

Oyster River Cooperative School District
REGULAR MEETING

July 16, 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: 6/18/14 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - All Day Kindergarten Committee Update
 - Enrollment Update
 - FY 15-16 Budget Goals (1st Read)
 - C. Business Administrator**
 - Budget Calendar
 - Computer Lease
 - D. Student Senate Report**
 - E. Other:**
 - Facilities Update – Jim Rozycki
- VII. DISCUSSION ITEMS**
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to accept the resignation of ORHS Speech & Language Pathologist.
 - Motion to affirm the hiring of two ORHS Teachers for .6 Science and Special Education.
 - Motion to affirm the hiring of Assistant Director of Special Services.
 - Motion to affirm the hiring of two ORMS Grade 5 Teachers.
 - Motion to affirm the hiring of ORMS School Psychologist.
 - Motion to affirm prior approval of computer lease by District voters
 - Motion to approve list of policies for first read.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 8/20/14 regular meeting
7/30/14 Manifest Review meeting (5:30 PM – C120)
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Needed}**
NON-MEETING SESSION: RSA 91-A:2 I (b) Strategy or Negotiations with respect to collective bargaining for ORPaSS and ORBDA .

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**

June 18, 2014

6:30 p.m.

School Board Members: Tom Newkirk, Al Howland, Maria Barth, Ed Charle, Kenny Rotner, Sarah Howland, Denise Day and Student Representative M. Doody

Administrators: Superintendent Morse, Sue Caswell, Todd Allen, Dennis Harrington, Carolyn Eastman, Carrie Vaich

There were 9 members of the public present

I CALL TO ORDER at 6:30. Review of Manifests 6:30 – 7:00

II PLEDGE of ALLEGIANCE

III PUBLIC COMMENTS:

None

IV APPROVAL OF MINUTES: Motion to approve June 4th Minutes
Denise Day moved to approve the June 4th minutes, 2nd by Al Howland.
Revision: insert: Page 1 insert “and this” before should be stricken. Page 6 should read “Kenny Rotner asked about the transition process and specific alignment curriculum of incoming Barrington students.
Insert: Carolyn Eastman present under Administrators.
Motion passed 7-0 with the Student Representative voting in the affirmative.

APPROVAL OF MANIFESTS:

Payroll Manifest #27: \$962,765.38

Vendor Manifest #26: \$167,992.62

Vendor Manifest #1: \$9,480.70

V ANNOUNCEMENTS AND COMMENDATIONS:

District: Todd Allen commended that Maegan Doody won the 800 meter run at the New England Championship this past weekend. Dominique Twombly placed 2nd in the 200 and third in the 100 meters.

Graduation went extremely well last weekend. He recognized the facilities department for all their work on a backup plan because of possible inclement weather.

Carolyn Eastman acknowledged the Oyster River celebration picnic last weekend and raised funds for Project 68. She thanked everyone involved for all their hard work and collaboration.

Carrie Vaich reported last Friday they had the traditional fourth grade breakfast. Field day was yesterday. The first showing of the expression sessions was today and will continue tomorrow.

Dennis Harrington announced that the fourth grade recognition ceremony tomorrow evening. Construction is going smoothly. He thanked the Board for all their work and support throughout the year.

Board: Sarah Farwell thanked all the Principals for giving her a tour of their buildings. It is appreciated.

Kenny Rotner congratulated all the students. Graduation was a great event this year. He also thanked all the teachers for their work.

Tom Newkirk commended the Middle School Jazz Band for their performance at the Portsmouth Music Hall.

DISTRICT REPORTS:

Assistant Superintendent/Curriculum and Instruction Reports: Carolyn Eastman reported that progress reports will be available on Friday. Printed copies are available upon request. She commended staff for all their summer proposals. There are 77 staff members participating staff development work this summer. Leadership team is meeting next week to set priorities for next year and also on the strategic plan.

Business Administrator: Sue Caswell gave the latest budget update. The fund balance is on track with enough revenue to fund projects that the Board has approved.

Student Senate Update: M. Doody reported that the incoming freshman came to the high school today for a tour and had a question and answer period by HS students.

ORHS Alumni Survey Results: Todd Allen gave the Board a presentation on the ORHS Alumni Survey Results.

The focus of the study was on the classes of 2009 and 2012. The survey was distributed via standard mail and then followed up by telephone contact. The questions were designed to provide a perspective on the program as a whole while at the same time to give specific feedback to individual curricular areas. The data collected from the survey generally reflects positively our program at ORHS but also gives us potential areas to improve upon. It is the intent to conduct a survey of this kind every two years in the interest of ongoing program assessment and improvement.

