

Oyster River Cooperative School District  
REGULAR MEETING

**October 15, 2014**

**ORHS – C124**

**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: 10/01/14 regular minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS *{Will be presented at the first meeting of every month}***
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent's Report**
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other:**
- VII. DISCUSSION ITEMS**
  - ORBDA Negotiation Update
  - ORCSD Bus Drivers Proposal to Take Buses Home
  - Mini Retirement Incentive
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to approve ORHS Maternity Leave of Absence Request -February 11, 2013 – May 11, 2015.
    - Motion to approve the agreement with the Oyster River Bus Drivers Association.
    - Motion to approve 2<sup>nd</sup> read/adoption of Strategic Plan – Academic Goals.
    - Authorization to Formulate Warrant Article Related to ORHS Athletic Field.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 10/23/14 and 10/29/14 School Board Budget Workshops  
11/5/14 and 11/19/14 regular meetings
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**  
**NON-MEETING SESSION: RSA 91-A:2 I (a)**
  - Strategies with Respect to collective bargaining

**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 District  
Moharimet School**

**October 1, 2014**

**Draft**

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Al Howland, Ed Charle, Kenny Rotner, Sarah Farwell, Maria Barth, and Denise Day

**ADMINISTRATORS:** Superintendent James Morse, Dennis Harrington, Todd Allen, Sue Caswell, Jay Richard, Catherine Plourde, Carolyn Eastman, Carrie Vaich

There were forty-five members of the public present.

**I CALL TO ORDER:** by Chair Tom Newkirk

**II PLEDGE of ALLEGIANCE**

**Official Opening of the New Gymnasium at Moharimet:** Moharimet Principal Dennis Harrington mentioned that this gymnasium has been twenty-five years in the making. He thanked the Superintendent Morse for seeing that the children needed a better cafeteria and that the children needed a better place for to learn. Dennis also thanked the Board, the Moharimet staff, Sue Caswell, the town officials and all those who worked very hard to get this project done.

**Al Howland moved to name the addition The Dennis J. Harrington Cafeteria Gymnasium, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0.** Superintendent Morse said that for twenty-five years Dennis has advocated for this gymnasium. Several people including teachers and students spoke honoring Dennis for his work and dedication at Moharimet.

**PUBLIC COMMENTS:** Dean Rubine of Lee discussed the budget goal of 3%. He wrote some suggestions for Policy IIB and they are on his blog. He feels it is important to get this policy right.

**APPROVAL OF MINUTES:**

**September 17<sup>th</sup> Minutes: Kenny Rotner moved to approve the September 17<sup>th</sup> Minutes, 2<sup>nd</sup> by Al Howland.**

Amendments: In the public comments section insert "have" before "eating"  
Insert: Passed the first read with the understanding that changes would be made. There was a lengthy discussion on the Strategic Plan

Insert under Committee Updates: Al Howland also commented that Superintendent Morse will be going to the schools and talking with the public.  
**Motion to approve the minutes as amended above passed 7-0.**

**APPROVAL OF MANIFESTS:**

Vendor Manifest #8: \$349,362.60  
Payroll Manifest #7: \$1,141,592.65

**A District:** Carrie Vaich of Mast Way noted that the Artists in Residents Program has begun at the School. They are bringing forth the message of kindness. They are working with each classroom. Next Tuesday night there will be an interactive experience where students bring together music and art to convey the message of kindness.

Dennis Harrington of Moharimet School reported that the Science Department is working with UNH to establish a series of events for the fourth graders. This is a cost effective way of connecting with the University that benefits the students.

Todd Allen of the High School spoke about the incident with a very small group of students that happened last week during Spirit Week.

Jay Richard of the Middle School reported that there is a very thorough Health Program at the Middle School. They will be meeting with a group of parents on October 23<sup>rd</sup> to discuss start times at the school.

**B Board:** Denise Day attended the first community dinner of the year last evening. It was very nicely done.

Kenny Rotner also commented that the dinner was very nice. There was a great presentation afterwards from a Psychologist who gave great advice for parents.

Maria Barth commented that she appreciates everything that is done in the schools regarding drug and alcohol. We as a community have to think about our own actions as well.

**DISTRICT REPORTS:**

**A Assistant Superintendent/Curriculum and Instruction Report:** None

**B Superintendent's Report:**

Enrollment Numbers: Superintendent Morse detailed the October 1<sup>st</sup> enrollment numbers with the Board.

Bus Fleet Update: There were five buses in the first week of school that broke down with students on them. Superintendent Morse will be reporting to the Board at a future meeting a proposal to lease several new buses.

Superintendent Morse had a meeting with the Mast Way school staff this morning on community based learning STEAM. He will be meeting with the Moharimet staff on Friday morning. They are excited about the possibilities ahead.

**C Business Administrator – Budget Update:** Sue Caswell reviewed the budget update as of September 26.

**D Student Senate Report:** Tom Newkirk read the report on behalf of the Student Representative. The Senate had put a lot of work to Spirit Week and it was for the most part a success. They will be beginning to brainstorm on fund raising events for next year.

**Other: Athletic Field Project – Todd Allen/Corey Parker**

Todd Allen and Corey Parker presented the Oyster River Athletic Facility Project.

