

**Oyster River Cooperative School District
REGULAR MEETING**

May 7, 2014

Oyster River High School, C-124

6:30 PM

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. PLEDGE OF ALLEGIANCE (7:00 pm)**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve: 4/16/14 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - Enrollment Update
 - C. Business Administrator**
 - Budget Update
 - Priority Spending List
 - D. Student Senate Report**
 - E. Other:**
 - Sustainability Report Presentation (30 minutes)
- VII. DISCUSSION ITEMS**
 - Board Goals for 2014-15 – a discussion w/ORCSD Leadership Team (Action Item for 5/21)
 - Board Policy: Intent and Process
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve priority spending list.
 - Motion to approve the purchase of three additional school buses according to the required bid.
 - Motion to approve ORMS Jazz Band Overnight Field Trip 5/9/14-5/11/14 to Burlington, VT
 - Motion to approve ORMS Maternity Leave of Absence BOY to November 14, 2014
 - Motion to approve ORHS volunteer coach and ORMS Club stipend.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 5/21/14, 6/4/14 regular meeting
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Needed}**
NON-MEETING SESSION: RSA 91-A:2 {If Needed}

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). The comment section of the agenda should not exceed three (3) minutes unless extended by the Chair. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed.

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:

- | | |
|------------------|----------------------------|
| • Maria S. Barth | Term on Board: 2012 –2015 |
| • Thomas Newkirk | Term on Board: 2013 - 2016 |
| • Kenneth Rotner | Term on Board: 2013 - 2016 |
| • Sarah Farwell | Term on Board: 2014 - 2017 |
| • Denise Day | Term on Board: 2014 - 2017 |
| • Allan Howland | Term on Board: 2012 - 2015 |
| • Edwin Charle | Term on Board: 2012– 2015 |

Information Regarding Nonpublic Session

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

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

Oyster River Cooperative School Board

Regular Meeting

April 16, 2014

6:30 p.m.

SCHOOL BOARD: Chair Tom Newkirk, Al Howland, Kenny Rotner, Sarah Farwell, Denise Day, Maria Barth, Ed Charle and Student Representative M. Doody

ADMINISTRATORS: Superintendent Jim Morse, Sue Caswell, Todd Allen, Jay Richard, Jim Rozcki, Doris Demers, Carolyn Eastman, Carrie Vaich, and Dennis Harrington

There were seven members of the public present.

CALL TO ORDER: 6:30-7:00 p.m. Manifest Review

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS: William Hall of Durham spoke and is advocating for the enlargement for the cafeteria project at Moharimet School.

Dean Rubine of Lee is researching Middle and High School students having a later start time to their school day.

Darren Keller of Madbury spoke to the Board regarding the declining enrollment in the District. He feels that the tuition contract that was signed for ten years is too long. Darren would like all information on the tuition contract documented.

Joseph Morietti of Madbury spoke regarding the additional space project in the cafeteria at Moharimet. He feels that it should be seriously considered. This project is close to the town property line.

APPROVAL OF 3/19 and 4/2 Minutes:

Kenny Rotner moved to approve the March 19th Minutes, 2nd by Al Howland. Revisions: change 7:00 to 6:30.

Motion to pass the minutes with revisions passed 7-0 with the Student Representative voting in the affirmative.

Al Howland moved to approve the April 2nd minutes, 2nd by Denise Day. Revisions: Add Sarah Farwell to the Strategic Planning Committee. Policy BHC insert "A reminder that a first read will go back to the Policy Committee for review."

Motion to approve the minutes with revisions passed 6-0-1 with Maria Barth abstaining and the Student Representative voting in the affirmative.

APPROVAL OF MANIFESTS:

PM #23: \$825,053.81

VM#22: \$229,016.90

DISTRICT REPORTS

A Assistant Superintendent/Curriculum and Instruction Report: None

B Superintendent's Reports: Superintendent Morse would like to nominate Andrea von Oeyen for the Strings Teacher at a salary \$54,984. **Denise Day moved to approve Andrea Von Oeyen for the Strings Teacher Position, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.**

C. Business Administrator: Sue Caswell provided the Board with a budget update.

Sue also presented to the Board a priority spending list of one time costs:

<u>Project:</u>	<u>Project Amount:</u>	<u>Comments:</u>
Funding for an additional ten feet To Cafeteria/Gymnasium expansion	\$ 64,000	
DDC controls to classrooms	\$ 60,600	Facilities study. Firm quote obtained.
Install 2 new boilers – Middle School	\$120,000	Facilities study. Firm Estimate.

Driveway expansion and resurfacing	\$ 35,000	Can work this into work at Coe Drive this summer.
Upgrade all security card readers and software/hardware	\$ 47,000	Was planning on this or budget 15/16 but can use this upgrade now given issues we have.
Grounds tractor replacement	\$ 67,000	Price includes \$13K off for trade in of old machinery.
Live Broadcasting capabilities For Auditorium	\$ 56,000	
SAU Roof Replacement	<u>\$ 10,000</u>	
	\$459,000 Total	

The Board had a discussion on these potential projects and this will come again before the Board at the next meeting.