Post Secondary Choices by ORHS Graduates

Class	4 yr college	2 yr college	Work/Military	Gap Year
2013	76%	7%	13%	2%
2012	69%	18.5%	12.5%	n/a
2011	71%	16%	13%	n/a
2010	73%	8%	19%	n/a

This report will be useful in the upcoming accreditation process. Todd also noted that this survey cost approximately \$4,000.

DISCUSSION ITEMS:

Chinese Afterschool Program: Proposal to bring rich Chinese language and cultural opportunities to Oyster River elementary students.

No cost to the District;

Affordable, community-focused afterschool program at UNH, led by a qualified teacher with support from UNH student volunteers;

Includes sister-school relationship with a leading primary school in western China;

Prepares our children for opportunity and leadership in a global economy;

Possible only if ORCSD agrees to sponsor J1 Teacher visa for a Chinese Teacher.

Yusi Turell, Josh Jenkins, and Jessie Jacobs gave an overview of the proposed presentation of the Chinese Afterschool Program to the Board.

Key Elements of the Proposed Program:

Age appropriate introduction to Chinese language and culture, led by a qualified Chinese teacher with support from UNH student volunteers;
Two days per week;
Held on UNH campus;
Direct busing from the elementary schools;
Nominal fee for attending families

Kenny Rotner moved to support the concept of the creation of the Chinese afterschool program including seeking the J1 Visa, 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

The Board had a discussion on possibly funding the Remote Television and/or New Flooring for Mast Way Gymnasium Floor: The gymnasium flooring at Mast Way cost is \$40K.

There will be a technology plan formed in the fall. The remote television could be implemented into the budgeting process this fall with the technology plan.

Denise Day moved to approve a new gymnasium floor at Mast Way to be the same as Moharimet, 2nd by Al Howland. Motion approved 5-2 with Sarah Farwell and Maria Barth opposing. The Student Representative voted in the affirmative.

ACTIONS:

**Motion to affirm the following hires in the District:
Assistant Principal/Dean of Faculty at ORHS Mark Milliken**

**Andrea Lawrence Middle School Science
Chris Kearney High School Math Teacher
Lisa Hallbach High School Math Teacher**

Al Howland moved to affirm the above hires in the District, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

SCHOOL BOARD COMMITTEE UPDATES:

Maria Barth reported that the Policy Committee has been meeting and working hard on policies.

PUBLIC COMMENTS

None

Maria Barth would like to discuss a comparison group for Administrators placed on a future agenda.

Kenny Rotner moved to accept the revised School Board meeting dates to reflect the August 20th School Board meeting, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

CLOSING ATIONS:

Future Meeting Dates: July 9th Manifest Review Meeting 5:30 p.m. C120
July 16th Regular meeting

Maria Barth moved to adjourn the School Board Meeting at 8:55 p.m., 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

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Recording Secretary

Mast Way 2014-15 Projected Registration Numbers

7/9/2014

Total

283

K	49
1st	52
2nd	58
3rd	51
4th	73

Total 2014-15

283

0

283

Kindergarten	Total	Female	Male	Madbury	Lee	Durham	Total
Parsons AM	16	7	9				16
Parsons PM	16	7	9				16
Korjolbsen AM	16	7	9				16
Needs placement	1		1				1
	49	21	28		0	0	49
1st Grade							
Burke	17	8	9				17
Desroches	18	10	8				18
Handwork	17	10	7				17
Needs placement							
	52	28	24		0	0	52
2nd Grade							
Jones	18	9	9				18
Moulton	19	8	11				19
Yerkes	19	9	10				19
Needs placement	2	2					2
	58	28	30		0	0	58
3rd Grade							
Drew	17	10	7				17
Paquette	15	8	7				15
McCormick 3rd	9	3	6				9
Webb 3rd	10	6	4				10
Needs placment							
	51	27	24		0	0	51
4th Grade							
Buswell	18	8	10				18
Bowden-Gerard	20	8	12				20
George	18	8	10				18
McCormick 4th	8	4	4				8
Webb 4th	7	2	5				7
Needs placment	2	1	1				2
	73	31	42		0	0	73

	Lee
	Durham
0	Total

Moharimet 2014-15 Registration Effective

6/17/2014 7/9/2014

K	60	60
1st	67	68
2nd	92	93
3rd	91	93
4th	78	81

Total 2014-15	388	395
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Kindergarten	Total	Boys	Girls
Chartrand AM	20	14	6
Chartand PM	20	13	7
Raspa AM	20	13	7
	60	40	20
1st Grade			
Hall	16	7	9
Bradley	16	8	8
Dolcino	14	8	6
Lapierre	14	7	7
Need Placement	1	1	
	68	35	33
1st/2nd Grade			
Torr 1st	7	4	3
2nd	11	7	4
2nd Grade			
Hoff	20	11	9
Nadeau	20	10	10
Reilly	20	12	8
Winsor	21	10	11
Need Placement	1	1	
	93	51	42
3rd Grade			
McManus	21	12	9
O'Byrne	21	10	11
Schmitt	21	11	10
Larson-Dennen	20	11	9
Need Placement	2	0	2
	93	48	45
3rd/4th Grade			
Swift 3rd	8	4	4
4th	13	6	7
4th Grade			
Lee	23	12	11
Curtin	21	10	11
Van Ledtje	21	10	11
Need Placement	3		3
	81	38	43

