 in the last 4 years of the projection.**
- **High School enrollment, now 812 (645 plus 167 tuition students) rises to 860 in 2024-25 (660 plus 200 tuition students) then drops to 808 by 2028-29 (608 plus 200 tuition students).**

## Any Questions?

---

**Additional Board Member Questions for FY'20 Budget from Board Member Williams for  
December 5, 2018 Board Meeting**

1. Last year I think you provided a long-term capital improvement snapshot. As we look at how the MOH project and MS fit together, it would be helpful to see a refresh of that.
2. I'm looking at both the FY2020 budget but also the likely increases for FY21 based on the MS project. The presentation from a few weeks ago showed interest only in FY21. What would the difference be if we went with a longer bond or a fixed payment bond instead of an interest + fixed principal payment? Of the split financing scenarios you discussed on November 8, which are you currently thinking is most favorable?
3. We will have a more concrete conversation about middle school facility cost when initial design inputs are collected and start designing. What is the cost assumed right now? And if that were to increase, do the annual bond payments scale linearly (i.e. if cost increases 10%, do the bond payments increase 10%, or is there another factor there?)
4. At the initial budget presentation, Jim mentioned a third-party recruiter who provided a variety of recruiting services as a package. Can you provide more details on what that entailed and what the services and cost would be? Is the cost on a per-position basis or a fixed (retainer) cost?
5. Regarding health insurance, I found the data Sue had provided for FY2002-2017 for guaranteed maximum and actual increases. Over that period, the increases have averaged in the neighborhood of 68% of the maximums (there are some other ways to slice it that show even lower ratios, particularly in recent years, but I think 68% is reasonably conservative. What were the guaranteed maximum and actual for FY18 and FY19, so I can add them to the data set? And what is the dollar amount that corresponds to the FY20 guaranteed maximum increase?

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT THE  
STATE OF NEW HAMPSHIRE  
2018  
SCHOOL WARRANT**

To the Inhabitants of the Oyster River Cooperative School District of Durham, Lee, and Madbury qualified to vote upon District affairs:

You are hereby notified to meet at the Oyster River High School in said district on the 5th day of February 2019, at 7:00 o'clock in the evening for Session I of the Annual School District Meeting for discussion of Articles 3 through 4 and for any amendments thereto. Warrant articles whose wording is prescribed by law shall not be amended and no warrant article shall be amended to eliminate the subject matter of the article at Session I.

Official ballot voting for school district officers (articles 1 and 2) and on articles 3-4 will occur at town polling locations on Tuesday, March 12, 2019:

Town of Durham	Oyster River High School	7:00 am to 7:00 pm
Town of Lee	Lee Safety Complex	7:00 am to 7:00 pm
Town of Madbury	Madbury Town Hall	11:00 am to 7:30 pm

ARTICLE 1: To choose a Moderator for the coming year.

ARTICLE 2: To choose two At-Large School Board members for the ensuing three years.

ARTICLE 3: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$xx,xxx,xxx. Should this article be defeated, the operating budget shall be \$ xx,xxx,xxx (Default Budget) which is the same as last year with certain adjustments required by previous action of the District or by law; or the District may hold one special meeting in accordance with RSA 40:13, X, and XVI to take up the issue of the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)*

Note:

Fund 10 = \$ xx,xxx,xxx (regular operating budget); Fund 21 = \$ xxx,xxx (expenditures from food service revenues); Fund 22 = \$ xxx,xxx (expenditures from federal/special revenues); Fund 23 = \$ xx,xxx (expenditures from pass through funds).

ARTICLE 4: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Educational Support Personnel Association and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2019-2020	\$ xxx,xxx
2020-2021	\$ xxx,xxx
2021-2022	\$ xxx,xxx

and further to raise and appropriate the sum of \$ xxx,xxx for the 2019-2020 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

Given under our hands at said Durham NH this \_\_\_\_\_ day of January 2019:

\_\_\_\_\_  
Thomas Newkirk, Chairperson

\_\_\_\_\_  
Denise Day, Vice-chair

\_\_\_\_\_  
Kenneth Rotner

\_\_\_\_\_  
Brian Cisneros

\_\_\_\_\_  
Daniel Klein

\_\_\_\_\_  
Allan Howland

\_\_\_\_\_  
Michael Williams

Draft

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**

**DRAFT**

**SCHOOL CALENDAR**

**DRAFT**

**2019-2020**

**Draft to School Board:**

Deliberative Session: February 4, 2020\*  
 Voting Day: March 10, 2020\*  
 \*Subject to Change