Superintendent Morse noted that these potential projects are one time only costs.

Student Senate Report: Tomorrow is voting day for the Student Senate. The World Language Honor Society induction ceremony will be May 6th. There is a Casino Night sponsored by the Junior Class is tomorrow evening.

DISCUSSION ITEMS:

Board Goals for 2014-15 A discussion with the ORCSD Leadership Team

Tom Newkirk reviewed the Board goals for the previous two years:

Priorities for Possible Board Goals:

Equitable distribution of elementary students
Tuition students
Continued development and adoption of a strategic plan
Establish the Sustainability charge for the upcoming year
Continued dialogue with community
Common Core Implementation
Completion of Review of Policy Manual

Each School Board Member and Administrator gave input on Board goals:

Maria Barth:

Math: Hire a Math Consultant to review Math Program in the District
A concrete plan for all day Kindergarten
K-12 visible approach to risky behavior
Process of Goals before Budget conversation

Ed Charle:

All day Kindergarten Program in the District
Facilities Projects
Athletic Fields
Review Math Program
Review World Language Program
Common Core integrated smoothly into the system
Mental Health and Well Being

Tom Newkirk:

Develop a plan for implementation of all day Kindergarten
Oversee a revision of the teacher evaluation system.
Math curriculum review
Complete the Strategic Plan
Move forward with the Athletic Fields improvement

Al Howland:

Academic and Operation information before the Budget Session
Multi-year CIP
Technology Plan
Snapshot of Academic Needs by Elementary Middle and High School.
All day Kindergarten
Athletic Fields Upgrade

Kenny Rotner:

All day Kindergarten

Math and Science Curriculum

World Language Program

K-12 approach to risky behavior

Sustainability – possible solar project in the schools

Teacher and Student Evaluation

Start times in the schools

Formal structure to enable teachers to learn from each other

Sarah Farwell:

Communication between the Board and the Community, the schools and the family

All day Kindergarten

Budget Goal

Revamping of Math, Guidance, and Science Programs

Security

Denise Day:

Athletic Fields

Budget Process: Transparency to the Community

Process: Not to be spread too thin.

Todd Allen:

A sense of being overwhelmed by too many initiatives from staff and excitement from staff about bringing forward action plan.

Strategic Planning

Athletic Facilities Upgrade

Jay Richard:

Math

Facilities

Guidance

Teacher Evaluations

Start times in the schools

Sue Caswell:
Strategic Planning Process
Budget Process

Jim Rozycki:
Strategic Plan
Facilities: Middle School
Athletic Fields Upgrade: They may need additional training and supplies
Sustainability

Doris Demers:
A capital improvement for the kitchen equipment
Staff Development
Farm to School Coordinator

Carrie Vaich:
All day Kindergarten
Revamping of K-12 model of Math and Guidance
Continued communication

Josh Olstad
Strategic Planning Process
Technology Plan
Reviewing Technology Policies

Dennis Harrington:
Strategic Plan
Continue listening to teachers
World Language
All day Kindergarten

Maegan Doody:
Athletic Facilities Upgrade
Weighted grades
Counseling Program for Students

Carolyn Eastman:
Strategic Planning Process
All day Kindergarten
Athletic Fields
Math Program

The Board and Administrators had a discussion around the proposed goals. Superintendent Morse reported that most of the goals tonight will be addressed through the Strategic Plan. The staff is very excited and is engaged.

PUBLIC COMMENTS:

Darren Keller of Madbury doesn't agree that all day Kindergarten should be a priority in the District. He does not want to see any tuition revenue going to Kindergarten. He feels that Mandarin should be offered in the District.

David Taylor of Durham noted that it was an exciting conversation to watch.

CLOSING ACTIONS

Future Meeting Dates: May 7th and May 21st

Maria Barth moved to adjourn the meeting at 9:25 p.m., 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Mast Way 2013-14 Registration Numbers

5/1/2014

Total

K	43
1st	59
2nd	49
3rd	72
4th	63

Total 2013-14

286 0 286

Kindergarten	Total	Boys	Girls	Madbury	Lee	Durham	Total
Parsons AM	14	8	6		9	5	14
Parsons PM	15	6	9		8	7	15
Korjolbsen AM	14	5	9		11	3	14
Needs placement	0						
	43	19	24		28	15	
1st Grade							
Burke	20	11	9		13	7	20
Desroches	21	10	11		13	8	21
Handwork	18	9	9		13	5	18
Needs placement							
	59	30	29		39	20	
2nd Grade							
Jones	16	7	9		9	7	16
Moulton	16	7	9		11	5	16
Yerkes	17	9	8		13	4	17
Needs placement							
	49	23	26		33	16	
3rd Grade							
Drew	19	11	8		14	5	19
George	19	10	9		14	5	19
Paquette	17	10	7		12	5	17
McCormick 3rd	8	4	4		6	2	8
Webb 3rd	9	6	3		5	4	9
Needs placment	0	0	0				
	72	41	31		51	21	
4th Grade							
Buswell	21	7	14	1	13	7	21
Bowden-Gerard	19	8	11		12	7	19
McCormick 4th	12	5	7		7	5	12
Webb 4th	11	5	6		6	5	11
Needs placment							
	63	25	38	1	38	24	
							286
					1	Madbury	
					189	Lee	
					96	Durham	
					286	Total	