ENROLLMENT UPDATE FOR 2014-15 SCHOOL YEAR

ORMS/ORHS

UPDATED: July 10, 2014

Revised: July 15, 2014*

Middle School

- Grade 5 – 158
- Grade 6 – 174
- Grade 7 – 171
- Grade 8 – 162

TOTAL: 665

High School

- Grade 9 – 199 Tuition – 25
- Grade 10 - 187 Tuition – 21
- Grade 11- 149 Tuition – 18
- Grade 12 – 194 Tuition – 17

TOTAL: 729 81

*Removed (801) as total. Tuition students are already included in the 729 total.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
BUSINESS ADMINISTRATOR'S OFFICE

SAU #5
36 COE DRIVE
DURHAM NH 03824

(603) 868-5100
FAX (603) 868-6668
scaswell@orcscd.org

To: School Board & Superintendent
From: Sue Caswell, Business Administrator
Date: July 16, 2014
Re: FY2016 Calculations

This memorandum is written to provide budget information to you as you begin a discussion regarding FY2016 budget goals setting.

The approved Guild contract estimated an increase of \$441,969 to the FY16 budget. This year we will be negotiating with two of our unions, ORESPA, paraprofessionals and food service, and ORBDA, transportation. A reasonable estimate for these contracts could increase the budget by another \$200,000. Our goal for facilities has been to continue to increase our efforts to address our capital needs. Last year we added an additional \$161,731 to this effort. The proposed Technology plan requires and increased financial commitment to the budget each year.

Using some estimating assumptions, below I have outlined what our increases might look like for FY2016.

Teacher Salaries	\$441,969
ORPASS/ORBDA Negotiations	\$200,000
Facilities	\$200,000
Technology	\$200,000
Total	\$1,041,969

It should be noted that this estimate does not include increases for non-bargaining unit employees which includes program directors, central office, maintenance and technology staff. It also does not include increases for insurances and retirement rate increases.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

36 Coe Drive

Durham, New Hampshire 03824

Telephone: 603-868-5100

Facsimile # 603-868-6668

Fiscal Year 2015 Budget Goals

Revised 9/9/13

1. The ORCSD 2014-15 Budget will not exceed the cost of living as established by U.S. Government for 2013. Health Insurance, negotiated contracts and State cost shifts/mandate not subject to COLA.
2. Class size will be in accordance to Policy IIB in order to meet the needs of students both for acceleration and remediation.
3. The proposed 2014-15 budget will be analyzed to see if staff reassignment, the reassignment of funds, or other savings can be determined before adding new staff or programs.
4. Tuition funds will be used to maintain and enhance programs, offset capital costs and to lower tax impact on District taxpayers.
5. The 2014-15 budget will support state and local standards, to create a predictable resource acquisition cycle, and to provide assessments that give common reports to staff, parents and community based on the aforementioned state and local standards.
6. The proposed 2014-15 budget will account for unique costs associated with the implementation of common core, the draft strategic plan, proposed technology plan and the cost of equalization for the elementary student population.

Oyster River Cooperative School District
School Administrative Unit #5
36 Coe Drive
Durham, New Hampshire 03824

Budget Process Calendar
Budget Year 2015-16

August 20 School Board Goals FY16 Budget

Superintendent Department Reviews:

Sept 22 – MOH/MW, Sept 23 – MS/HS, Sept 29 – Facilities/Technology, Sept 30 – Transportation/Food Service, Oct 1 – SAU/District, Oct 2 – Special Ed *All meetings will be held at the SAU Office at 10:00 AM

October 17 Draft Budget Distribution

October 23 Workshop session with Board 8:00 – 4:00 Town of Lee Safety Complex
First overview of 2015-16 Budgets by each Principal and Departments of District:
Mast Way
Moharimet
Oyster River Middle School
Oyster River High School
District/SAU
Information Technology
Special Education/Grants
Facilities
Transportation
Food Service

October 29 Budget Workshop with Board 7:00 HS C124

November 12 Budget Workshop with Board 7:00 HS C124

November 19 Regular Board Meeting Budget Discussion

December 3 Regular Board Meeting Set Budget, Approval of Warrant Articles 7:00 PM
High School C124