Since the last meeting:

Completed all test bores;  
Finished all design drawings;  
Met with Town of Durham;

Current Facility:

Overuse resulting in no growing season  
Current designs eliminates multi-events in the spring at the same time  
Provides no environment for track team to practice  
Closed all summer long  
Minimizes PE Offerings  
Dependent on dry weather

Proposed Facility:

Synthetic all weather turf field  
6/8 lane track  
All Field events  
Reconfiguration of baseball and softball fields  
Creating a safe environment  
Maximizing practice space  
Four light poles for turf field and track  
Stadium bleachers with capacity of 3,000

Cost Breakdown for Facility:

Earthwork/Drainage	\$400,000
Turf Field	\$750,000
Track and Field Events	\$750,000
Bleachers	\$150,000
Lighting	\$250,000
Baseball/Softball Fields	\$100,000
Equipment for all Facilities	\$100,000
Total Cost:	\$2,500,000

Immediate Positive Impact:

Physical Education classes stay on Campus  
Every ORYA Program  
Community members  
Track Teams have a home  
Spring events can co-exist safely  
Significant improvements to baseball and softball fields  
Maximization of practice field space  
Extension of the day and opportunity for night events  
Potential for expansion in activities offered  
Opportunities for all District and Community wide events in true setting

**DISCUSSION ITEMS**

**Athletic Field Expendable Trust Fund**

Superintendent Morse and Sue Caswell discussed bonding for this project. Depending on how much the payment would be they could go with a five year: \$297K year, seven year: \$230K year, or a ten year bond could be financed. A separate bond hearing is required for this project.

They have learned about two weeks ago that they will be benefitting again this year from the lawsuit in the amount of approximately \$400K. Superintendent Morse is suggesting that these funds go to the Facility Project.

There are already \$300K funds in the FORT account that has already been raised.

That leaves approximately \$500K for fund raising to bond a total amount of \$1.3 million.

This project needs to pass by 60%.

## **ACTIONS**

### **A Superintendent and Board Actions:**

**Motion to release \$10,000 from the Athletic Field Expendable Trust Fund: Denise Day moved to release \$10,000 from the Athletic Field Expendable Trust Fund for permitting, 2<sup>nd</sup> by Kenny Rotner. Motion passed 7-0.**

**Motion to appoint Catherine Plourde as Affirmative Action Officer: Al Howland moved to appoint Catherine Plourde as the Affirmative Action Officer, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.**

### **Motion to appoint End 68 Hours of Hunger Representatives:**

School Board Representative: Maria Barth  
Community Member: Renee Capicchioni Vannate  
Community Member: Debbie Jarvis  
Community Member: Wynne Graves-Moody  
Community Member: Krista Butts  
Community Member: Andrea Reade  
Community Member: Barbara Nadori

**Al Howland moved to approve the above list of End 68 Hours of Hunger Representatives, 2<sup>nd</sup> by Maria Barth. Al Howland moved to amend his motion to include that the current appointments will be interim until March, 2<sup>nd</sup> by Maria Barth. Motion on the amendment passed 7-0. The original motion passed 7-0.**

**Motion to approve 2<sup>nd</sup> read/adoption of Strategic Plan – Academic Goals:**  
This has been rescheduled to the next meeting.

**Kenny Rotner moved to approve the following motions: Motion to approve ORHS Teacher request for a two year Leave of Absence, Motion to approve Mast Way Teacher Maternity Leave of Absence from January 27, 2015 to End of Year, Motion to approve ORHS Paraprofessional Leave of Absence from January 20, 2015 to End of Year, 2<sup>nd</sup> by Denise Day.**

**Maria Barth moved to separate the question, 2<sup>nd</sup> by Kenny Rotner. Motion passed 7-0.**

**Kenny Rotner moved to approve ORHS Teacher request for a two year Leave of Absence, 2<sup>nd</sup> by Al Howland. Motion passed 6-1 with Maria Barth opposing.**

**Kenny Rotner moved to approve Mast Way Teacher Maternity Leave of Absence from January 27, 2015 to End of Year, and Motion to approve ORHS Paraprofessional Leave of Absence from January 20, 2015 to End of Year, 2<sup>nd</sup> by Al Howland. Motion approved 7-0.**

**Motion to approve list of policies for adoption**

**Al Howland moved to approve Policy LDA Student Teaching and Internships, Policy IJ Instructional Materials, Policy IKFA Early Graduation, and Policy IB Academic Freedom, 2<sup>nd</sup> by Denise Day. Motion passed 7-0.**

**SCHOOL BOARD COMMITTEE UPDATES:**

Al Howland would like the Communication Committee to work with the Administrators and Teachers on an initiative that encompasses at risk behavior.

Denise Day reported that the Long Range Planning Committee met and agreed to keep the formula the same for the next year. It is very accurate in terms of predicting the projected enrollment.

Ed Charle reported that The Sustainability Committee met. They are in the process of developing pillars for a green school.



**PUBLIC COMMENTS:** Dean Rubine discussed the budget goal. There are more tuition students that will be in the high school next year and they will need to hire additional teachers. The budget does not count the money they are taking in only what they are spending.

David Taylor of Durham would like to see multiple warrant articles for the Facility Project.

**CLOSING ACTIONS**

**Future Meeting Date:** October 15<sup>th</sup>

October 23<sup>rd</sup> School Board Budget Workshop

The Board members worked on the Manifests Review/Approval.

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

# OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

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

From: Sue Caswell, Business Administrator

Date: October 15, 2014

Subject: Negotiations Update

We have reached a tentative agreement with The Oyster River Bus Drivers' Association (ORBDA). The changes to the agreement are outlined below:

- A three year agreement for school years 2015-16, 2016-17, and 2017-18
- Sick and holiday pay will be based on home and regular runs
- Added 3 personal days, reduced sick time from 15 days advanced to 12, earn 1.2 per month
- Deleted language from previous contract no longer relevant
- Compressed and adjusted steps of Existing salary schedule from 30 steps to 21 steps, with longevity bonus of \$250 for drivers beyond step 21 (see attached)
- Added New Hire salary schedule with 10 steps and changed health benefit for 2 person and family coverage to lower percentage 90/75/60 (see attached)

Cost:

	Year 1	Year 2	Year 3
Salary and Benefit Cost	\$69,147	\$21,726	\$21,274
Estimated savings to bring buses home	-\$12,000		
Total Cost	\$57,147	\$21,726	\$21,274