MOHARIMET School FYI 14
Classroom Enrollment Breakdown for 13-14
Effective 5/1/2014

Teacher	Grade	K	1	2	3	4	Avg	Notes
Mrs. Chartrand	K-AM	14					14	
	K-PM	13						
Mrs Raspa	K-AM	15						
Mrs. Lapierre	K-PM	14						
Mrs Bradley	1		21					
Mrs. McMeniman	1		20				20.75	
Mrs. Hall	1		22					
Mrs. Dolcino	1		20					
Mrs. Torr	1/2		11	11				
Mrs. Winsor	2			19				
Mrs. Nadeau	2			21			19.5	
Mr. Hall	2			19				
Mrs. Reilly	2			19				
Mrs. McManus	3				21			
Mrs. Schmitt	3				18		20.33	
Mrs. O'Byrne	3				22			
Mrs. Swift	3/4				8	14		
Mr. Lee	3/4				11	12	22.5	
Mrs. L-Dennen	4					22		
Mrs Curtin	4					22	22.33	
Mr. Van Letdije	4					23		

Totals		56	94	89	80	93		412
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Enrollment Update as of April 30, 2014

Oyster River Middle School

Grade 5	173
Grade 6	170
Grade 7	161
Grade 8	<u>176</u>
TOTAL	680

Oyster River High School

Grade 9	181
Grade 10	146
Grade 11	188
Grade 12	<u>164</u>
TOTAL	679

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FISCAL YEAR 2013-2014
FINANCIAL STATUS AS OF:**

4/30/2014

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014
SALARIES:					
Administrator	1,253,072	1,060,294	192,778	0	100%
Teacher	13,750,753	9,708,018	4,105,463	(62,728)	100%
Para	2,124,839	1,502,267	415,230	207,342	90%
Tutor	127,017	99,219	27,031	767	99%
Custodian	694,692	569,735	102,238	22,719	97%
Secretary	350,017	278,859	59,009	12,149	97%
District Hourly	511,477	444,455	81,092	(14,070)	103%
Maintenance	212,179	152,657	52,623	6,899	97%
Drivers	609,736	547,050	101,928	(39,242)	106%
Media Assistant	7,400	5,787	0	1,613	78%
Misc & Summer	234,256	155,197	52,936	26,123	89%
Subs - Professional	229,169	203,825	18,748	6,596	97%
Subs - Para	20,600	33,146	0	(12,546)	161%
Subs - Secretary	5,000	4,805	0	195	96%
O/T	42,526	5,744	0	36,782	14%
Med & Dent Payback	548,190	424,804	83,874	39,512	93%
TOTAL SALARIES	20,720,923	15,197,862	5,292,950	230,111	98.9%
BENEFITS:					
Health Ins	4,700,803	3,286,657	1,411,151	2,995	100%
Dental Ins	125,359	87,830	37,318	211	100%
Life Ins	52,169	35,416	15,047	1,706	97%
LTD Ins	49,525	33,772	14,587	1,166	98%
FICA	1,573,085	1,129,806	417,813	25,466	98%
Retirement - Non Professional	306,996	243,205	59,563	4,228	99%
Retirement - Professional	1,966,895	1,401,520	614,116	(48,741)	102%
Annuity	83,562	61,370	28,706	(6,514)	108%
Tuition Reimb	0	3,057	0	(3,057)	
Unemployment Comp	24,279	13,344	0	10,935	55%
Workers Com	103,084	50,325	4,575	48,184	53%
TOTAL BENEFITS	8,985,757	6,346,302	2,602,876	36,579	99.6%
ALL OTHER OPERATING EXPENSES:					
Mast Way	132,041	113,763	8,433	9,845	93%
Moharimet	119,694	98,487	9,970	11,237	91%
Middle School	257,212	193,362	13,004	50,846	80%
High School	463,528	364,598	45,181	53,749	88%
District	2,092,951	1,546,809	50,006	496,136	76%
Transportation	688,978	512,188	3,600	173,190	75%
Technology	500,795	319,155	8,486	173,154	65%
Facilities	1,918,098	1,461,470	243,061	213,567	89%
SPED	2,001,450	1,453,649	302,432	245,369	88%
TOTAL OPERATING	8,174,747	6,063,481	684,173	1,427,093	82.5%
GRAND TOTAL	37,881,427	27,607,645	8,579,999	1,693,783	95.5%
Comment Section:					