December 9, 10, 11 Town Budget Forums on Budget {Possibly change to January}

January 14, 2015 Public Hearing 7:00 High School Auditorium

February 3, 2015 First Session /Deliberative Session 7:00 High School Auditorium

March 10, 2015 Second Session /Voting by Ballot

Oyster River Cooperative School District
Business Administrator's Office

SAU #5
36 Coe Drive
Durham, NH 03824

(603) 868-5100 x2003
FAX (603) 868-6668
scaswell@orcsd.org

INTEROFFICE MEMORANDUM

TO: School Board

FROM: Sue Caswell,
Business Administrator

DATE: July 16, 2014

RE: Approval of Technology Lease

Attached you will find the details of the financing proposal for the laptops we discussed during the budgeting process. Our budget has the funding to support a 3 year, 36 month lease for this hardware. This lease will provide 595 laptops for students and staff. As an affirmation of the voter approval of this purchase our auditors request the School Board to approve the terms and conditions of this lease. Josh Olstad, Technology Director, will be available to answer any questions you may have in regards to this proposal.



06/25/14

Josh Olstad
Oyster River Cooperative School District
36 Coe Dr
Durham, NH 03824-2206

Dear Josh,

VAR Resources is pleased to offer this financing proposal for the hardware you wish to acquire from PC Connection Sales Corp. For more than twenty years VAR Resources has provided simple, fast, and cost-effective acquisition options to more than 30,000 customers ranging from the largest Fortune 500 to the smallest entrepreneurial company. We look forward to serving you.

EQUIPMENT/SOFTWARE COST \$529,286.43 (Not including tax)

EQUIPMENT/SOFTWARE DESCRIPTION Quote # 23681936.01

FINANCING OPTIONS Please choose the desired option from the list below by checking the appropriate box.

Term	Period	Type	End-of-Term Option	Payment	Rate
<input type="checkbox"/> 36 Months	Monthly	Standard Lease/FMV	Own, Extend, Free Disposal	\$13,548.77	-5.2%
<input type="checkbox"/> 36 Months	Annually	Standard Lease/FMV	Own, Extend, Free Disposal	\$163,953.83	-6.6%
<input type="checkbox"/> 48 Months	Monthly	Standard Lease/FMV	Own, Extend, Free Disposal	\$11,472.78	1.9%
<input type="checkbox"/> 48 Months	Annually	Standard Lease/FMV	Own, Extend, Free Disposal	\$135,600.49	1.5%

STRUCTURE First payment due one month after contract commencement.

EQUIPMENT LOCATION Please provide the address where the equipment will be located.

Address: _____

City, State, Zip: _____

Is this a colocation facility? YES NO

This proposal is based on certain underwriting and pricing assumptions and the execution of mutually acceptable documentation. Rates provided herein are subject to change based on any increase in published swap rates. The information herein is confidential, valid through 07/09/14, and may be withdrawn or amended at any time prior to contract commencement. The payments quoted do not include sales, use, rental or personal property tax.

Sign below to indicate your acceptance of this proposal. Please fax or email this page along with required documentation (if any) by 07/09/14 to indicate your desire to enter into a financing agreement with VAR Resources, Inc. Please call me directly if you have any questions.

Regards,
Shaurie Frosch

Direct Line: 972-755-8268
FAX:
sfrosch@varresources.com

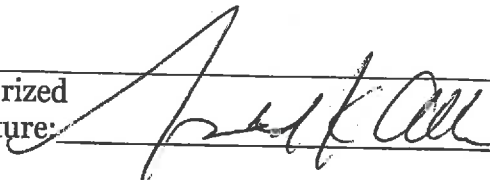
Oyster River Cooperative School District
Proposal Acceptance

Signature _____

Date _____

Oyster River Cooperative School District
Nomination Summary

Confidential

Name:	Sara Cathey
Date:	6/26/14
Position:	.6 Science Teacher
Person Replacing:	New position
Budgeted Amount:	
Recommended Step/Salary:	MA step 12, \$66,640 X .6 FTE= \$39,984
Interviewed By:	Todd Allen, James Morse Mike McCann, Jon Bromley, Mark Lawrence, Tracy Benkosky, Celeste Best, James Thibault, Nate Oxnard, Jenn Wainwright
# Interviewed:	3 interviewed, 7 applicants screened
Education:	Master of Arts in Teaching Bachelor of Science in General Biology
Certification:	NH Experienced Educator: Physical Science Education NH Expreinced Educator: Life Science Education (7-12)
Related Experience:	High School Science Teacher-Traip Academy August 2013- Present High School Science Teacher- Marshwood High School August 2003- June 2013
Comments:	Sara Cathey has taught Biology, Honors Biology, Foundations of Physics, Ceneptual Physics, directed an after school STEM science club, had excellent references, is highly professional, is able to connect science to students' lives, references note that Ms. Cathey is a master teacher, energy and enthusiasm for science and teaching were evident
Date: <u>6/26/14</u>	Authorized Signature: 

REQUIRED Attachments:

Resume 3 Letters of Recommendation Copy of Certification

Oyster River Cooperative School District
Nomination Summary
Confidential

Name:	Tim Sinclair
Date:	06/20/2014
Position:	Special Education Teacher- ORHS
Person Replacing:	Louise Stoddard
Budgeted Amount:	\$69,520
Recommended Step/Salary:	BA Step 1 \$39,138
Interviewed By:	Amy Whicher, Nick Ricciardi, Anne Golding, Dagmar Lamberts, Kristen Tevanian, Jason Baker, Catherine Plourde, Dr. James Morse
# Interviewed:	6 candidates considered
Education:	Master's of Arts in Teacher Leadership & Special Education, Western State Colorado University (expected May 2015) Bachelor of Science in Safety Studies, Keene State
Certification:	K-12 General Special Education
HQT Status	
Related Experience:	Graduate Teacher Intern, ORHS Special Education Department Paraprofessional, ORHS Special Education Department School Club Advisor, ORHS
Comments:	Tim has just completed an internship as a special education teacher in the ORHS Special Education Department. He was also hired for a half year as a paraprofessional. Tim has been an integral part of the special education department at ORHS. He has also taken on school club advisor responsibilities in working with students on social skills in an extracurricular environment. Tim was unanimously recommended by the interview committee with the utmost support.
Date: <u>6/30/14</u>	Authorized Signature: <u><i>Catherine Plourde</i></u>

REQUIRED Attachments:

- Resume 3 Letters of Recommendation Copy of Certification

Oyster River Cooperative School District
~~Nomination Summary~~
~~Nomination Summary~~
Confidential

Name:	Misty Lowe
Date:	06/30/2014
Position:	Assistant Director of Special Services
Person Replacing:	Amy Whicher
Budgeted Amount:	\$83,054
Recommended Step/Salary:	\$78,000
Interviewed By:	Kim Cassamas, Estie Ott, Jenn McGuiness, Anne Golding, Andrea Biniszkievicz, Catherine Plourde, Todd Allen, Dr. James Morse
# Interviewed:	5
Education:	C.A.G.S. Educational Administration and Supervision, UNH M.Ed. General Special Education, UNH B.S. Elementary Education, Chaminade University, HI
Certification:	Special Education Administrator General Special Education Elementary Education (K-8)
HQT Status	Principal Superintendent
Related Experience:	*5 years Administrator (Special Education and Assistant Principal) *5 years High School Special Education Teacher *4 years Middle School Special Education Teacher
Comments:	Ms. Lowe has been in administration for the past five years. She has direct knowledge and experience with high school special education and special education law, procedures, and compliance. Ms, Lowe comes highly recommended by her references, all indicating her strong work ethic. The interview committee was very impressed with her skills, ideas, and creativity.
Date: <u>6/30/14</u>	Authorized Signature: <u>Catherine A Plourde</u>

REQUIRED Attachments:
<input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification

Oyster River Cooperative School District

Nomination Summary

Confidential

Name:	Erin Bobo-Caron
Date:	7/7/14
Position:	Middle School Grade 5
Person Replacing:	John Silverio (John is moving to a different position at ORMS)
Budgeted Amount:	MA+30 STEP 15 \$ 78,129
Recommended Step/Salary:	MA Step 14 \$71,600
Interviewed By:	Jay Richard, Bill Sullivan, Carolyn Eastman, Dave Montgomery (Grade 5 Teacher), Beth Stacy (Grade 5 Teacher), Alex Grout (Special Education teacher, Dr. Morse
# Interviewed:	10
Education:	Rivier University BA in Elementary and Special Education Notre Dame College M.S.Ed Integrated Studies
Certification:	Elementary Education (K-8) General Special Education
HQT Status	
Related Experience:	Erin is very well respected in the school community and has taught at ORMS for over 10 years. This past year, Erin taught Grade 5 at ORMS in a one year position. Teaching math is a strength and interest.
Comments:	Erin is an outstanding teacher.
Date: <u>7/7/14</u>	Authorized Signature: <u>Jay Richard</u>

REQUIRED Attachments:

- Resume 3 Letters of Recommendation Copy of Certification

Oyster River Cooperative School District
Nomination Summary
Confidential

Name:	Aaron Ward
Date:	7/7/14
Position:	Middle School Grade 5
Person Replacing:	New Position (Board Approved)
Budgeted Amount:	
Recommended Step/Salary:	MA Step 5 \$51,031
Interviewed By:	Jay Richard, Bill Sullivan, Carolyn Eastman, Dave Montgomery (Grade 5 Teacher), Beth Stacy (Grade 5 Teacher), Alex Grout (Special Education teacher, Dr. Morse
# Interviewed:	10
Education:	University of New Hampshire BA Communications University of New England, Portland, ME M.S.Ed Teaching Methodology
Certification:	Elementary Education (K-8) Math (Gr. 5-9 in process)
HQT Status	Math
Related Experience:	Teaching apprentice at Berwick Academy and has worked with at-risk students. Aaron enjoys coaching and supervising student activities and clubs. Aaron has been teaching grade 6 math at Timberlane Middle School for the past four years. Aaron also recently completed a math program at Tufts University.
Comments:	Aaron has exceptional references. His skill set in teaching mathematics is a significant area of strength.
Date: <u>7/7/14</u>	Authorized Signature: <u>Jay Richard</u>

