

BEDB-R

**Oyster River Cooperative School District
REGULAR MEETING**

March 2, 2016

OR High School Auditorium

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. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
 - Motion to approve: 1/6/16, 2/10/16 regular & non-public & 02/17/16 manifest meeting minutes.
- IV. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
 - Recognition of Student Senate Representative
- V. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - C. Business Administrator**
 - D. Student Senate Report**
 - E. Other:**
- VI. DISCUSSION ITEMS**
 - Audit {full report can be found on District website under Departments/Business Operations/Audit Reports}
 - School Board Evaluation
 - Ice Hockey Cooperative with Portsmouth Update
 - Recommendation of assigning new development on Hayes Road in Lee & Madbury to Mast Way School
- VII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve extension of Superintendent's Contract
 - Motion to appoint two School Board Members to the Principal Search Committee
 - Motion to approve Mast Way Teacher Leave of Absence BOY – November 4, 2016
 - Motion to accept ORMS Teacher's Retirement
 - Motion to approve ORMS Activity Music Stipend Nomination
 - Motion to approve list of policies: ILD&R – Educational Questionnaires, Survey and Research & Forms, ILDA – Non-educational Questionnaires, Survey and Research, IKA – Interdisciplinary Credit Toward Graduation
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
 - A. Future meeting dates:** 3/3/16 – Start time Workshop – ORHS Library 6:00 PM
3/16/16 – Regular meeting – ORHS – Auditorium 6:30 PM
3/8/16 – Annual Meeting Session II – Voting Day
- XI. NON-PUBLIC SESSION: RSA 91-A:3 {If needed}**
NON-MEETING SESSION: RSA 91-A:2 I {If needed}
- XII. ADJOURNMENT**

The School Board reserves the right to take action on any item on the agenda.

Respectfully submitted,

Superintendent

If you require special communication aids, please notify us 48 hours in advance.

**Oyster River Cooperative School District
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes. 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:

- | | |
|------------------|----------------------------|
| • 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: 2015 - 2018 |
| • Maria S. Barth | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

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

REVISED

January 6, 2016

ORHS Library

6:30 p.m.

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Sarah Farwell, Maria Barth, Dan Klein and Student Representative: Caroline Wilson

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Jay Richard, Mike McCann, Carrie Vaich, and Catherine Plourde

There were 5 members of the public present.

I. CALL TO ORDER by Tom Newkirk 6:30 – 7:00 Manifest Review

The Board thanked Alexander Taylor for the School Board's new set up for their meetings.

Tom Newkirk declared a public hearing on the new videotaping law. Superintendent Morse reported that it has been determined that they do not need a new policy on the new videotaping law. The public hearing to discuss the current practice which is not to videotape students in classrooms without permission. Tom Newkirk opening this hearing up for public comments. Hearing none this public hearing is now closed.

II. PUBLIC COMMENTS:

Dean Rubine of Lee talked about Madbury and that their valuation lowered by 3.6%

III. APPROVAL OF MINUTES:

December 16, 2015: Denise Day moved to approve the December 16th minutes, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

APPROVAL OF MANIFESTS:

Payroll Manifest# 14: \$1,230,258.70

Payroll Manifest 14A: \$3,498.69

Vendor Manifests #15: \$698,816.98

Payroll Manifests #15: \$862,282.69

IV. ANNOUNCEMENTS and COMMENDATIONS

A. District: Jay Richard of the Middle School commended Diane Marquis and Chris Ferry who organized the Middle School Ski Club. They do a great job. He is hoping to have a forum in February to talk about standards based and competency based learning.

Carrie Vaich of Mast Way announced that the PTO is holding a Vocabularyathon fund raiser for the playground. Information will be going home on January 11th in the school backpacks. January 16th 1-3 PM Safety Complex celebrating Lee's 250th birthday. There is a lot of things planned in the year for the town.

Mike McCann reported that the High School is wrapping up the semester and midterms will be January 19-22. The marketing students are working on the school store, The Bobcat Corner. This is allowing them to get hands on learning with business. On March 2nd, the SATs will be given to all Juniors. More information will be coming out as the time get closer.

B. Board: Denise Day was impressed with the student's holiday story and drawing contests in Fosters.

Maria Barth was very impressed with Corey Parkers presentation on how the athletes are checked on. She is wondering if the other 25% of students who are not in athletics can be checked on as well.