Project	School	Projected amount	Type	Comments
Funding for an additional 10 feet to Cafeteria/Gymnasium expansion project.	Moharimet	\$64,000	Structural	
DDC controls to classrooms	Moharimet	\$60,600	HVAC	Facilities Study. Firm quote obtained.
Install 2 new boilers – lower boiler room	Middle School	\$120,000	HVAC	Facilities study. These boilers are at life expectancy. Firm estimate.
Driveway expansion and resurfacing	SAU building	\$35,000	Safety	Can work this in to work being performed on Coe drive this summer. Firm quote obtained.
Upgrade all security card readers and software/hardware	District Wide	\$47,000	Security – Burns	Was planning on putting in budget for 15/16 but can use this upgrade now given issues we have. This is a firm quote.
Grounds tractor replacement (2).	Service Building	\$67,000	Grounds	This replaces the large tractor with all attachments except a backhoe. Also replaces the zero turn with a small tractor for multi-season use. Price includes \$13,000 off for trade-in of old machinery. Already have quotes.
Live broadcasting capabilities for Auditorium and gym	High School	\$56,000	Technology	Has been outstanding for a long time. Price estimate includes equipment and wiring.
SAU roof replacement	SAU	\$10,000		Had in 13/14 budget but re-directed for the foundation issues.
		(\$459,000)		

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Article published Apr 13, 2014

Local food teaching students sustainability

DURHAM — In Oyster River schools, lunch is personal — and a teachable moment. Unlike cafeteria experiences of the past, the new dining philosophy is “The closer the better.” Local, fresh food is considered a necessity, not a luxury.

Last year, for the first time, students ate salad greens they grew in eight raised garden beds outside the high school as part of their environmental science class. In conjunction with student-grown greens, the school district is working to fulfill the school's nutrition motto of “healthy, local, fresh.” For Oyster River Cooperative School District (ORCSD) Food Service Director Doris Demers, that is only possible with locally produced food.

Demers grew up around her two grandfathers' farms, where fresh food wasn't a goal but part of the family DNA. With 20 years of food service experience, Demers, family farms in mind, started revamping the source of ORCSD cafeteria food when she began her job last year.

In fiscal year 2013, the district spent 10 percent of its \$222,000 food budget locally. This was made possible in part by the contribution of a town warrant of \$14,000 for local food. Demers' goal is for local food to ultimately account for 40 percent of the district's food budget. The focus on sustainability began at ORCSD three years ago. In 2011, ORCSD established a sustainability committee of faculty, teachers, community members and students. The committee focuses on issues such as transportation, education and energy, and each school has a designated “green team” that works to implement the committee's decisions.

ORCSD's proactive approach to local food is part of a national movement connecting schools to farmers. The 2011-12 USDA Farm to School Census found that nearly \$354.6 million school dollars were spent on local food.

New Hampshire has more school gardens than the national average. Twenty-one percent of New Hampshire school districts have producing gardens compared with 13 percent nationally.

Despite the shrinking miles between students and the source of their school lunches, the demand for school lunch in New Hampshire is declining. There was a 13,415-student drop from 2009 to 2013. In just the last year, student participation dropped from 96,014 in 2013 to 92,374 in 2014, according to the USDA.

Demers has seen a similar decline at ORCSD and believes her focus on local food sources may help stem the decline. She believes school lunches have gotten “a bad rap,” and believes that a sustainable food initiative can get parents to think positively about school lunch programs.

“We have low participation here,” Demers said. “People think if they make their kid's lunch, they

are better parents. It's just not true. We have really healthy lunches here. We're buying great foods; really great stuff."

Changing student perceptions about sustainable food initiatives may be even more difficult than changing their parents' minds.

The biggest barrier is the social tendencies of high school students to resist new ideas or follow their peers who deem ideas cool or not cool, said Oyster River High School Principal Todd Allen. He said that the administration taking an authoritative position on the issue only makes it worse.

"I believe strongly that it has to be something students buy in to do," Allen said. "One of the biggest struggles is making it something students own and want to do."

The ORCSD's composting program is an example of a sustainable food program that the high school students apparently haven't yet bought into. The district is composting food scraps successfully at all schools except the high school. ORHS was told it couldn't send compost to Mr. Fox Composting because it was too contaminated — the result of high school students throwing trash in compost bins.

Composting will be readdressed with a guest presentation focusing on the importance of recycling food.

Eliza Balch, an ORHS senior and member of the school's Sustainability Club, has been working to help fellow students understand the importance of the district's sustainability initiatives. Balch is the only student representative on the district-wide Sustainability Committee.