<p>REQUIRED Attachments:</p> <p><input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification</p>
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Oyster River Cooperative School District
~~Nomination Summary~~
~~Nomination Summary~~
Confidential

Name:	Davis Geschwendt
Date:	7-10-14
Position:	School Psychologist, ORMS
Person Replacing:	Dorothy Buzinski (retirement)
Budgeted Amount:	\$79,578
Recommended Step/Salary:	195 Day Contract Step 11 \$67,892.68
Interviewed By:	JoAnn Saxe, Paula Roy, Jean Wons, Nellie Dinger, Val Wolfson, Joseph Saxe, Jay Richard, Andrea Biniszkiewicz, Catherine Plourde, Dr. James Morse
# Interviewed:	5
Education:	B.A. Psychology- Marist College, NY M.A. School Psychology- Marist College, NY
Certification:	NH Certified School Psychologist
HQT Status	Nationally Certified School Psychologist (NCSP)
Related Experience:	10 years as a School Psychologist (4 years in grades 9-12; 5 years in grades K-8, and 1 year in grades K-5, 9-12) 1 year as a Crisis Intervention/Teaching Assistant
Comments:	David was our top finalist in our interview search. He has been working as a school psychologist in New York for the past 10 years. David has an extensive amount of experience conducting evaluations, serving as the district anti-bullying coordinator, case managing and counseling students with IEPs and Section 504 plans, and working as a team with the school counseling department. David has worked with a variety of student learners, as well as students are experiencing mental health issues. David is well versed in conducting risk assessments for students that will be a great benefit to our school and district teams.
Date: <u>7-10-14</u>	Authorized Signature: <i>Catherine Plourde</i>
REQUIRED Attachments:	
<input type="checkbox"/> Resume <input type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification	

Policies for
 First/Second Read/Adoption/Deletion
SB Meeting of
July 16, 2014

Title	Code
Policies for First Read	
Family and Medical Leave Act	GCCBC
Fund Balance	DIA
Fixed Assets	DID
Cash in School Buildings	DM
Policies for 2nd Read/Adoption	

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCCBC
First Reading School Board 6/17/09 Previously: GBN Second Reading & Adoption 7/1/09 Code Change Adopted School Board: May 2, 2012 School Board First Read: July 16, 2014	Page 1 of 2

FAMILY AND MEDICAL LEAVE ACT

Oyster River Cooperative School District Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 ("FMLA") when they meet all of the eligibility requirements of the law. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. The Superintendent and his/her designees are authorized to administer the federal law and accompanying regulations consistent with this policy.

More information concerning family and medical leave can be obtained from Oyster River Cooperative School District Central Office.

A. Employee Eligibility Period

1. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency

There is a 12-month eligibility period for FMLA leave taken for the following qualifying purposes:

- a. Birth and care of the newborn child of the employee;
- b. Placement with the employee of a ~~son or daughter~~ child for adoption or foster care;
- c. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
- d. Medical leave when the employee is unable to work because of a serious health condition; or
- e. Qualifying exigency leave for an employee whose spouse, child or parent in the National Guard, Reserves or retired military is on active duty or called to active duty status.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be:

- ~~The~~ A "rolling" 12-month period measured ~~forward~~ backwards from the date any employee's first leave-FMLA leave usage begins.

2. 12-Month Period for Military Caregiver Leave

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child, parent or next of kin of a service member with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track the employer's customary 12-month FMLA tracking period. Any military caregiver leave that is not taken with the specific 12-month period is forfeited.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCCBC Previously: GBN
First Reading School Board: 6/17/09 Second Reading & Adoption: 7/1/09 Code Change Adopted School Board: May 2, 2012 School Board First Read: July 16, 2014	Page 2 of 2

3. The Family and Medical Leave Act (FMLA) entitles eligible employees who work for covered employers to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, child, or parent. FMLA leave for this purpose is called qualifying exigency leave.

B. Notice by Employee

Employees requesting leave shall provide at least 30 days’ notice to the Superintendent or his/her designee whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the Superintendent or his/her designee has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the Superintendent or designee should request the appropriate information from the employee to determine the employee’s eligibility for family and medical leave.

B. Coordination with Other Leave

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract, collective bargaining agreement or policy, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include, but are not necessarily limited to: personal and/or family sick leave, unpaid leave, disability leave, absence for work-related injuries, vacation and any other applicable types of leave.