Kenny Rotner thanked everyone who put together Martin Brewer's Celebration of Life Gathering.

Tom Newkirk commended Superintendent Morse for a great job at the Town Budget Forum in Madbury on Monday evening.

V. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Report: Todd Allen reported that there is a lot of work taking place at the middle school on standards based reporting. Everyone has been very welcoming in the District as he begins his new position.

He gave a quick update on the fields committee. The work of the Fields Ad Hoc Committee is coming to a close. They are creating a fact brochure and some basic communications going into weekly updates. Once the awareness piece is done then the citizens group, "Go Vote" is taking over the political side of the process.

B. Superintendents Report: Superintendent Morse noted that there are two meetings next week: Full day Kindergarten Forum on January 12th. This has been a very comprehensive effort in getting out the information to the public.

This forum will be videotaped for parents who are unable to make the meeting so that it will be available to them.

January 13th Public Bond and Budget Hearing Presentation.

C. Business Administrator: None

D. Student Senate Report: Caroline Wilson reported that since midterms and finals are coming up Student Senate activities have been put on hold.

E. Other: Wellness Committee: Drug and Alcohol Presentation:

School Board Goal: Improve efforts related to Student Wellness and Mental Health

Mental Health Committee Members:

Todd Allen	Assistant Superintendent
Heather Machanoff	Counseling Director
Jason Baker	School Counselor
Rob Quaglieri	Health Teacher
Carina Dolcino	School Counselor
Brenda Tirrell	School Counselor
Felicia Sperry	School Psychologist
Dagmar Lamberts	Special Ed Counselor
Joe Saxe	School Psychologist
Jean Wons	School Counselor
JoAn Saxe	School Counselor
Paula Roy	School Counselor
David Geschwendt	School Psychologist
Holly Pirtle	Health Teacher

ORCSD: What We Know:

Youth Risk Behavior Survey 2013 Data:

Students reported using alcohol, marijuana and prescription medications at a similar rate to the state average.

Students reported feeling depressed and/or anxious at a similar rate to the state average.

Issues that warrant monitoring include:

Access to illegal substances

Heroin epidemic across the region

Synthetic drugs
Vaping
Binge drinking
Access to prescription medications

Grades K-4:

Decision Making
Self-Esteem
Feelings
Refusal Skills
Safety Rules
Problem Solving
Healthy Risk Taking
Healthy Choices
Special Programming: SASS, TIGER, Bucket, Filling etc.

Grades 5-8:

Tobacco, alcohol, marijuana, prescription drugs, synthetic drugs education
Refusal skills, role play, and strategies that fit your style
Benefits of being drug free
Stress management
Addiction, tolerance, and withdrawal
Dangers of binge drinking
Drug and alcohol laws
Substance abuse and sexual activity
Suicide awareness and prevention including how to help a friend ACT
Understanding feelings
Anger management/conflict resolution
Access to a peer mediation programming
Bullyproofing/power of the bystander
Cyber safety
Fostering a sense of belonging
Understanding diversity and practicing tolerance
Building mentoring relationships.

Grades 9-12:

Decision making and choices of using drugs
Physical, social and emotional effects
Drug use and pregnancy, effect on the fetus
Effects of drug use on the body

Cost of drug use
Dependency vs Addiction
How to seek help for oneself and advocate for others
Support groups
Driving impaired
Dating and alcohol
Prescription and over the counter
Heroin education
Marijuana and legality issues
Vaping and spice education
Discussion based courses: Psychology, Sociology, Debate, Anatomy etc.

NH Commissioner of Education

Top Five Recommendations to Prevent Alcohol and Drug Abuse:

1. Talk about the issue clearly and consistently
2. Provide formal, effective prevention education early and often
3. Gather information about substance use and perceptions and behaviors regularly
4. Provide early identification, referral and support services
5. Implement an effective alcohol, tobacco and other drug policy

The Board asked about what intervention is in place for students who are not in athletics to help them with academic support. Heather responded that School Counselors will meet with the students to help provide them with the tools and support that they need.

Katherine Moore from the Wellness Committee reviewed the federal mandates with the Board.

Maria Barth moved to Approve the Wellness Committee Report and the charges contained therein, 2nd by Dan Klein. Motion approved 7-0 with the Student Representative voting in the affirmative.

VI. DISCUSSION ITEMS

Corrected Warrant Articles

Article 7: It was moved and seconded at the previous meeting.

Article 7 explanation: The Board had a discussion on how the wording of this Article should read.