She said, "It is funny that composting is working successfully at both elementary schools, and that it's the young adults that are struggling (with it). We are presenting to the school next week on composting and how they need to wake up ... because it's not that hard.

"Being involved in these groups," said Balch, "has made me realize that small, active, grassroots ideas are meaningful and successful because we've tried and they've worked. It's amazing to see how easy these projects are in comparison to the complexity of the broader issue."

A 2013 ORHS graduate, Stephanie Hollister, has become an integral part of the district's sustainable food initiative by selling food produced on her family farm to the school district. She said she hopes that will help "put a face and personal connection to food."

Hollister says it is a formidable challenge getting students to understand the importance of sustainable food programs.

"Kids are so on-the-go nowadays that we find ourselves eating out or parked at McDonald's," she said. "Don't get me wrong; living on a farm doesn't mean I (only) eat my food. I can hardly find time to cook.

"But kids need to start developing a better idea of sustainability. If other schools start doing what ORHS has begun doing, then students will start to understand these concepts of eating

locally.”

Demers hopes to accelerate the ORCSD's sustainable food initiative by increase the amount of local food in school meals. She is seeking a USDA Farm to School grant of up to \$100,000 that would be applied toward purchasing local food. She's hoping to increase ORCSD's local food content to 40 percent even if the grant doesn't come through.

More community and student involvement growing their own foods in local gardens could help Demers more easily achieve that goal.

Jon Bromley, an ORCSD environmental science teacher and one of the two teachers working with students in the district's raised garden beds, feels the gardens only scratch the surface of what is possible.

“(We need to look at) what can we do better to make it more than a token gesture of what local food is all about,” said Bromley, who aims to incorporate environmental sustainability in his lesson plans.

Teaching students where onions come from is important, said Bromley, to show students the systems and interactions of biodiversity and biology. But local food can't be taught in textbooks. Bromley said this is why working in the school gardens is so valuable.

“We live in a world where stuff just falls in our laps,” said Bromley. “(We miss) the blood, sweat and tears part of life. We're so coddled, it's important for kids to see food takes time, that food comes from the ground.”

School Gardens: A long range commitment in sustainability

Purpose Statement: To develop school gardens that supports our nutritional and educational programs.

(Tasks highlighted in bold print have commenced or been completed)

Today

1. Today there are gardens in each of the schools. There is activity towards supporting both education of the children and making contributions to the district nutrition program. There is no systemized recording of those efforts and few know where exactly the gardens are located and their specific purpose.

1. **Identify school staff members already engaged in gardens and the location/purpose of those gardens.**
 - a. **Identify all possible garden sites**
 - b. **Identify what has already been achieved in classrooms and what is scheduled to happen (started on 4/28/14)**
 - c. Integrate garden-based lessons in all Schools through different curricula areas
2. Identify land/faculty for additional locations for gardens
 - a. Identify individuals in the community who may have land for gardens for us to use
 - b. Visit other sites for practical knowledge
 - c. Identify individuals who would be willing to “grow for the Schools”
 - d. Consider opportunities to glean gardens/farms
3. Identify soil types and the ideal crops. Coordinate with Doris and intern. Crop rotation plans when appropriate.
4. Identify ideal crops for the nutrition program
 - a. Production standards/practices identified and communicated to each school. (Organic, IPM, seeds, compost etc.)
 - b. Tool and supply needs assessed and fulfilled
5. Tours of the gardens for interested community and school staff members.
6. Develop a therapy-sensory garden

Key Results

1. Gardens will be identified based on purpose and crop by June of 2016 as indicated by
 - Dedicated descriptions by school and location.
 - identified crops
 - Yearly usage coordination from food service.
 - School information on use of gardens.
 - Optimize our use of land for growing

2. The nutrition department has been supported for two years by warrant article dollar amounts of \$14,000.00 and 15,000.00 over two years. Doris Demers has done a remarkable job making efficient use of the funds and gaining experience on timely and wise purchasing from local farmers.

1. Grants
 - a. **Farm to school grant written. (completed and submitted) 4/28/14**
 - b. **Other grants sought. (ongoing)**
2. Identify school leaders
 - a. Define role of green team leaders in school gardens with their input
 - b. Identify school community leaders in each school
3. Plan for increasing number of children using the nutrition program in the schools with Doris Demers.
4. **Partner with Doris to collect negative balances. (ongoing)**
5. Walk in refrigerator at Moharimet (part of grant if successful)

2. Budgetary needs will be identified and included in the nutrition department's overall financial needs by June of 2016 as indicated by:

- Decreasing negative balance
- Increased eater ship across the district.
- Grant writing
- Equipment needs addressed

3. Today each school is an island and the commitment to sustainability is largely based on staff and parents who are very committed to both gardening and sustainability. There is little or no coordination among schools. The first step in making that coordination happen is evident by the existence of Green Team Leaders in each of the schools.