Example: An employee with a chronic illness qualifies for both sick leave and family medical leave. The employee has 25 days (five weeks) of accumulated paid sick leave. For the first five weeks, the employee is on paid sick leave and family and medical leave; the two types of leave run concurrently. Once the sick leave is exhausted, the employee has seven more weeks of unpaid family medical leave until her 12-week federal FMLA entitlement is used up.

C. Fitness for Duty Certificate

Before returning to work, employees taking FMLA for their own serious health condition shall submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

Legal Reference: 26 USC § 2601 et seq.
29 CFR Part 825 (2008)
National Defense Authorization Act (P.L. 110-181)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DIA
First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 Review Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 1 of 4 Category: Recommended

FUND BALANCES

The Oyster River Cooperative School Board in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

FUND TYPE DEFINITIONS

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than capital projects. Examples include, but are not limited to, the Food Service Fund; Federal and State Grant Fund; and Private Grant Fund.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's purposes.

FUND BALANCE REPORTING IN GOVERNMENTAL FUNDS

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance

Definition – includes amounts that cannot be spent because they are either:

- a. not in spendable form, or
- b. legally or contractually required to be maintained intact.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DIA
First Read to SB: September 7, 2011 Second Read/Adoption to SB: October 5, 2011 Review Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 2 of 4 Category: Recommended

Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The District will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the District)
- The District will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The District will maintain a fund balance equal to the corpus (principal) of any permanent funds (if any) that are legally or contractually required to be maintained intact
- The District will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

Restricted Fund Balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by applicable state and local laws and regulations, external resource providers, or through enabling legislation (for example, but not limited to, actions authorized by the voters at school district meetings).

Committed Fund Balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the District’s highest level of decision – making authority (i.e., School Board)

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the School Board.

Assigned Fund Balance

Definition – includes amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The School Board delegates to the Superintendent of Schools or his/her designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

The Board will authorize said expenditures as included in the facilities plan, an emergency situation or unique opportunity.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DIA
First Read to SB: September 7, 2011 Second Read/Adoption to SB: October 5, 2011 Review Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 3 of 4 Category: Recommended

Unassigned Fund Balance

Definition – includes the residual classification for the District’s general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

OPERATIONAL GUIDELINES

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54. For compliance with state statutory requirements, encumbrance accounting for budgetary and financial reporting to the Department of Education and the Department of Revenue Administration, and as reported in the Required Supplementary Information (RSI) section of the annual financial statements, encumbrances are determined in accordance with RSA 32:7(I).

Chapter 32 Municipal Budget Law – Appropriations

32:7 Lapse of Appropriation

“Annual meeting appropriations shall cover anticipated expenditures for one fiscal year. All appropriations shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation, unless: 1. The amount has, prior to the end of that fiscal year, become encumbered by a legally-enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount;”

Prioritization of fund balance use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the District that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DIA
First Read to SB: September 7, 2011 Second Read/Adoption to SB: October 5, 2011 Review Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 4 of 4 Category: Recommended

Unassigned fund balance - For compliance with state statutory requirements, encumbrance accounting for budgetary and financial reporting to the Department of Education and the Department of Revenue Administration, the statutory based General Fund “unreserved-undesignated” fund balance will be used towards funding the appropriations of the subsequent year in accordance with the historical practices of the Commissioner of the Department of Revenue Administration under RSA 198:4-a (III):

Chapter 198 School Money – District Taxes
198:4-a Report of Appropriations Voted

“III The commissioner of revenue administration shall examine such certificates and delete any appropriation which is not made in accordance with the law, and adjust any sum which may be used as a set off against the amount appropriated when it appears to the commissioner of revenue administration such adjustment is in the best public interest.”

198:4-b Contingency Fund

“II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year’s net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.”

Unassigned fund balance in the Food Service Fund will be limited to “maximum amounts” as per federal and state regulations.

REPLENISHING DEFICIENCIES

Year-end deficits and any Special revenue fund (including, but are not limited to, the Food Service Fund) will be replenished by year end transfer (journal entry or other method) from the General Fund if the General Fund has available unassigned fund balance (for financial reporting purposes) and “unreserved-undesignated fund balance (for statutory compliance purposes).

Legal References:

- RSA 32, Municipal Budget Law
- RSA 33, Municipal Finance Act
- RSA 35, Capital Reserve Funds
- [RSA 198:4-a Report of Appropriations Voted](#)
- [RSA 198:4-b Contingency Fund](#)
- Governmental Standards Board Statement 54 (GASB 54)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DID
School Board First Read: June 15, 2011 School Board Second Read/Adoption: July 20, 2011 Reviewed By Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 1 of 32 Category: Recommended

FIXED ASSETS POLICY

A. Objective

The Governmental Accounting Standards Board (GASB) issued Statement 34, significantly changing the content and layout of the annual financial statements. The objective of this policy is to facilitate compliance by the School District with GASB 34.