Kenny Rotner moved to have the article read: “This article asks voters to approve establishing a fund to provide the District with a way to assist students who live at or below poverty level as defined by the free and reduced price lunch program. It is recognized that there are currently students in our District who are unable to afford the purchase of important technology. Funds from the proceeds of the sale of used or outdated technology equipment will be utilized to provide this needed technology. The amount in this fund is to be capped at \$2,000, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Assign Presentation of Warrant Articles: The Board members will present the following Warrant Articles:

Warrant Article 3 - Al Howland
Warrant Article 4 - Dan Klein
Warrant Article 5 - Kenny Rotner
Warrant Article 6 - Sarah Farwell
Warrant Article 7 - Maria Barth
Warrant Article 8 - Tom Newkirk
Denise Day will present the Distinguished Service Award

Maria Barth moved to approve the above presentation of Warrant Articles, 2nd by Dan Klein. Motion passed 7-0 with the Student Representative voting in the affirmative.

VII. ACTIONS

A. Superintendent Action Items: None

B. Board Action Items:

The Board had a discussion on the proposed resolutions to NHSBA at the upcoming meeting. No motion is necessary.

Nomination of Coaches:

Volunteer Coaches:

Scott Masi	Ski Team
Derek Hubbard	Boys Hockey
Andrea Biniszkievicz	MS Cheer Club
Sue Jackson	MS Cheer Club

Leslie Gelsomini	Girls Hockey
Scott Barton	Girls Hockey
Kim Strout	Wrestling

Paid Positions:

Sunny Sadana	Boys 7 th Grade Basketball	\$1,957
Dave Geschwendt	Girls 7 th Grade Basketball	\$1,957
Nate Grove	Girls 8 th Grade Basketball	\$2,332
Jason Duff	Boys 8 th Grade Basketball	\$1,957

Denise Day moved to approve the above slate of Coaches and volunteers, 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to approve Policy JLCF: Denise Day moved to approve Policy JLCF for adoption, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

VIII. School Board Committee Updates:

Al Howland reported that the Communications Committee reviewed updates of the power point presentation for all-day kindergarten. There was also a discussion on the start times. This will be placed on the agenda at the next Board meeting to develop a plan on how to proceed.

Dan Klein reported that the Sustainability Committee met. Tomorrow evening there will be a dinner and a movie "Bag It Is Your Life Too Plastic". In this documentary film, Jeb Berrier takes a closer look at our cultural love affair with plastic. This will be in the high school auditorium.

IX. PUBLIC COMMENTS:

David Taylor of Durham noted that there was discussion on how authorization of the funds will be expended on Article 7.

Sue Caswell will be working with the attorneys and DRA on the wording of Article 7 and will be ready for the next meeting.

X. CLOSING ACTIONS

Future Meeting Dates: 1/4/16 Town Budget Forum – Madbury Town Hall
1/20/16 Regular School Board HS Library
1/11/16 Town Budget Forum – Durham Town Hall
1/12/16 Full Day Kindergarten Forum ORHS
1/13/16 Public Bond and Budget Hearing
1/19/20 Town Budget Forum – Lee Safety Complex

XI. NONPUBLIC SESSION RSA 91-A:3 II (a) – Superintendent Evaluation

Kenny Rotner made a motion to enter nonpublic session at 9:09 PM, 2nd by Denise Day under RSA 91-A:3 II (a) to discuss the Superintendent's Evaluation. Upon Roll Call motion approved 7-0.

Maria Barth made a motion to re-enter public session at 9:50 PM, 2nd by Denise Day. Motion approved 7-0.

XII. ADJOURNMENT

Maria Barth made a motion to adjourn at 9:51 PM, 2nd by Sarah Farwell. Motion approved 7-0.

Respectfully submitted,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School District

February 10, 2016

ORHS Library

6:30 p.m.

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Sarah Farwell, Maria Barth, Dan Klein and Student Representative Caroline Wilson

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Jay Richard, Mike McCann, Carrie Vaich, Corey Parker, and Catherine Plourde

There were 13 members of the public present.

I. CALL TO ORDER: by Tom Newkirk 6:30 – 7:00 Manifest Review

II. PUBLIC COMMENTS: Krista Butts from Lee NH spoke in favor of a cooperative football team. There are both boys and girls interested in this program. For some students this is their only sport and it is important for them to be able to play.