1. Examine the possibility of hiring stipend garden coordinators. (possibility in grant)
2. Examine the prospect of a community volunteer coordinator.(possibility in grant)
3. Develop protocols for gardening: safety, communication, guidelines etc. (a Master Gardner being identified.)
4. Identify staff that use gardens in each school so community volunteers can be utilized if desired by a teacher or program.
5. Purchase, collect, build, label and store the necessary equipment and supplies.
6. Develop gardening plans for summer at each school. Consider how to encourage the involvement of students.
7. Establish Volunteer Home Gardener program.
8. Investigate the opportunities of involving UNH students and Master Gardeners.
9. Identify and visit other gardens outside the district that have been established.
10. Contact Community School Focused Websites (e. g., F.O.R.E., public sites, other community resources contacts.

3. An organized district wide system of recruiting volunteers and having them assigned responsibility will be in place as by June of 2016 as indicated by:

- Clearly identified lists of volunteers by school will be in place in November of each year.
- Gardening workshops established on a yearly basis based on the soil types in the gardens and the needs of the nutrition department.
- Regular connection with grant writing will be considered on an ongoing basis.

4. Communication about the school gardens is at its beginning stages. The information about them is limited to those who have an interest in gardens and sustainability.

1. Share this document to demonstrate our purpose, outcomes, and activities with all the schools, the press and other community organizations. (ongoing) (tonight as part of sustainability report 5/7/14)
2. Establish an ongoing system of managing the District's website coverage in each school.
3. Use the District TV station to communicate accomplishments and action plans.
- 4...Identify and advocate who is able to attend, plan and organize meeting for each town via each Town's Ag commission.
5. Encourage publicity through student run initiatives.
6. Make a school board presentation each year. 5/7/14
7. **Write an advocate report and send it to parents in each school's newsletter or emails. (Dennis will do this before 5/31/14**
8. **Write a summary to share with each school's staff meeting twice a year. (Dennis will do this before 5/31/14**

4. Steady and effective communication with the community will be in place as indicated in June of 2016 by:

- Connection with the outside media.
- Regular reports to the School Board on the status of the garden projects
- Regular reports to the Principal on the status of the garden projects
- Connection throughout the Community using various forms of media

Division of Program Support > Bureau of School Approval and Facility Management

Green Ribbon Schools Application Template

Thank you for your interest in completing the New Hampshire Department of Education application for nomination to U.S. Department of Education Green Ribbon Schools (ED-GRS). In order to complete this application, you will need to collect data about your school's facility, health and safety policies; food service; and environmental and sustainability curriculum.

ED-GRS recognizes schools taking a comprehensive approach to greening their school. A comprehensive approach incorporates environmental learning with improving environmental and health impacts. Becoming a U.S. Department of Education Green Ribbon School is a two-step process. The first step is to complete and submit this form. The second step of the process will be selection of the New Hampshire nominees and submission of the nominee package to the U.S. Department of Education (ED).

ED selects honorees from those presented by eligible nominating authorities nationwide. Selection will be based on documentation of the applicant's high achievement in all three ED-GRS Pillars:

Pillar I: Reduce environmental impact and costs.

Pillar II: Improve the health and wellness of students and staff.

Pillar III: Provide effective environmental and sustainability education, incorporating STEM, civic skills and green career pathways.

Schools demonstrating exemplary achievement in all three Pillars will receive highest rankings. It is important to document concrete achievement. Applications that lack exemplary achievement in all three Pillars will not be considered.

It will help you to assemble a team to complete the application. This team might include: a facilities manager, physical education director, food services director, curriculum director, finance department representatives, teachers and students. You should consult the [ED-GRS resources page](#) for standards, programs and grants related to each Pillar, Element and question. This is an excellent clearinghouse of resources for all schools, not just those who apply.

The questions in this application will help you demonstrate your high achievement in these Pillars as well as provide space for you to include pertinent documentation. You will receive points when you provide documentation for your answers. Applications are due by 4:00 PM, January 10, 2014.

Applications must be submitted electronically in Microsoft Word or Adobe Acrobat format and must not exceed 17 pages. Submit applications to Marjorie.Schoonmaker@doe.nh.gov.

Note that if selected for nomination to ED-GRS, the school principal and district superintendent must be prepared to certify that each of the statements below concerning the school's eligibility and compliance with the following requirements is true; however, in no case is a private school required to make any certification with regard to the public school district in which it is located.

Opportunity Title:	FY15 Farm to School Grant Program
Offering Agency:	Food and Nutrition Service
CFDA Number:	10.575
CFDA Description:	Farm to School Grant Program
Opportunity Number:	USDA-FNS-F2S-2015
Competition ID:	
Opportunity Open Date:	02/19/2014
Opportunity Close Date:	04/30/2014
Agency Contact:	Farm to School Support Team farmtoschool@fns.usda.gov 202-720-0092

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: Oyster River Cooperative School District

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

[Project Narrative Attachment Form](#)

[Budget Narrative Attachment Form](#)

[Farm To School Grant Program \(FSGP\)](#)

[Disclosure of Lobbying Activities \(SF-LLL\)](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

Optional

Attachments

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

SUSTAINABILITY COMMITTEE
MAY 7, 2014 SCHOOL BOARD MEETING
ADDITIONAL RESOURCES

Videos:

1. ORTV News: April 2014 Go Green! ORTV News celebrates Earth Day by introducing you to the ORCSD Green Team, explaining composting at ORHS as well as other sustainable treats.