**PAY SCHEDULE**  
**Oyster River School Bus Drivers' Association 7/1/2015-6/30/2018**

Current Employees hired **PRIOR** to July 1, 2015

2015-2016		2016-2017		2017-2018	
Years	Hourly	Years	Hourly	Years	Hourly
Probation	\$11.30	Probation	\$11.40	Probation	\$11.50
Years	Hourly	Years	Hourly	Years	Hourly
1	\$14.40	1	\$14.65	1	\$14.90
2	\$14.65	2	\$14.90	2	\$15.15
3	\$14.90	3	\$15.15	3	\$15.40
4	\$15.15	4	\$15.40	4	\$15.65
5	\$15.40	5	\$15.65	5	\$15.90
6	\$15.65	6	\$15.90	6	\$16.15
7	\$15.90	7	\$16.15	7	\$16.40
8	\$16.15	8	\$16.40	8	\$16.65
9	\$16.40	9	\$16.65	9	\$16.90
10	\$16.65	10	\$16.90	10	\$17.15
11	\$16.90	11	\$17.15	11	\$17.40
12	\$17.15	12	\$17.40	12	\$17.65
13	\$17.40	13	\$17.65	13	\$17.90
14	\$17.65	14	\$17.90	14	\$18.15
15	\$17.90	15	\$18.15	15	\$18.40
16	\$18.15	16	\$18.40	16	\$18.65
17	\$18.40	17	\$18.65	17	\$18.90
18	\$18.65	18	\$18.90	18	\$19.15
19	\$18.90	19	\$19.15	19	\$19.40
20	\$19.15	20	\$19.40	20	\$19.65
*21	\$19.40	21	\$19.65	21	\$19.90
*Drivers on step 21 and beyond will receive an additional \$250					

Breakdown of Placement on Steps
Step 1-4 move to Step 1
Step 5 Move to Step 3
Step 6 move to Step 4
Step 7 move to Step 5
Step 8 move to Step 6
Step 9 move to Step 7
Step 10 move to Step 8
Step 11 move to 11, 12 to 12, etc.
Step 22 and beyond move to Step 21

**PAY SCHEDULE**  
**Oyster River School Bus Drivers' Association 7/1/2015-6/30/2018**

**EMPLOYEES HIRED JULY 1, 2015 FORWARD**

<b>2015-2016</b>		<b>2016-2017</b>		<b>2017-2018</b>	
Years	Hourly	Years	Hourly	Years	Hourly
Probation	\$11.30	Probation	\$11.40	Probation	\$11.50
Years	Hourly	Years	Hourly	Years	Hourly
1	\$14.75	1	\$15.00	1	\$15.25
2	\$15.10	2	\$15.35	2	\$15.60
3	\$15.45	3	\$15.70	3	\$15.95
4	\$15.80	4	\$16.05	4	\$16.30
5	\$16.15	5	\$16.40	5	\$16.65
6	\$16.50	6	\$16.75	6	\$17.00
7	\$16.85	7	\$17.10	7	\$17.35
8	\$17.20	8	\$17.45	8	\$17.70
9	\$17.55	9	\$17.80	9	\$18.05
10	\$17.90	10	\$18.15	10	\$18.40

**Current drivers can move to new hire scale/health benefits before June 30, 2015 - One time option.**

Breakdown of Placement on Steps
Drivers on current scale with 1 - 5 years will go to step 1
Drivers with 6 - 8 years will go to Step 2
Drivers with 9 - 11 years will go to Step 4
Drivers with 12 - 14 years will go to Step 6
Drivers with 15 - 17 years will go to Step 8
Drivers with 18 - 30 years will go to Step 10

To: ORCSD School Board  
From: Superintendent Morse, Business Administrator Caswell and the ORCSD Bus Drivers  
Date: October 15, 2014  
Re: ORCSD Drivers Proposal to Take Their Buses Home

Oyster River Bus Drivers and administrators have analyzed the current practice of keeping all buses at the bus garage. This calculation has shown that it is costing the District taxpayers more to have buses housed in one location at the bus garage. Aspects that contribute to this cost include, paid preparation time and the potential for overtime as a result of prep time for some drivers, miles driven without students (dead head miles), and the number of yard mechanics needed for summer maintenance and storms, plowing and electricity costs. These factors are weighed against the additional miles that would be accumulated if drivers were allowed to take their buses home. The Superintendent and the Business Administrator have reviewed the following figures and believe them to be an accurate representation of costs associated with centralized parking of buses.

1. When buses are housed in a single location, the District pays a prep time costs that was never paid before the centralized parking of buses. Drivers are provided 15 to 60 minutes daily at District expense to insure buses are ready to run. To calculate the cost of this item; 30 minutes was used and the result was a **cost to the District of \$30,206**. A survey of twenty-eight drivers was completed with eighteen drivers wanting the privilege of taking their bus home. The District calculates the hours of prep time for these eighteen drivers at 2,013.75 hours which results in \$30,206 in savings. (see appendix A)
2. The District incurs a cost for storm days due to the centralized parking of buses. The District hires at least six drivers to clear buses of ice and snow so that they are ready for drivers' arrival. Before centralized busing, the driver assumed responsibility to clear their bus with no charge to the District. If we assume six drivers estimated overtime to be \$22.50 per hour, for four hours per storm, at five storm days per year, the District is paying \$2,700 extra in labor costs.
3. Summer cleaning hours has gone up significantly since housing the buses at the bus garage. Historically, drivers took care of their assigned buses, and as a result, summer upkeep was not as intense. However, since centralized parking was instituted, drivers park their buses and go home. We believe summer help costs can be reduced to levels that occurred prior to centralize parking if drivers are again allowed to take their buses home. We propose that summer help be reduced from six drivers to three drivers and that the four eight hour days be reduced to four six hour days. This would significantly cut summer costs from \$28,800 to \$10,800 saving the District \$18,000.
4. In order to ensure all buses are ready for drivers during the colder days of fall, winter and spring; which is approximately eighty days per year, the buses are started and idle for about an hour before drivers arrive. By allowing drivers' the privilege of keeping

their buses at home, idle time is reduced. It's estimated that a bus uses one gallon per hour idling, and as a result we estimate that 18 buses not idling for an hour for 80 school days at \$1.63 cents per gallon will save the District \$2,347.