Willie Ouellette from Durham reaffirmed the commitment that these kids have made to football and this opportunity is a great solution to this problem.

Greg Poitras from Lee thanked Corey for his efforts in sustaining girl's hockey at ORHS, but asked if there are enough girls to sustain an ice hockey program for the next few years.

Jennifer Crute, President of the Girls Ice Hockey Boosters and is in favor of the cooperative program.

Noel Ouellette an 8th grade football player in Durham encouraged the Board to vote for this program.

Elizabeth of Durham is in support of this and that her father coached and hopes we will allow this opportunity.

III. APPROVAL OF MINUTES:

Motion to approve 1/20/16 regular and non-public meeting minutes:

Denise Day moved to approve the minutes of January 20th, with the below revisions, 2nd by Al Howland.

Page 3 - Options to mitigate” change “east” to “ease” “HAS” should be “HSA”

Page 5 Paragraph 2 –Insert at the beginning of the third paragraph first line “and at that time it was decided that starting a football program was not the right thing for ORCSD.”

2nd sentence change “OTCSD” to “ORCSD”

In “a lengthy discussion ensued” please add “Denise asked if we could vote on the two proposals separately and the Board was told yes. It was a coincidence that they were being brought forth at the same time.”

Page 6 under Kate McMannus comment in first sentence replace “this” with “changing the start time”

The motion with the above revisions passed 7-0 with the Student Representative voting in the affirmative.

Al Howland moved to approve the nonpublic minutes of February 10, 2016 as written, 2nd by Kenny Rotner. Motion approved 7-0.

Approval of Manifests:

Payroll Manifest #17: \$1,316,582.87

Vendor Manifest: #18: \$589,072.91

IV. ANNOUNCEMENTS and COMMENDATIONS:

A. District: Mike McCann of the High School reported that the Ethics Team came in second place in a regional competition in Boston. Fourteen students participated in a model UN in Boston. Marc LaForce chaperoned five students who attended the all-state jazz festival. The Boys and Girls Indoor Track Teams won runner up at the state level.

Carrie Vaich talked about the Mast Way 250th Town of Lee Celebration activities that are going on in the school. She congratulated the PTO who has been diligently raising funds for the playground at the school. Next week is Read Across America. Carrie will be posting all the upcoming activities online.

Jay Richard commended 18 students who will be recognized for their writing. This is a great achievement. He also congratulated Hannah Jones for her win in the Google Doodle competition at the State level. Reported that they have had some transportation issues with the ski club but they have all been worked out.

B. Board: Al Howland mentioned that the last ski club has been rescheduled to March 4th and they are looking for volunteers to help on that date.

V. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Report: Todd Allen reported that they are about to head into assessment season. The juniors will be taking the SATs on March 2nd. This will be a valued assessment. They are in the process of planning the Smarter Balanced testing schedule assessment for grades 3-8. The Science NECAP for Grades 4, 8 and 11th grades will be held in May.

B. Superintendent's Report: The state wide telephone emergency readiness project was found to be in 100% compliance. This is a real commendation for the staff who worked so diligently on it. Superintendent Morse told the Board that in their back up packet is the outline for the high school principal hiring process search.

C. Business Administrator: FY16 Budget Update: Sue Caswell updated the Board that the District is where we were last year. She noted that the teachers' salaries balance is due to unencumbered coaches and extracurricular stipends.

D. Student Senate: Student Representative Caroline Wilson reported that the Winter Carnival is on February 19th. It's been a lot of detail planning to set up for this event but they have a lot of fun things planned.

E. Other: None

VI. Discussion Items:

Appointing 2 School Board Members to The Middle School Building Committee: Al Howland moved to appoint Kenny Rotner and Dan Klein to the Middle School Building Committee, 2nd by Denise Day. Motion approved 5-0-2 with Kenny Rotner and Dan Klein abstaining and the Student Representative voting in favor of the motion.

Forming a Cooperative Football/Ice Hockey Team with Portsmouth: The Board discussed whether these potential cooperatives would have any impact or implications on Title IX. The Superintendent had reached out to legal counsel on this topic. The District is in compliance with Title IX right now. If this cooperative was approved and we had a number of male students who

wanted to play football it was recommended that the girls be surveyed to see if there are any sports that interests them to maintain compliance with Title IX. Corey Parker talked to the Board on the Title IX implications. Any girls who were interested in football, if the cooperative was approved, would be welcome to join. The cooperative programs would run in a two year cycle. The Cooperative Agreement would detail the expectations, the liability and the collection of money needs and would begin in 2017. Portsmouth would be the agent of financial funds directly instead of Oyster River. This would be a self-funded opportunity for the students to play for Portsmouth.