<http://vimeo.com/92262428>

2. ORMS student Lucas Schroeder's video: "Composting at OR Middle School"

<https://www.youtube.com/watch?v=J645PITWp2M>

Report:

Ecological Footprint Report

<http://www.orcsd.org/images/documents/School Board/appointed committees/sustainability/FINALEcological Footprint Report2.pdf>

To: Oyster River School Board
From: Thomas Newkirk, Chair
Al Howland, Vice Chair
James Morse, Superintendent
Carolyn Eastman, Assistant Superintendent
Date: April 30, 2014
Re: **DRAFT** School Board Goals 2014-15

We discussed various items the Board suggested as goals for 2014-15. The discussion resulted in the following suggested goals:

Goal I: Complete the Strategic Plan

- A. The Operations Plan will be presented in draft form for Board consideration in August 2014.
- B. The Academic/Technology Plan will be presented in draft form for discussion by the second meeting in September 2014.

Goal II: Develop a Multi-Year Plan for Implementation of Full Day Kindergarten

- A. Form a Broad Committee
- B. Purpose to Define:
 - a. timeline
 - b. needed staffing
 - c. curricula needs

Goal III: Begin Multi-Year Discussion Related to Long Term Viability of Oyster River Middle School

- A. Establish a Broad Committee
- B. Analyze Current Structure
- C. Analyze Flexibility to meet Academic Needs

Goal IV: Create a Multi-Year Capital Improvement Plan

- A. Review Facilities and Program Analysis by Davis Goudreau Architects
- B. Create a Five to Ten Year Capital Needs Plan with an Executive Summary

Goal V: Refine Proposal for ORHS Fields Update

- A. Hire Professional to Analyze Concept Design
- B. Prepare Financials
- C. Create Warrant Article for Community Consideration in March 2015

DrummondWoodsum

MEMORANDUM

TO: Jim Morse, Superintendent

FROM: Ann Chapman, Policy & Labor Relations Consultant

RE: Intent and Purpose of a Board Policy Committee

DATE: May 2, 2014

You have requested that I provide you with information about the intent and purpose of a Board Policy Committee. Most Boards which choose to utilize a Policy Committee constitute it as a standing committee of the Board. The Oyster River Board has a Policy, BDE – Committees and Delegates that provides for standing committees “from [the Board’s] own membership to facilitate the work of the Board.” Policy BDE specifies that a standing committee “will be comprised of up to three Board members and have study and review functions as assigned by the School Board.” The policy further provides that members shall be “appointed by the Chairperson of the Board and approved by vote of a majority of the Board.” Presumably, the Board has already taken step to formally constitute the Policy Committee.

Generally, Board Policy Committees operate as outlined below (although local Boards can certainly do things differently if they choose). These bullets (and any other items you and the Board might want to include) could easily be formatted as a formal charge to the Committee if desired.

- Chair of the Committee chosen by the Committee membership (or by the Board Chair if that is the Board’s practice);
- Monthly meetings, with notice and open to the public;
- Superintendent and school administrators invited to meetings;
- The Superintendent serves as an advisor and resource for the Committee;
- Teachers’ association provided notice and agendas of meetings, and invited to speak on policy areas of interest;
- Individual Committee members (and other members of the Board) may provide input, but generally may not pursue individual policy topics/research unless this responsibility is delegated to them.

DrummondWoodsum

MEMORANDUM

- The Board generally delegates to the Policy Committee the responsibility for:
 - Reviewing the policy manual as a whole on a regular schedule;
 - Ensuring that the Board has the policies required by law and regulations, and consistent with good governance practices;
 - Keeping current on and researching policy topics (through resources such as NHSBA, NSBA, attorneys, media, etc.);
 - Making and reviewing suggestions for new and revised policies, and deleting outdated policies;
 - Obtaining appropriate input on draft policies;
 - Drafting/revising policies (or assigning drafting responsibilities as appropriate);
 - Recommending policy actions to the full Board.

The Board has four existing policies on policies (BG – Board Policy Process; BGA – Policy Development System; BGB – Policy Adoption; and BGC – Policy Review and Evaluation). None of these policies address the issue of a Policy Committee. In fact, the policies delegate a great deal of responsibility for policy work to the Superintendent and administration. Further, Policy BGA appears to utilize NHSBA as the driver for policy development and samples. While NHSBA is certainly a resource, we suggest that the Board and Policy Committee should also consider other available policy samples as appropriate.