B. Overview

Fixed assets are specific item(s) of property that: (1) are tangible in nature; (2) have a life longer than three years; and (3) have a significant value. The significant value test is important because the ORCSD has individual assets that are tangible and long-lived, but whose value is so small that the time and expense incurred in maintaining the detailed accounting and inventory records for these item(s) are not justified.

The District's administration is responsible for establishing an accounting and internal control structure designed to maintain a complete and accurate accounting of fixed assets with significant value. This is important for several reasons. Adequate accounting procedures and records for fixed assets are essential to effective asset management and control as well as reporting fixed assets to conform with generally accepted accounting principles (GAAP). The responsibility involved in safeguarding such a large public investment is of importance to sound management and financial administration. The internal control structure is designed to provide reasonable, but not absolute, assurances that these objectives are attained.

C. Capitalization Policy

"Fixed Assets" are all items purchased that have a useful life of more than three years, are of a tangible nature and have a value of \$10,000 or more, gross cost, not including trade-ins or any taxes, licenses, etc.

Items of less than \$10,000 are not to be considered as fixed assets unless they form an integral and essential part of another piece of equipment or structure considered to be a fixed asset or a part of a Capital Project.

Land and Buildings will be considered to be a fixed asset regardless of cost.

D. Classification of Fixed Assets

1) Land and improvements: Purchased land will be carried on the Fixed Assets Schedule at acquired cost. All costs for legal services incidental to the acquisition and other charges incurred in preparing the land for use shall be included in the cost. In order for improvements to be capitalized, the improvement should be considered permanent and should add value or improve the use of the land. Examples of improvements are fences, retaining walls, landscaping, drainage systems, sewer or water lines, utilities, etc. All land will be considered a fixed asset, regardless of the value.

2) Buildings: All buildings will be valued at purchase price or construction cost. Cost should include all charges applicable to the building acquisition including fees for brokers, appraisers, engineering consultants, legal services, and architects.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DID
School Board First Read: June 15, 2011 School Board Second Read/Adoption: July 20, 2011 Reviewed By Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 2 of 32 Category: Recommended

3) Equipment and Machinery: All items of tangible property not permanently affixed to real property, which are needed in carrying out the operations of the District, are considered fixed assets. Installation cost should be included in the capitalized amount. Examples are furniture, machinery, heavy equipment, computers, etc. that have an individual item acquisition cost of \$10,000 or more and a life expectancy of three years or more.

4) Construction Work in Progress: This is primarily used in conjunction with Capital Projects. Capital Project costs are accumulated until completion, when cumulative costs are transferred to the appropriate fixed asset account. The capitalization policy does not apply in these cases, and all costs must be recorded to give accurate values.

5) Infrastructure: The construction of new street(s), sewer and bridge infrastructure and the improvements to the existing infrastructure are added to the fixed asset schedule.

6) Additions and Modifications to Existing Assets: Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is an addition to a fixed asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital expenditure and the original acquisition cost adjusted. The addition to a building or a dump body to a truck chassis where none existed before are some examples. When modifications, which enhance the performance or life of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original and the modification.

E. Disposal of Fixed Assets/School Property

No equipment or supplies shall be disposed of until permission has been received from the Business Administrator's office. The Business Administrator and or designee will determine whether the material involved has salable value, and if such shall be the case, authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator, and disposed of in such a way as to be environmentally safe.

- Single items up to \$500 in value may be sold by the Business Administrator.
- Single items, which may exceed \$500 in value, are to be sold by sealed bids presented to the ~~School Board~~ Business Administrator.
- The above guidelines may be waived by the School Board in lieu of a public auction conducted by the District.
- Items remaining unsold after advertising and/or an auction shall be declared non-salvageable and shall be disposed of in the most expeditious manner, and whenever possible items will be disposed in an environmentally safe manner.

School Properties Disposal Procedure

The Board authorizes disposition of obsolete items according to the following priority actions:

- By selling to the highest bidder or whatever other business arrangement is in the best interest of the Oyster River Cooperative School District.
- When practicable, the Board shall donate such items to charitable organizations and schools.
- By public auction.
- By removal to a town transfer station and/or environmental safe facility.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DM
Date of Adoption: June 22, 1988 Reviewed Policy Committee: July 9, 2014 School Board First Read: July 16, 2014	Page 1 of 1 Category: Recommended

CASH IN SCHOOL BUILDINGS

Monies collected by [Oyster River Cooperative School District](#) school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the ~~proper location of deposit~~ [District bank](#).

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Insurance - The School Board shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty, and may include a comprehensive dishonesty, disappearance and destruction bond, with optional coverage depending on the exposures at various locations.