Kenny Rotner moved to authorize Corey Parker and the Leadership Team to develop a finalized of the letter of agreement for presentation at the next meeting, 2nd by Al Howland. This agreement will include liability and funds. Motion passed 6-1 Maria Barth opposing and the Student Representative voting in the affirmative.

Cooperative Girls Ice Hockey Team: There was a suggestion by the Board to hold off on this until the fall to see what the numbers are going to be for the team. They discussed bringing all those involved into a meeting to discuss a pathway for girls' ice hockey and presenting their recommendation and findings to the Board.

Al Howland moved to authorize a committee made up of ORYA, Middle School Hockey, High School Hockey and the Athletic Director to come together and develop a presentation of the girls' ice hockey program and the viability of our program and present their findings to the Board, 2nd by Kenny Rotner. Motion passed 7-0 with the Student Representative voting in the affirmative.

Update on Start Time: The Board workshop was cancelled due to storm. The Board rescheduled the Workshop for March 3rd at 6:00 p.m.

VII. ACTIONS:

A. Superintendent Actions: None

B. Board Action Items:

**Motion to approve ORHS Maternity Leave of Absence 2/29/16 – 5/31/16:
Al Howland moved to approve the ORHS Maternity Leave of Absence 2/29/16 – 5/31/16, 2nd by Dan Klein. Motion approved 7-0 with the Student Representative voting in the affirmative.**

Mast Way Robotics Club Stipend: Kenny Rotner moved to approve the Mast Way stipend activity for Robotics Club Coordinator, 2nd by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.

Motion to approve two ORMS overnight field trips: Grade 8 Washington DC Trip 4/22-4/25 and Grade 7 & 8 Burlington VT Band Trip 5/6-5/7. Kenny Rotner moved to approve the above field trips, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Policies: Kenny Rotner moved to approve list of policies as a block: Policy ILD-R Educational Questionnaires, Survey and Research and Forms; Policy ILDA Non-Educational Questionnaires, Survey and Research; Policy IKAA Interdisciplinary Credit Toward Graduation; for a first read 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

VIII. SCHOOL BOARD COMMITTEE UPDATES: None

IX. PUBLIC COMMENTS: None

X. CLOSING ACTIONS:

A. Future Meeting Dates:

February 16: Candidates Night – ORHS – C120

February 17: Manifest Review – ORHS – C120

March 2: Regular Meeting ORHS - Auditorium

XI. NON-PUBLIC SESSION RSA-91-A:3 II (a) Superintendent Contract

Kenny Rotner moved to enter into non-public session at 8:47 PM, 2nd by Maria Barth under RSA-91-A:3 II (a), to discuss the superintendent's contract. Upon roll call vote the motion passed 7-0 with the Student Representative voting in the affirmative.

Denise Day made a motion to re-enter public session at 9:05 PM, 2nd by Dan Klein. Motion passed 7-0.

Page 6
February 10, 2016

Draft

XII. ADJOURNMENT:

**Maria Barth made a motion to adjourn at 9:06 PM, 2nd by Sarah Farwell.
Motion passed 7-0.**

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

February 10, 2016 ORHS C-120

Non Public Meeting Minutes
School Board Attendees:

Maria Barth
Tom Newkirk
Kenny Rotner
Al Howland
Denise Day
Sarah Farwell
Dan Klein

Administrators Present: 0

The Board discussed changes to the superintendent's contract.

Respectfully Submitted,
Allan Howland, Vice-Chair

Oyster River Cooperative School District
Manifest Meeting
February 17, 2016
Oyster River High School C120 – 5:30 PM

Administrators Present:
Susan Caswell, Business Administrator

School Board Member Present:

Allan Howland
Denise Day
Tom Newkirk

Meeting was called to order at 5:35 PM.

Manifest reviewed and signed.

Meeting ended at 5:55 PM.