5. The District paid over \$23,000 in overtime last year. Paid prep time contributes to the overtime paid to drivers and our best estimates is that drivers being allowed to take their buses home would reduce overtime by \$12,500.
6. Every bus housed at the bus garage is plugged in at District expense. Before centralized parking, drivers plugged in their buses at home at no charge to the District. If drivers are allowed to take their buses home, we estimate a savings to be slightly more than \$4,200. Additionally, there will be savings that we could not estimate related to plowing and maintenance of the bus yard.
7. Finally, there is an estimated increased cost due to miles driven for 18 drivers taking their buses home. We estimate the total miles for the fleet will increase by 34,992.71 miles, using \$1.63 per mile the cost to the District would be \$57,038.12.

**APPENDIX A**

Buses Home V. Centralized Parking at Garage	Increased Costs	Decreased Costs
Increases 34,992.71 Miles @ 1.63 per mile on Buses (rounded)	\$57,038.12	
Decreases Overtime		\$12,500
Decreases Paid Prep Time		\$30,206
Decreases Storm Days yard Mechanics		\$2,700
Reduces Summer Yard Mechanics		\$18,000
Reduces long idle times in winter months		\$2,347
Miscellaneous Electricity, Plowing other		<u>\$4,200</u>
<b>TOTAL</b>	<b>\$57,038.12</b>	<b>\$69,953</b>
<p>\$69,953 (Decreased cost)- \$57,038.12 (Increased cost) =</p> <p><b>Total Estimated Savings is \$12,914.88</b></p>		

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. James C. Morse, Sr.  
DATE: October 15, 2014  
RE: Mini Retirement Incentive

In accordance with the Guild Agreement Section VI.H.2.2; a yearly request may be presented to the School Board for a retirement incentive. The 2015 incentive will only be offered to teachers and administrators, and participation for this incentive is limited to 5.

As in the past, the eligibility requirements are defined by the New Hampshire Retirement System as well as the guidelines provided in the aforementioned section of the Guild agreement.

Please see the attached excerpt from the July 2014 - June 2017 agreement between the Oyster River Teachers' Guild and the Oyster River Cooperative School Board.

Thank you.

- H. *Retirement Pay:* 1.) Teachers employed by the Oyster River Cooperative School District as of March 1, 2014, retiring from teaching in New Hampshire, with at least ten (10) years of service in the District, shall receive Seventy-Five Dollars (\$75.00) for each day of accumulated sick leave. Teachers employed after March 1, 2014, retiring from teaching in New Hampshire with at least twenty (20) years of service in the District shall receive Seventy-Five Dollars (\$75.00) for each day of accumulated sick leave.

Teachers must notify the District in writing of their intent to retire by December 31 of their last year of teaching. Payment shall be made to the teacher in July or the first month of the next fiscal year.

2.) The School Board, should it choose to, in its sole and exclusive discretion, vote to offer a retirement incentive it will do so as follows: Employees who meet both the age and service eligibility requirements to retire at normal retirement age as defined by the New Hampshire Retirement System and who have been employed and worked as a regular employee of Oyster River Cooperative School District for at least fifteen (15) years will be eligible for the following retirement incentive program:

- a. A minimum of (i) \$10,000 or (ii) 30% of their annual salary for the year they retire to a maximum of \$20,000, whichever is higher, to be paid within thirty (30) days of the effective date of retirement.
  - b. Payment of accrued sick leave as stipulated by this contract to be paid within thirty (30) days of the effective date of retirement letter.
  - c. In consideration of this incentive program, any eligible employee wishing to participate stipulates to the following conditions:
    1. All retirement incentive payments are taxable income and subject to state and federal taxes and withholdings.
    2. Part-time regular employees will have the retirement incentive payments prorated based on hours worked.
    3. A binding letter of intent to retire that may not be revoked will be received in the SAU office no later than 3:30 p.m. on October 15<sup>th</sup> of the academic year in which the employee will retire. If more notices are received than there are funds available, recipients will be chosen based on the order in which they are received.
    4. Participants may not be rehired by the Oyster River Cooperative School District.
    5. Employees who have retired from the Oyster River Cooperative School District and return to the employment of the Oyster River Cooperative Schools are not eligible for this incentive.
    6. Retirements may only take place at the end of an academic year.
- I. The District shall match employee contributions to a tax-sheltered annuity up to a maximum of five hundred dollars (\$500.00) per year.
- J. The District shall maintain adequate liability insurance for all professionals. The Guild shall be notified of changes in coverage as soon as the School Administrative Unit is so informed or so negotiates with carriers.



**2<sup>nd</sup> Read/Adoption School Board – Technology Goals**  
**ORCSD “IT” STRATEGIC ACTION PLAN: Community**

<b>LONG TERM GOAL</b> Operations and finance will ensure that facilities and operations support educational goals through a sustainable education system.					
<b>TECHNOLOGY GOAL</b> ORCSD will use technology in a manner that respects themselves, society, and the environment.					
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year.	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?	
1. Review current policies and procedures	Legal Review	Policy Committee	June 2015		
2. Update policies and procedures	NHSBA, Drummond Woodsum, local policy manual	Technology staff	June 2015	Policies updated	
3. Create new policies and procedures that enhance or replace current policy		Principals	June 2015	New policies developed	
4. Align with national and State standards (ISTE and NH NETS)	ISTE/State standards to review		June 2015	Adoption of ISTE/ State Standards	

**ORCSD "IT" STRATEGIC ACTION PLAN: Student Engagement**

**LONG TERM GOAL**

ORCSD is committed to creating an environment where all students become both independent learners and knowledgeable critical thinkers who live ethically and make a difference in their world.