AUGUST/ SEPTEMBER 2019					
M	T	W	Th	F	
<del>TW</del>	<del>TW</del>	<del>TW</del>	△	30	
X	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

S(22)  
T(25)

OCTOBER 2019					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	<b>TW</b>	
X	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

S(21)  
T(22)

NOVEMBER 2019					
M	T	W	Th	F	
				1	
*4	<b>TW</b>	6	7	8	
X	12	13	14	15	
18	19	20	21	22	
25	26	X	X	X	

S(16)  
T(17)

DECEMBER 2019					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
X	X	X	X	X	
X	X				

S(15)  
T(15)

JANUARY 2020					
M	T	W	Th	F	
		X	2	3	
6	7	8	9	10	
13	14	15	16	17	
X	21	22	23	*24	
<b>TW</b>	28	29	30	31	

S(20)  
T(21)

8/26, 8/27, 8/28 Teacher Workshop Days  
 8/29..... 1st Day for All Students  
 9/2..... Labor Day Observance  
 9/3..... 1st Day Preschool  
 10/11..... Teacher Workshop -  
 (Parent/Teacher Conference Gr K-5)  
 10/14..... Columbus Day

11/5..... Teacher Workshop (Election Day)  
 11/11..... Veterans' Day  
 11/27 - 11/29... Thanksgiving Recess  
 12/23 - 1/1..... Holiday Recess  
 1/20..... Martin Luther King Day  
 1/27..... Teacher Workshop

2/24 - 2/28..... Winter Recess

3/20..... Teacher Workshop

4/27 - 5/1..... Spring Recess

5/25..... Memorial Day

TBD..... ORHS Graduation

6/22..... **With 5 Built In - Snow Days**

△ First Day of School for Students  
 △ Last Day of School - **Early Dismissal**  
*(unless more than 5 make-up days are required)*

**TW** Teacher District Workshop Days  
*(no school for students)*

X School Closed - Holiday/Vacation

\* End of Quarter

SD Snow Days (5 Built in)

Anticipated last day for students is 6/22. The calendar allows for five school cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

FEBRUARY 2020					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
X	X	X	X	X	

S(15)  
T(15)

MARCH 2020					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	<b>TW</b>	
23	24	25	26	27	
30	31				

S(21)  
T(22)

APRIL 2020					
M	T	W	Th	F	
		1	2	3	
6	*7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
X	X	X	X		

S(18)  
T(18)

MAY 2020					
M	T	W	Th	F	
				X	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
X	26	27	28	29	

S(19)  
T(19)

JUNE 2020					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	SD	SD	SD	SD	
SD/△					

S(11)  
T(11)

**178 Student Days**

**185 Teacher Days**





**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:** 11/14/18  
**Re:** 2018-19 HS/MS Winter Coach and Volunteer Nominations

**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
D Ellis Mueller	Boys Hockey
Scott Barton	Girls Hockey
Ashley Wood	Swimming
Tom Wraight	Swimming

**Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Peter Harwood	Boys Varsity Ice Hockey	\$5,241	1	\$0	\$5,241
Jamie Long	Girls Varsity Ice Hockey	\$5,241	6	\$150	\$5,391
Scott McGrath	Girls Indoor Track	\$3,630	2	\$0	\$3,630
Nick Ricciardi	Boys Indoor Track	\$3,630	16	\$375	\$4,005
William Reeves	Swimming	\$3,227	25	\$375	\$3,602
Rebecca Finnigan	Diving	\$2,097	0	\$0	\$2,097
Laura Fant	Girls Asst. Swimming	\$2,097	10	\$300	\$2,397
Lorne Lucas	Boys Varsity Basketball	\$5,241	4	\$75	\$5,316
Zach Lewis	Boys JV Basketball	\$3,407	2	\$0	\$3,407
Nicole Casimiro	Girls Varsity Basketball	\$5,241	1	\$0	\$5,241
Erin Mullenix	Girls JV Basketball	\$3,407	2	\$0	\$3,407
Devin Sawtelle	Boys Reserve Basketball	\$2,621	0	\$0	\$2,621