Respectfully submitted,
Susan Caswell
Business Administrator

OYSTER RIVER
COOPERATIVE SCHOOL DISTRICT

Management Letter

For the Year Ended June 30, 2015

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 <u>CURRENT YEAR RECOMENDATION:</u>	
4. Prepare for Single Audit Changes	3

Additional Offices:

Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

To the School Committee
Oyster River Cooperative School District

In planning and performing our audit of the basic financial statements of the Oyster River Cooperative School District as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the Oyster River Cooperative School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

This communication is intended solely for the information and use of management, School Committee, others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Melanson Heath

October 21, 2015

PRIOR YEAR RECOMENDATIONS:

1. Establish Disaster Recovery Plan

Prior Year Issue:

In the prior year, we noted that the District did not have a formal business recovery plan for its computer system. We recommended that a formal disaster recovery plan be established, documented, and tested to include the following issues:

- Identify and prioritize key automation functions within the District.
- Identify key contacts (vendors, alternate site).
- Document manual and alternative procedures that may be required to temporarily process transactions.
- Identify key personnel in the recovery process and specify their roles.

Establishing and testing a formal business recovery plan will lessen the risks associated with a major computer failure or other disaster.

Current Year Status:

During fiscal 2015, the District took extensive measures to ensure that data would be recovered in a timely manner to lessen the risks associated with a major computer failure. **We consider this issue resolved.**

2. Review Payroll Clerk Responsibilities Surrounding New Employees in the Payroll System

Prior Year Issue:

In the prior year, we recommended that the District review the responsibilities of the payroll clerk and consider segregating certain duties, and/or implement a formal/documented review process.

Current Year Status:

During fiscal 2015, the District revised the accounting director's responsibilities, which improved the segregation of duties. The District implemented new procedures to help ensure that duties are segregated surrounding new employees.

We consider this issue resolved.

3. Prepare to Implement GASB 68

Prior Year Issue

In the prior year, we advised the District of the requirement to implement the Governmental Accounting Standards Board (GASB) Statement 68 – *Accounting and Financial Reporting for Pensions* that will require the unfunded pension liability be recognized on the District's Statement of Net Position.

Current Year Status:

The District's June 30, 2015 basic financial statements reflect the implementation of Governmental Accounting Standards Board (GASB) Statement 68. **We consider this issue resolved.**

CURRENT YEAR RECOMMENDATION:

4. Prepare for Single Audit Changes

In fiscal year 2016, there will be significant new requirements related to single audits. In addition to raising the threshold for requiring a single audit from \$500,000 to \$750,000, there are new requirements of OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (UG) for single audits. The following summarizes the major changes:

- Financial and program management –
 - Establish written policies and procedures for the following:
 - Cash management
 - Determination of allowable costs
 - Employee travel
 - Implement internal controls that comply with COSO's "Internal Control Integrated Framework"
- Property standards – equipment –
 - Maintain property records that include description, serial/identification number, source of funding, acquisition date, cost, location, and ultimate disposition data
 - Conduct a physical inventory every 2 years and reconcile to property/fixed asset records
 - Implement a control system to safeguard property from loss, damage, theft
- Procurement –
 - Establish written policies and procedures for the following:
 - Procurement in compliance with the new procurement standards
 - Standards of conduct covering conflicts of interest
 - Process for conducting proposal evaluations

- Maintain certain records to detail the history of procurement
- Implement oversight procedures to ensure contractors perform in accordance with terms
- Subrecipient monitoring and management –
 - Establish written policies and procedures for the following:
 - Communication of award requirements
 - Responsibilities for monitoring subrecipients
 - Process for monitoring
 - Methodology for resolving findings
 - Requirements for audits

We recommend that the District prepare for the single audit changes by training staff and establishing the aforementioned documented policies and procedures. This will help the District to minimize the risk of new single audit compliance findings in fiscal year 2016.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BAA
Date of Adoption: June 15, 1988 Code Revision: 11/18/09 – Previously BK Code/Title Revision: 5/2/12 – Previously BED Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012	Page 1 of 1 Category: Recommended

EVALUATION OF THE BOARD

At the conclusion of each year, the board shall reflect on the degree to which its goals and objectives have been accomplished. The board shall address those areas as outlined in state laws and ORCSD established Board goals.

Appendix BAA-R – Researching for form to use

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: February 10, 2016 Board Meeting
Re: Open Search for the High School Principal Position

In order to expedite a thorough search for the next high school principal, we will advertise in print and electronic media that reaches a national, regional, state and local audience. These will include:

ServingSchools.com
Ed Jobs
NHSPA - New Hampshire School Principal Association
Fosters

The application posting will include a job description*, required qualifications, and timeline. Advertising will begin February 10th and run for three weeks ending March 1st. The requested materials will consist of a cover letter, two essays, resume, official transcripts or NH certification or eligibility and 3 references. The application packet must be completed and submitted to the SAU office by 4:00 PM on March 8th, 2016 to be considered. Potential candidate screening will occur during the 2nd week of March and chosen candidates will be interviewed during the 3rd week of March. The goal will be to present a candidate to the Board at the April 6th, 2016 School Board meeting.