**TECHNOLOGY GOAL**

ORCSD will use consistent student centered and effective integration of technology across all classrooms and grade levels that incorporate the NETS standards, digital portfolios, and District technology standards.

**ACTION STRATEGIES**

What specific actions will be taken to achieve the goal?

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step within the next year.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
1. Create a standard device across the District	Technology committee/staff	Technology committee/staff	Present through June 2015	Description of standard hardware shared with all staff
2. Create a standard for software across the District	Technology Committee/staff	Technology Committee/staff	Present through June 2016	Description of adopted software shared with all staff
3. Review and adopt NETS/ISTE and State of NH Standards and support District efforts	Technology committee/staff	Technology committee/staff	Present through June 2016	Written standards adopted and distributed
4. Engage staff in selecting hardware/software solutions that support student centered integration of technology	Staff	Staff	Present through June 2015	Committee agenda and minutes

**ORCSD “IT” STRATEGIC ACTION PLAN: Personalized Learning**

**LONG TERM GOAL**

ORCSD is committed to creating an environment where all students become both independent learners and knowledgeable critical thinkers who live ethically and make a difference in their world.

**TECHNOLOGY GOAL**

Technology will support innovative student centered instructional practices and personalized learning for all ORCSD students so they are college and career ready, prepared to pursue the paths they choose.

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step within the next year.	PROGRESS INDICATORS What is the evidence we would accept that this action has successfully been completed?
1. Identify current innovative practices PK-12 across the District	Survey staff	IT Director Asst. Superintendent	Fall 2014	Completed Survey
2. Develop a web based staff resource that staff can access	Survey /staff	Technology Committee	Spring 2015	Completed resource placed on web
3. Support staff professional growth through District and regional workshops	Technology staff Teaching staff	IT Director Integrator	Present Ongoing 2014-2019	Record of workshop
4. Hire technology integrators to support staff integration	School Board support	IT Director School Board	Present through June 2017	Hiring of staff

**ORCSD "IT" STRATEGIC ACTION PLAN: Community Engagement**

<b>LONG TERM GOAL</b> ORCSD will enhance communications to accurately report District performance to engender a culture of trust, respect and support.	
<b>TECHNOLOGY GOAL</b> Technology use will allow for clear, consistent, communication and provide multiple opportunities to engage with the communities of Lee, Madbury, and Durham.	
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
<p><b>RESOURCES NEEDED</b> What financial &amp; human resources are needed to do this work?</p> <p>Need School Board Communication Committee involvement</p>	<p><b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?</p> <p>Communication Committee/ Technology Committee/Staff</p>
<p><b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year.</p> <p>June 2014</p>	<p><b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year.</p> <p>June 2014</p>
<p><b>1. Develop systemic guideline for Communication</b></p>	<p>Written document</p>
<p><b>2. Implement District communication plan</b></p>	<p>Record of publication</p>
<p><b>3. Enhance and improve current mechanism for staff to communicate with students and parents</b></p>	<p>Record of software/web and other enhancements</p>
<p><b>4. Investigate new ways to enhance communication across the District</b></p>	<p>Record of additional ways to communicate</p>

**2<sup>nd</sup> Read/Adoption School Board – Technology Goals**  
**ORCSD “IT” STRATEGIC ACTION PLAN: Finance and Operations**

<b>LONG TERM GOAL</b> Operations and finance will ensure that facilities and operations support educational goals through a sustainable education system.					
<b>TECHNOLOGY GOAL</b> ORCSD IT will align purchasing with District goals to ensure the appropriate resources are being purchased in a consistent manner across the District.					
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year.	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?	
1. Ensure technology purchases will align with the vision and mission of ORCSD	Adopted Strategic Plan	IT Director Assistant Superintendent	June 2015 ongoing	Budget tied to Strategic Plan	
2. A plan will be developed that ensures that all students and staff have equitable distribution of technology	Budgetary	IT Director IT Staff	June 2015	Plan published and shared with School Board and staff	
3. A replacement plan will be developed and implemented that ensures that technology is replaced in a consistent and predictable manner.	Budgetary	IT Director Superintendent	June 2015	Plan developed and approved by School Board	



**ELEMENTARY LEVEL STRATEGIC ACTION PLAN: Personalized Learning**

<b>LONG TERM GOAL</b> Goal #3 Innovative Personalized Instruction Innovative, student centered instructional practices will support personalized learning for all ORCSD students.		<b>SHORT TERM GOAL</b> Elementary staff will identify common characteristics of personalized learning to ensure all student learning needs are met.		
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year.	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Staff will define Response to Intervention (RtI) and complete a review of the current practices used at the elementary level	Staff/ committee Administration Assistant Superintendent	Staff/ Committee	Fall 2014	Definition & analysis shared with all staff
2. Analyze student assessments to determine individual needs of students whether it be remedial, reinforcement, or extended learning	Staff/ committee	Staff/ Administration	Fall 2014	Data gathered and reviewed
3. Develop steps to enhance personalized learning: Observe districts doing this well	Time, schedule shifts, dedication to the process by staff/ administration	Staff/ Committee	Fall 2014	
4. Review schedules, staff utilization and possible reconfigurations to expand staff- student instructional time		Staff/ Administration	2014-15	
5. Implement RtI supports for students during the 2014-2015 school year		Staff/ Administration	2014-15	RtI implemented fully 2014-15
6. Monitor effectiveness of RtI structures implemented and students achievement growth as a result		Staff/ Committee/ Administration	2014-2016	RtI assessed June 2015 to determine improvements
7. Identify resources to support desired learning outcomes		Staff/ Committee/ Administration		