**Middle School Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Sunny Sadana	Boys 7 <sup>th</sup> Grade Basketball	\$2,017	3	\$75	\$2,092
David Geschwendt	Girls 7 <sup>th</sup> Grade Basketball	\$2,017	3	\$75	\$2,092
Jason Duff	Boys 8 <sup>th</sup> Grade Basketball	\$2,017	4	\$75	\$2,092
Nate Grove	Girls 8 <sup>th</sup> Grade Basketball	\$2,017	14	\$375	\$2,392

Sincerely,

Andy Lathrop  
Director of Athletics  
Oyster River Cooperative School District

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Devin Sawtelle	School: ORHS
Position: Reserve Boys Basketball	Paid: <input checked="" type="checkbox"/> Non-Paid: <input type="checkbox"/>

Athletic Director Narrative:

Please accept this nomination of Devin Sawtelle as the Boys Reserve Basketball Coach. Devin is a former ORHS player, currently attending UNH and will add a tremendous amount of knowledge to staff. Our current Head Varsity Coach has coached at OR and feels strongly that Devin has the attributes to be a quality addition to the program.

Attachments:      Reference Checks:       Application:

Andrew P. Lathrop  
Signature of Athletic Director

11/10/18  
Date

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of**  
**December 5, 2018**

Title	Code
<b>Policies for First Read</b>	
<b>Policies for Second Read/Adoption</b>	
Reporting Child Abuse or Neglect	JLF
Alternate Diploma for Students w/Significant Cognitive Dis.	IKFC
Non-Educational/Non-Academic Questionnaires, Surveys & Research	ILD
<b>Policies for Deletion/Replacement</b>	
High School Diploma - Alternative Diploma- [Existing Replaced}	IKFC
Non-Educational Questionnaires, Surveys & Research [Existing Deleted]	ILDA
Educational Questionnaires, Surveys & Research [Existing Replaced]	ILD

**As a reference the November 7, 2018 policy minutes are attached to this packet.**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLF
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 <u>Policy Committee Review: October 10, 2018</u> <u>Back to Policy Committee w. Revisions: November 7, 2018</u> <u>School Board First Read: November 14, 2018</u> <u>School Board Second Read/Adoption: December 5, 2018</u>	Page 1 of 1

### REPORTING CHILD ABUSE OR NEGLECT

Any Oyster River Cooperative school employee having reason to suspect that a child is being or has been abused or neglected shall immediately report his/her/the suspicions to the building principal, DCYF Central Intake Office by telephone at 800-894-5533 or 603-271-6556. The principal shall school district employee will then immediately notify the appropriate state officials at the New Hampshire Department of Health and Human Services building principal that a report has been made. The principal will then notify the Superintendent that such a report to Health and Human Services has been made. The school district employee will complete the district reporting form and return to the Principal

A written report shall be made by the principal within 24 hours. The report should contain the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Department of Health and Human Services. (e.g., possible threat to student safety, school dismissal time.)

Based on information received from the school employee making the referral, the DCYF Central Intake Office determines whether the referral is credible and should be accepted. If accepted, the DCYF Central Intake Office determines the level of risk to the child. If the suspected abuse is likely to occur within 24 hours or if there is imminent danger to the child, the school employee shall contact local law enforcement in addition to reporting to DCYF. DCYF Central Intake Office contacts the appropriate District Office to advise of all high-risk reports. If the DCYF Central Intake Office determines that the child does not appear to be in imminent danger, the referral will be sent to the appropriate District Office for a response within 72 hours.

Immunity from Liability: Anyone participating in good faith in the making of a report is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the department or judicial proceeding resulting from such report.

The Principal or Administrator of each school shall post a sign in a public area within the school that is readily accessible to students, in the form provided by the New Hampshire Department of Health and Human Services, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website.

The Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect. School District employees do not investigate the suspicion.

#### **Legal References:**

- NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
- RSA 169-C:29, Persons Required to Report
- RSA 169-C:30, Nature and Content of Report
- RSA 169-C:31, Immunity from Liability
- RSA 169-C:34, III, Duties of the Department of Health and Human Services

<b><u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u></b>	<b><u>Policy Code: IKFC</u></b>
<b><u>Revised Draft to Policy Committee: November 7, 2018</u></b> <b><u>School Board First Read: November 14, 2018</u></b> <b><u>School Board Second Read/Adoption: December 5, 2018</u></b>	<b><u>Page 1 of 2</u></b> <b><u>Category: Recommended</u></b>

**ALTERNATE DIPLOMA FOR STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES**

**A. PURPOSE.** The purpose of this policy is to meet the requirements of the federal Every Student Succeeds Act ("ESSA") to establish and allow the awarding of a District Alternate Diploma to certain students with the most significant cognitive disabilities.