Aside from not addressing the Policy Committee and its functions, these policies contain a great deal of overlapping language. One thought might be to make the first task of the new Policy Committee to review these policies and consolidate them into one policy.

Please let me know if you have any questions about this memo; if you would like us to assist you in developing a formal charge for the Policy Committee; or if we can assist you in revising your existing policies on policies. In addition, we have some good background materials on policy development that we would be happy to share with you and the Board if you are interested.

Project	School	Projected amount	Type	Comments
Funding for an additional 10 feet to Cafeteria/Gymnasium expansion project.	Moharimet	\$64,000	Structural	
DDC controls to classrooms	Moharimet	\$60,600	HVAC	Facilities Study. Firm quote obtained.
Install 2 new boilers -- lower boiler room	Middle School	\$120,000	HVAC	Facilities study. These boilers are at life expectancy. Firm estimate.
Driveway expansion and resurfacing	SAU building	\$35,000	Safety	Can work this in to work being performed on Coe drive this summer. Firm quote obtained.
Upgrade all security card readers and software/hardware	District Wide	\$47,000	Security -- Burns	Was planning on putting in budget for 15/16 but can use this upgrade now given issues we have. This is a firm quote.
Grounds tractor replacement (2).	Service Building	\$67,000	Grounds	This replaces the large tractor with all attachments except a backhoe. Also replaces the zero turn with a small tractor for multi-season use. Price includes \$13,000 off for trade-in of old machinery. Already have quotes.
Live broadcasting capabilities for Auditorium and gym	High School	\$56,000	Technology	Has been outstanding for a long time. Price estimate includes equipment and wiring.
SAU roof replacement	SAU	\$10,000		Had in 13/14 budget but re-directed for the foundation issues.
		(\$459,000)		

Oyster River Cooperative School District
RFP-RFQ Summary

Name of RFP/RFQ: 77 Passenger School Bus 2014

Timeline:

- Release of RFP/RFQ to bidders 3/28/2014
- Classified ad ran in Fosters 3/28/2014
- Posted on website 3/28/2014
- Written questions end date 4/11/2014
- RFP/RFQ due dates and opening date 4/11/2014 and time 12:00pm
- Date contract awarded 5/8/2014
- Projected date of completion 90 - 120 days after order is placed

Contract awarded to: Dattco, Inc.

Project was awarded to Dattco, Inc based on Meets requested specs with additional specs included with price. Excellent Customer Service; Warranty Dealer location 2 miles away. Excellent history Parts Availability & Warranty repairs. Not a deciding factor, however the price was the lowest.

Summary of bids:

Vendor	Bid Amount	Required	Additional	Comments
Anderson BB Bus	\$84,126.00	meets specs	see attached	
W.C. Cressey	\$83,078.00	meets specs	see attached	
Dattco, Inc	\$81,931.00	meets specs	see attached	

Person completing this form:

Print name Lisa Huppe



Signature



Date

5/1/2014

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: 4/4/14

Teacher/Organization: **David Ervin** Subject: **ORMS Grade 7/8 Jazz Band**

Trip Date & Time: **Depart on 5/9/14 at 7:00AM**
(Date) (Time)
Return on 5/11/14 at 11:00 AM
(Date) (Time)

Trip Contact Name & Phone Number: **David Ervin (603)534-4145**
(Name) (Phone #)

Trip Destination/Address: **Burlington, VT**

Instructional Objective: **ORMS Jazz band will perform in the Burlington Kid's day festival and Kid's day parade. Will also tour Ben and Jerry's Ice Cream factory.**

Number of Students attending: **108**

***Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: **No**

Chaperone Name(s): **David Ervin and 15 Teacher/Parent chaperones**
Cell Phone Numbers active during trip: **Yes David Ervin (603)534-4145**

Transportation: Bus; Yes** or No.

**Please make arrangements for bus transportation with the Principal's secretary.

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

Calendar Approval:

Principal's Approval: **Jay Richard**



Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Evan Flower	School: Oyster River High School
Position: Volunteer Boys Lacrosse coach	Paid or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Evan Flower as a volunteer boys lacrosse coach. Evan brings high school experience to the game and will be able to help instruct our defensemen. With over 40 boys at practice each day having coach to help lead instruction will greatly improve the overall individual growth of our players and will also assist with in game management decisions.

Attachments:

Reference Check

Application



Signature of Athletic Director

3/26/14
Date

Office of the Principal
Oyster River Middle School
1Coe Drive, Durham, NH 03824
868-2820

INTEROFFICE MEMORANDUM

TO: Superintendent Morse

FROM: Jay Richard

DATE: 4/29/14

RE: Activities for Stipend

Activity	Name	Years	Stipend	Longevity	Total
MS Outing Club	Chris Hall	2	\$576	\$0	\$576

Jay Richard