**2<sup>nd</sup> Read/Adoption School Board – Elementary Academic Goals**  
**ELEMENTARY LEVEL STRATEGIC ACTION PLAN: Social/Emotional Learning**

<b>LONG TERM GOAL</b> Goal #3 Innovative Personalized Instruction Innovative, student-centered instructional practices will support personalized learning for all ORCSD students.		<b>SHORT TERM GOAL</b> By the end of June, 2015 ORCSD elementary staff will recommend a research based socio-emotional program for implementation with students grades K-4.		
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year.	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Research programs and data regarding effectiveness of curricula related to social-emotional skills (ie. Open Circle, Social Thinking & Responsive Classroom)	Committee members including various staff members such as: guidance, school psychologist, teachers, support staff, SPED, administration	Committee Chairperson, Asst. Superintendent	Fall 2014	Committee members will discuss, analyze and review various program options
2. Research & recommend adoption of the identified social/ emotional learning program as a core component of the elementary curriculum via Superintendent and School Board	Committee members		June 2015	Observe, investigate and vet recommended resources
3. Train staff in direct instruction of recommended program all staff who interact with students in common language and expectations			2015-16 school year	Share outcomes with staff members Adopt program
4. Train parents in components of recommended program			2015-16 school year	Design implementation of training for staff for 2015-2016 school year

## ELEMENTARY LEVEL STRATEGIC ACTION PLAN: Math K-12

**LONG TERM GOAL**

ORCSD is committed to creating an environment where all students become both independent learners and knowledgeable critical thinkers who live ethically and make a difference in their world.

**SHORT TERM GOAL**

To expand math opportunities for all students Kindergarten through Grade 12 in 2014

<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
Elementary: Begin exploring new resources using a research based protocol	Instructional Materials – Evaluation tools (IMET) (Quantitative Review)	Subset elementary math committee (2 per grade) K-5	October 2014	Recommend to staff Implementation Fall 2015
Qualitative review of new resources – all K-5 staff	IMET – Part 2 (Qualitative)	All staff K-5	November 1, 2014	Recommend to staff Implementation Fall 2015
Middle: Re-establish, validate criteria for Algebra I	Grade 6-8 review instructional materials using IMET	Math department Math intervention Specialist	December 2014	Fall 2016
High: Summer Program	Teacher	Principal/Math staff	March 2015	
High: Analyze scheduling, procedure, policies to begin restructuring discussions	Master Schedule Review of 8 <sup>th</sup> grade data	Math staff	September 2014 to May 2015	May 2015 Recommendation
High: Implement new resources based on restructuring discussion	Textbooks/ebooks IMET for review	Math staff	Summer/Fall 2015	



**2<sup>nd</sup> Read/Adoption School Board -- Elementary Academic Goals**  
**ELEMENTARY LEVEL STRATEGIC ACTION PLAN: Full Day Kindergarten**

<b>LONG TERM GOAL</b>	
Goal #1 Personal Excellence ORCSD inspires all learners to pursue personal excellence, academic challenge and success. Full day Kindergarten will be implemented for ORCSD students.	
<b>SHORT TERM GOAL</b>	
By December 2014 a plan for implementation of Full Day Kindergarten will be submitted to the Superintendent & School Board	
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?
<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Assemble kindergarten design committee including teachers, administrators, school board member, community members	Superintendent, Dr. Morse (serving as chairperson)
2. Research and outline previously compiled research along with structures being used currently both nationally and world wide	Design Team members
3. Survey community members and teaching staff on transition from ½ to full day program	Design Team/ Dr. Andy Smith, UNH
4. Identify resources needed to implement full day kindergarten	Design Team members/ Administration
5. Based on gathered research, determine best design option for ORCSD	Design Team members
6. Chart realistic time frame for implementation	Design Team members
7. Present findings to ORCSD School Board/ Community	Design Team members

## 2<sup>nd</sup> Read/Adoption School Board – Middle Level Academic Goals MIDDLE LEVEL STRATEGIC ACTION PLANNING: Collegial Culture

### LONG TERM GOAL

ORMS have will have a consistent culture of collaboration and personal excellence.

### SHORT TERM GOAL

By 2015 ORSD Middle School star will create a professional culture of collaboration to support high levels of collegiality and team work, learn from one another and dialog to solve problems of practice.

### ACTION STRATEGIES

What specific actions will be taken to achieve the goal?

### RESOURCES NEEDED

What financial & human resources are needed to do this work?

### PERSON RESPONSIBLE

Who will oversee the completion of this piece of the work?

### COMPLETION DATE

Estimated date for completion of this action step within the next year

### PROGRESS INDICATORS

What is the evidence we would accept that this action has successfully been completed?

1. Inform staff about goal; ask for initial thinking about what they would like the ORCSD MS culture to be like...desired characteristics.	Strategic Plan document Staff meeting time Meeting supplies	Principal/designee	Late Fall/Winter 2014	staff meeting data
2. Form a PLC to investigate characteristics/ models of collegial cultures ex. Critical Friends	"Charge" to PLC Time/resources for PLC work	Principal/PLC	Winter 14/15	Evidence of PLC meetings/work products
3. Report on findings & invites MS teams to develop norms/ground rules and meeting to guide their work	Staff meeting time Clear directions to teams for norm building	Lead PLC person	Spring 2015	PLC written report, presentation materials
4. Identify a draft of common ground 'norms' to be used school-wide... finalized after staff feedback	Team norms Time to ID school-wide norms Staff meeting time to share school-wide norms	PLC	Spring 2015	MS teams' norms evidence; staff meeting data, final school-wide norms list
5. Develop a plan for supporting (ex. training) & assessing adherence to norms on regular basis.	Time for Strategic Planning Team to draft action plan	Principal/Strategic Planning team	Fall 2015	Training evidence Feedback from staff yearly regarding impact of collegial norms (perception data)