**B. INTRODUCTION.** Under ESSA, states may adopt alternate content standards and alternate assessments for students with the most significant cognitive disabilities. In states that have adopted such alternative content standards, ESSA allows local school boards to adopt policies allowing certain students with significant cognitive disabilities the ability to earn an Alternate Diploma based on the alternative content standards.

An Alternate Diploma provides students who may have ordinarily earned certificates of attendance, or completion under New Hampshire Administrative Rule Ed. 306.27(q), with the option to earn a diploma.

New Hampshire has adopted Dynamic Learning Maps (DLM) as an alternate assessment tool. The DLM assessment measures yearly student progress and provides independent standards which align with the NH Statewide Assessment.

Accordingly, this policy authorizes the **Oyster River Cooperative School** District to award an Alternate Diploma in accordance with the below requirements and conditions.

**C. ELIGIBILITY.**

Consistent with ESSA, the Alternate Diploma may be awarded to students who:

1. Have significant cognitive disabilities;
2. Have a current Individualized Education Program ("IEP"); and
3. Participate in the state authorized alternate assessment (currently DLM).

The Alternate Diploma is NOT available to students without IEP's, including students with Section 504 plans.

**D. DETERMINATION OF AWARD.**

The determination to award ~~and the an~~ Alternate Diploma is the responsibility of the student's IEP team, including the student's parent(s)/guardian(s). The IEP team's consideration of the appropriateness of an Alternate Diploma should be included in transition planning beginning at age sixteen (16). Details of this decision shall be included in the student's IEP transition plan in accordance with Ed. 1109.03.

**E. TIME OF RECOGNITION and AWARD.**

~~The student may choose (individually or through the IEP team) to receive the Alternate Diploma at one (1) of three (3) times:~~

- ~~1.—Recognition A~~at graduation with common age peers;
- ~~2. Award A~~at the conclusion of the student's IEP; or
- ~~3. Award U~~pon reaching age twenty-one (21).

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: IKFC</u>
<u>Revised Draft to Policy Committee: November 7, 2018</u> <u>School Board First Read: November 14, 2018</u> <u>School Board Second Read/Adoption: December 5, 2018</u>	<u>Page 2 of 2</u> <u>Category: Recommended</u>

If the student participates in the traditional graduation ceremony, the student will be included in the graduation program with no difference in listing from his/her peers awarded a regular diploma.

**F. EFFECT OF AWARD AND CONTINUED ELIGIBILITY.**

1. Under 34 CFR 300.102 (a)(3), the awarding of any document other than regular high school diploma shall not terminate a child's eligibility for a free and appropriate public education ("FAPE"). Accordingly, earning an Alternate Diploma does not end a student's eligibility for special education services. Rather, students who have earned the Alternate Diploma, and are otherwise eligible for special education services, may continue to receive such services and may continue working towards meeting the requirements for the regular high school diploma.

2. Alternate Diplomas awarded under this policy are counted in the state graduation rate, while certificates of attendance or equivalency are not. The Oyster River School District counts them as a completer.

**G. IMPLEMENTATION.**

The Superintendent, with the assistance of the ~~Director of Special Education Services/Student Services~~ Director is directed to establish and make available procedures and administrative rules to implement this policy.

Cross Reference:

- IHBA - Programs for Pupils with Disabilities
- IHBI - Alternative Learning Plans
- IKF - Graduation

**Legal References:**

- 20 U.S.C. §7801 (23) - Every Student Succeeds Act (§ 8101(a)(23))
- 34 CFR 300.102 (a)(3); 300.43; and 300.320(b)
- RSA 193-E - Adequate Public Education
- Ed 306.27(q)(4)- Minimum Standards/High School Requirements/Equivalency Diplomas
- Ed 1109.03- When and IEP is in Effect...Transition Services

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: ILD</u>
<u>Draft to Policy Committee: November 7, 2018</u> <u>Draft to School Board First Read: November 14, 2018</u> <u>School Board Second Read/Adoption: December 5, 2018</u>	<u>Page 1 of 3</u> <u>Category: Recommended</u>

NON-EDUCATIONAL/NON-ACADEMIC QUESTIONNAIRES, SURVEYS & RESEARCH

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

**A. General.**

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

**B. New Hampshire Law.**

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

**C. Federal Law.**

**1. Protection of Pupil Rights Amendment.** Under the federal Protection of Pupil Rights Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