**2<sup>nd</sup> Read/Adoption School Board – Middle Level Academic Goals**  
**MIDDLE LEVEL STRATEGIC ACTION PLANNING: Assessment**

<b>LONG TERM GOAL</b>				
ORMS will have a clear understanding of how we use assessment to improve student achievement/learning.				
<b>SHORT TERM GOAL</b>				
By September 2015 ORCSD Middle School staff will develop consistent understandings, and core beliefs about assessment				
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Engage in defining the purposes of assessment at ORMS.	Staff Meeting Time	Administrators	Winter 14/15	Evidence defining assessment purposes
2. Share and review current practices regarding assessment	Strategic leader group and ORMS staff	Strategic leader group	Winter 14/15	Evidence of team sharing
3. Share types of assessment/ models & how to use them to inform instruction			Spring 2015	Evidence of PD sessions/processes
4. Provide consistent & meaningful professional development regarding assessment(possible models) will be conducted.				

**2<sup>nd</sup> Read/Adoption School Board – Middle Level Academic Goals**  
**MIDDLE LEVEL STRATEGIC ACTION PLANNING: School Practice**

<b>LONG TERM GOAL</b> Clear and common understanding at ORMS of best middle school practices/ personal excellence.		<b>SHORT TERM GOAL</b> By September 2015 ORCSD Middle School will construct & implement a plan to insure the school is operating as a true middle school.		
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Engage the staff in dialog to define the key elements & practices of a highly functioning middle school	NELMS Spotlight evaluation process & Turning Points 2000	Principal & Strategic Planning Team	June, 2015	Staff meeting notes
2. Evaluate current practices & structures at ORMS teams, team meetings, advisory & student voice to determine the extent to which they support the practices & structures of a highly functioning middle school	NELMS Eval Team & their defined process	Principal & Strategic Planning Team	Winter 2014/15... done by early March 2015	NELMS documentation of evaluation process & Strategic Planning Com. meeting notes
3. Evaluate data (Spotlight School) analyzed by Strategic Planning Committee and results shared with staff	Time for Strat Planning Team work & staff meeting time	PLC & Strat Planning Team	End of March 2015 & April staff meeting	Strategic Planning Team data analysis document; presentation materials for staff meeting
4. Develop a plan for aligning or creating practices & structures to insure a highly functioning middle school	Teams time & Strategic Team's time to develop plan using NELMS evaluation report	Principal & Strat Planning Team	End of April 2015	Documented action plans for alignment of practices to NELMS criteria

**2nd Read/Adoption School Board – Middle Level Academic Goals**  
**MIDDLE LEVEL STRATEGIC ACTION PLANNING: Instructional Practices**

<b>LONG TERM GOAL</b> Innovative, Student-centered instructional practices will support personalized learning for all ORCSD students.				
<b>SHORT TERM GOAL</b> ORCSD Middle School will increase innovative personalized instructional practices to meet the needs of all learners.				
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>COMPLETION DATE</b> Estimated date for completion of this action step within the next year	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
<p>1. Develop/ agree on a common definition of a personalized instruction based on current literature &amp; practice</p> <p>2. Conduct research, make visits to fellow teachers/ORMS classrooms, other districts &amp; share learning about innovative practices</p> <p>Teams do the research/ visits..share</p> <p>Use common protocol for sharing the learning</p> <p>Share at staff meeting time</p>	<p>Ask/survey staff on their use of personalized instructional practices</p> <p>Time for committee to develop, publish, compile &amp; analyze results of survey</p> <p>Team meeting time</p> <p>Staff visit time/Teacher workshop time</p>	<p>Principal/ designee, and strategic planning committee, ORMS staff</p>	<p>Definition: Spring 2015 or TBD</p> <p>Research/ sharing all year long</p>	<p>Documentation of agreed upon definition/characteristics of individualized learning</p> <p>Pre &amp; post data of staff implementation of individualized learning (definition)</p> <p>Team meeting minutes/discussion</p> <p>Teacher workshop day</p> <p>Staff meeting</p>



## 2<sup>nd</sup> Read/Adoption School Board – High School Academic Goals Oyster River High School: STRATEGIC ACTION PLAN Goal #4

### LONG TERM GOAL

Student Engagement and Achievement Goal #1: High Aspirations  
Student Engagement and Achievement Goal #3: Innovative Personalized Instruction

### SHORT TERM GOAL

ORHS will develop a support system that meets the needs of all of our students. We will start with an evaluation of the effectiveness of our current support system including RTI, Learning Lab, the new Math Lab program and make recommendations for next steps to improve student supports by June 2015.

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step prior to June 2014	KEY PROGRESS INDICATORS What is the evidence we will accept that this action has successfully been completed?
<ol style="list-style-type: none"> <li>1. Implement and monitor the new Math Lab program.</li> <li>2. Refine the existing RTI process. Focus on teacher feedback loop and refining the criteria for assigning tier 2 and 3 supports.</li> <li>3. Conduct a program evaluation of Learning Lab and make recommendations for program improvements.</li> <li>4. Evaluate the impact class size has on teachers' ability to effectively implement individualized instruction and heterogeneous groupings.</li> </ol>	<p>Time will need to be allocated for meeting, data collection and observations to be conducted.</p> <p>Depending on the findings of this program evaluation additional staff may be needed to meet student needs and maintain reasonable class sizes.</p>	<p>Todd Allen, Mike McCann</p> <p>The RTI team</p>	<p>June 2015</p>	<p>Clear criterion will be established for Math Lab access and refined criteria for Learning Lab access.</p> <p>Growth in STAR scores and academic performance for students receiving support.</p> <p>Recommendations will be made for future program improvements.</p>

**2<sup>nd</sup> Read/Adoption School Board – High School Academic Goals  
Oyster River High School: STRATEGIC ACTION PLAN Goal #3**

<p><b>LONG TERM GOAL</b> Student Engagement and Achievement Goal #2: College and Career Ready Student Engagement and Achievement Goal #3: Innovative Personalized Instruction</p>	<p><b>SHORT TERM GOAL</b> Develop a commonly accepted clear definition of program consistency that is fully embedded in our program. We will start by developing consistency of practice as it relates to multi-section course offerings like World Cultures, Biology, Essentials of English, Algebra 1, Health, PE and World Languages by June 2015.</p>			
<p><b>ACTION STRATEGIES</b> What specific actions will be taken to achieve the goal?</p>	<p><b>RESOURCES NEEDED</b> What financial &amp; human resources are needed to do this work?</p>	<p><b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?</p>	<p><b>COMPLETION DATE</b> Estimated date for completion of this action step prior to June 2014</p>	<p><b>KEY PROGRESS INDICATORS</b> What is the evidence we will accept that this action has successfully been completed?</p>
<p>1. Form an interdisciplinary committee made up of high school and middle school staff.</p>	<p>Point person at the high school solicits staff input involvement via email/electronic means.</p>	<p>Kathy Pearce, Heather Machanoff, Todd Allen</p>	<p>Spring 2014</p>	<p>Agenda established along with cross-section of representatives for the summer work.</p>
<p>2. Review all freshmen common multi-section classes to identify areas in need of consistency. Those classes are: Biology, Essentials of English, World Cultures, Health, PE, Algebra 1 and Geometry, French and Spanish 1 and 2.</p>	<p>Summer PD time with curriculum documentation.</p>	<p>Summer committee participants.</p>	<p>Summer 2014</p>	<p>Summer work will develop a list of areas of concern and then prioritize them.</p>
<p>3. Prioritize areas in need of consistency and assign to working groups for refinement and development of proposals. Some specific areas of focus will include: course expectations and evaluation, pathways for a more personalized learning experience, common language and rubrics.</p>	<p>Working groups will need time and materials to develop proposals.</p>	<p>Entire staff</p>	<p>Summer 2014</p>	<p>Proposals coming out of working groups will be shared and adopted during various meetings at the start of the school year.</p>
<p>4. Share proposals as they are ready with Advisory, departments and school at large as appropriate for adoption/discussion/refinement.</p>	<p>Advisory, department and staff meeting time.</p>		<p>Starting in the Fall of 2014</p>	

## 2<sup>nd</sup> Read/Adoption School Board – High School Academic Goals

### Oyster River High School: STRATEGIC ACTION PLAN Goal #2

LONG TERM GOAL Student Engagement and Achievement Goal #1: High Aspirations Student Engagement and Achievement Goals #3: Innovative Personalized Instruction				
SHORT TERM GOAL Establish and promote a professional culture of collaboration to support high levels of collegiality, team work and dialog to solve problems of practice with the intent of promoting student achievement. All staff will be engaged in a Professional Learning Community (PLC) by June 2015.				
ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step prior to June 2014	KEY PROGRESS INDICATORS What is the evidence we will accept that this action has successfully been completed?
<ol style="list-style-type: none"> <li>1. As a staff identify a list of topics that are in need of being addressed at ORHS. Examples of these topics will be: RTL, scheduling, advisory models, grading policies and practices, etc.</li> <li>2. Divide all staff into interdepartmental groups based on areas of interest/ concern.</li> <li>3. Establish a meeting schedule for all groups to meet built into our staff and PD time.</li> <li>4. As recommendations come out of committees they are presented to the Advisory for review and if warranted to the staff for discussion/ adoption.</li> </ol>	<p>-Staff meeting time</p> <p>-depending on the nature of the issues addressed there may be materials, workshop or travel needs</p>	<p>-Todd Allen, Mark Milliken and Mike McCann</p> <p>-staff members who are a part of each working group.</p>	<p>-January 2015</p>	<p>-all staff will be actively engaged in a PLC to address topics of common interest or concern to the school community.</p> <p>-a process to review recommendations from various groups will be developed through the school advisory team.</p>



## 2<sup>nd</sup> Read/Adoption School Board – High School Academic Goals Oyster River High School: STRATEGIC ACTION PLAN Goal #1

### LONG TERM GOAL

Student Engagement and Achievement Goal #4: Assessment for Learning  
Student Engagement and Achievement Goal #5: Reporting Learner Progress

### SHORT TERM GOAL

School-wide learning expectations will be developed and incorporated into a coordinated program of studies with evaluation rubrics established to measure student progress toward these expectations. All curriculum areas will work together to coordinate the development of a list of skills needed for success in the 21<sup>st</sup> Century, and then implement the use of this skills list along with evaluation rubrics in all areas by June 2015.

ACTION STRATEGIES What specific actions will be taken to achieve the goal?	RESOURCES NEEDED What financial & human resources are needed to do this work?	PERSON RESPONSIBLE Who will oversee the completion of this piece of the work?	COMPLETION DATE Estimated date for completion of this action step prior to June 2014	KEY PROGRESS INDICATORS What is the evidence we will accept that this action has successfully been completed?
1. As a whole staff review the list of school-wide learning expectations established during the 2012-13 school year to determine if they are still in line with the 21 <sup>st</sup> century mission of the school and make modifications as appropriate.	-Staff meeting time to review and re-adopt goals	-Todd Allen, Mike McCann and Mark Milliken	October 2014	Staff adoption of expectations.
2. Once adopted by the staff we will begin writing rubrics to go along with each learning expectation.	-create a committee that represents all academic areas to develop the written rubrics	-staff members on committee	October 2014 -April 2015	Formation of committee with clear charge.  Drafting of rubrics.
3. Share drafts of all rubrics with the staff.  4. Implement expectations and rubrics for the fall of 2015	-Staff meeting time to review, discuss and adopt rubrics			Adoption of rubrics for fall 2015 implementation.