- a. Political affiliations;
- b. Mental and psychological problems potentially embarrassing to the student or the family;
- c. Sexual behavior and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: ILD</u>
<u>Draft to Policy Committee: November 7, 2018</u> <u>Draft to School Board First Read: November 14, 2018</u> <u>School Board Second Read/Adoption: December 5, 2018</u>	<u>Page 2 of 3</u> <u>Category: Recommended</u>

- e. Critical appraisals of other individuals with whom respondents have close family relationships;
- f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**2. Federal Exception.** Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- a. College or post-secondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by schools;
- d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- e. The sale of products or services to raise funds for school-related or education-related activities; and
- f. Student recognition programs.

Caution: This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

#### **D. Notification and Inspection.**

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

#### **E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.**

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate, and the survey is not paid for by the United States Department of Education.



<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: ILD</u>
<u>Draft to Policy Committee: November 7, 2018</u> <u>Draft to School Board First Read: November 14, 2018</u> <u>School Board Second Read/Adoption: December 5, 2018</u>	<u>Page 3 of 3</u> <u>Category: Recommended</u>

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

**Legal References:**

- 20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
- RSA 186:11, IX-d
- 2017 CDC YRBS Guidance Manual

~~**NHSBA note, May 2018:** Prior to the 2017 amendment to RSA 186:11, XI d, the notice and previous "opt out" requirements of the state law were found in NHSBA sample policy ILDA. With the 2017 amendments, the similarities between the state and federal statutes were greater than their differences, and NHSBA determined to combine the requirements into one policy. As such, we have modified sample policy ILD to identify some of remaining differences between the applicable state and federal statutes, and to reconcile the resulting overlap between former ILD and ILDA. NHSBA adoption consideration: Districts should be sure that in adopting the modified ILD they simultaneously repeal policy ILDA (or its equivalent).~~

~~**NHSBA note, September 2017:** The adoption of Senate Bill 43 by the Legislature in 2017 added a requirement for prior written consent from a parent or guardian before a non-academic survey can be administered. As a result, state law, RSA 186:11, IX d, requirements are nearly identical to the requirements of the federal Protection of Pupil Rights Amendment. This update, therefore, combines sample policy ILD, Educational Questionnaires, Surveys, and Research with sample policy ILDA, Non-Educational Questionnaires, Surveys, and Research.~~

## CURRENT VERSION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKFC
Date of Adoption: November 7, 1990 Date of Revision: April 17, 1996 Review Policy Committee: 8/4/11 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 <u>School Board DELETION EXISTING REPLACED: 12/05/18</u>	Page 1 of 1

### ~~HIGH SCHOOL DIPLOMA — ALTERNATIVE PROGRAM~~

~~Educationally disabled students who are mainstreamed in the regular high school program with modifications and support and students who are placed in regional or other programs will be issued an Oyster River High School Diploma if the minimum state and local graduation requirements are met. These students must meet the minimum requirements for each course in which they are enrolled that is counted toward the graduation requirement. Through the Individual Education Program (IEP) process, the district assures that appropriate support is given to educationally disabled students to enable them to work toward meeting the requirements when attainable and appropriate.~~

~~An Oyster River High School Diploma — Alternative Program will be issued to educationally disabled students when the IEP provides for alternative education not encompassing the state and local graduation requirements. The Diploma — Alternative Program will be awarded on successful completion of the course of studies specified in the IEP to include not less than four academic years of program. The IEP team, including parents and/or student and the Oyster River High School Principal, will specify in the IEP that the student is working toward an Oyster River High School Diploma — Alternative Program as early as it is clear that the plan for the student can not be designed to meet the minimum state and local requirements for graduation. Evaluation criteria, credit requirements, and promotion status will be clearly specified in the IEP. This status will be reconsidered at least annually when the IEP is reviewed. Educationally disabled students who have been issued an Oyster River High School Diploma — Alternative Program continue to be eligible for special education services until a regular diploma is obtained or until they reach the of age 21.~~

~~Students who have earned the Diploma or the Diploma Alternative Program will have the option to be included in all graduation processes and ceremonies.~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILDA
Draft to Policy Committee: 10/14/15 & 01/27/16 School Board First Read: February 10, 2016 School Board Second Read/Adoption: March 2, 2016 <u>School Board DELETION EXISTING REPLACED: 12/05/18</u>	Page 1 of 1 Category: Priority

## NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

This Oyster River Cooperative School District policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. — This policy is intended to be separate and distinguishable from Policy ILD— Educational Questionnaires, Surveys and Research although that policy may also apply to Non-Educational Questionnaires, Surveys as well and therefore should be reviewed before administering a non-academic survey or questionnaire

Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students by making a copy available at the school as well as posting information about the survey on the District website. — Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. — Parents/guardians may opt-out their child from filling out the survey or questionnaire. — To do so a Parent/Guardian's opt-out notice must be in writing, an email notice is acceptable. — Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire.

For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.

Cross Reference:

— Policy ILD Educational Questionnaires, Surveys and Research

Legal References:

RSA 186:11, IX-d, Non-Academic Surveys and Questionnaires  
20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

# CURRENT VERSION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16 School Board First Read: February 10, 2016 School Board Second Read/Adoption: March 2, 2016 <u>School Board DELETION EXISTING REPLACED: 12/05/18</u>	Page 1 of 2 Category: Recommended

## EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

### Protection of Pupil Rights Amendment (written consent required)

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following (protected information survey):-

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/Guardians will receive notice and an opportunity to opt-out of:

- Any protected information survey, regardless of funding;
- Any non-emergency invasive physical exam or screening required for attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student. This does not apply to hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

### School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. (See also "School District use of data" below.

All Questionnaires, Surveys available will be for Inspection.

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey and must actively consent to participation if the survey is funded in whole or in part by US Department of Education. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

### Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible but not later than 10 days before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation

# CURRENT VERSION

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16 School Board First Read: February 10, 2016 School Board Second Read/Adoption: March 2, 2016 <u>School Board DELETION EXISTING REPLACED: 12/05/18</u>	Page 2 of 2 Category: Recommended

will be able to do so by making a copy available at the school as well as posting information about the survey on the District website.

Parents may refuse to allow their student to participate before or after reviewing the survey or questionnaire.

## School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for agencies other than the US Department of Education, must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose and will, if they are a non-educational questionnaire or survey (regardless of whether they are funded in whole or in part by the US Department of Education), also be administered in accordance with Policy ILDA. The results of such approved surveys must be shared with the School Board.

## Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

## Notice of Policy

This policy will be included in the student handbook for each school in the District.

## Cross Reference:

ILD-R—Consent and Opt-Out Forms

ILDA—Non-Educational Questionnaires, Surveys and Research

## Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Policy Committee Meeting Minutes

Wednesday, November 7, 2018 @ 3:30 PM

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

Visitors: 0

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

Dr. Morse opened the meeting stating that Policy JLF – Reporting Child Abuse or Neglect is being returned with revisions done by Catherine Plourde. The committee reviewed the changes. Kenny made a suggestion to add “suspected” to the third line of the third paragraph before the word abuse. With this change the policy will go to the Board as a first read.

Policy IKFC – Alternative Diploma for Students with Significant Cognitive Disabilities is an updated version from NHSBA that was reviewed and revised by Catherine Plourde and brought back to the committee for their review. This policy was accepted as is and will be sent for a first read.

Dr. Morse has been asked that in the future if an existing policy is to be deleted or replaced by a newer version, that a complete strike through be done on the version to be deleted and underlining be down on the version replacing it.

Additional request that if notes are included on an NHSBA version of a policy, that only the notes be included in the packet as to not confuse the committee with the same policy.

Policy JICD – Student Conduct, Discipline and Due Process – Safe School Zone was presented to the committee as it has not been reviewed since 2011. It was explained that we use the NHSBA version of this policy as our procedure and that the procedure is not adopted by the Board. Superintendent Morse asked that the policy and procedure be sent to all 4 principals for their review and to bring back any revisions at the next policy meeting. This policy is placed on hold until the December 12<sup>th</sup> meeting.

Policy ILDA – Non-Educational Questionnaires, Surveys and Research will be deleted, and parts of this policy will be incorporated into Policy ILD. This policy will show as a strike through to the Board.

Policy ILD- {Existing} will show as a strike through as it will be replaced. The NHSBA version of this policy will be adopted and shown as underlined throughout for a first read at the next Board meeting.

A short discussion ensued.

Meeting ended at 3:50 PM – Next meeting December 12, 2018.

Respectfully submitted,  
Wendy L. DiFruscio