The successful candidate will begin July 1st, 2016.

A District wide screening committee will be formed to make a recommendation to the Superintendent. The committee will be comprised of 14 members composed as follows:

- (4) High school teachers

- (3) Building Administrators

- (3) Parents

- (2) Central Office Administrators

- (2) Board Members
To be appointed by Board Chair

References of the finalist will be checked, and school visits will occur before nomination to the ORCSD School Board at their April 6, 2016 meeting.

*Job Description will only be posted on the ORCSD website

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

INTEROFFICE MEMORANDUM

TO: Superintendent Morse
FROM: Jay Richard
DATE: 2/15/16
RE: Nominations for Activities and Stipends

Please nominate the following middle school activity stipend.

Thank you.
Jay

Name	Activity	Stipend	Longevity	Total
Jarika Olberg	MS Musical (Drama and Acapella)	\$979	\$0	\$979

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
March 2, 2016**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
Educational Questionnaires, Survey and Research & Forms	ILD-R
Non-Educational Questionnaires, Survey and Research	ILDA
Interdisciplinary Credit Toward Graduation	IKAA
Policies for Deletion	

The January 27, 2016 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.

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

EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

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

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

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

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

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

School District Approval

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

All Questionnaires, Surveys available will be for Inspection

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

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible [but not later than 10 days](#) before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so [by making a copy available at the school in the administrative office as well as](#)

[posting information about the survey on the District website.](#) Parents may refuse to allow their

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16 School Board First Read: February 10, 2016 School Board Second Read/Adoption: March 2, 2016	Page 2 of 2 Category: Recommended

student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

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

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

Surveys Requesting Sexual Information

~~In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.~~

Miscellaneous Provisions

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

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

Notice of Policy

[This policy will be included in the student handbook for each school in the District.](#)

Cross Reference:

ILD-R – Consent and Opt-Out Forms

[ILDA – Non-Educational Questionnaires, Surveys and Research](#)

Legal References:

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

PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS

Protection of Pupil Rights Amendment – **Active Consent for Specific Activities**

(For activities ~~not~~ funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

~~For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA).~~ On _____ at

Date

_____ there will be a survey, analysis, or evaluation, and
Name of School/Site

your consent is required so that your child(ren) may participate. This activity consists of:
Description:

Please sign below ~~in the event that you~~ to indicate your consent ~~to~~ for your child(ren)'s participation and return this form to your Principal/designee by

Five (5) days before activity or as directed

~~If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.~~

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

Parent Signature

Date

Legal Reference:

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

Opt-Out For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

~~For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA). On _____ at~~

Date

_____ there will be a protected information survey conducted.

Name of School/Site

This activity consists of: _____

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____.

Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than _____ at _____ or

Five (5) days before activity or as directed

Phone

_____.

e-mail address

~~If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.~~

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

_____ *Parent Signature* _____ *Date*

Legal Reference:

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

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

NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

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

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

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

Cross Reference:

Policy ILD Educational Questionnaires, Surveys and Research

Legal References:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ICAA
Draft to Policy Committee: January 27, 2016 School Board First Read – February 10, 2016 School Board Second Read/Adoption: March 2, 2016	Page 1 of 1

Interdisciplinary Credit Toward Graduation

The Oyster River Cooperative School recognizes the need to identify coursework taught in one content area as relevant with regard to earning graduation credits in another content area. The parameters for this policy are subject to the following conditions:

- (1) Graduation requirements met by interdisciplinary credit shall be clearly designated on student transcripts;
- (2) Interdisciplinary credit shall be counted only once in meeting graduation requirements; and
- (3) The high school principal may approve a particular course for interdisciplinary credit if he/she determines that:
 - a. The course has been adopted by a faculty team; and
 - b. The course addresses the objectives for the subject area in which the credit is to be counted.

Cross Reference:

Oyster River High School Current Program of Studies

Legal Reference:

Ed.306.27(q) High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program

Policy Committee Meeting Minutes

Wednesday, January 27, 2016 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, Todd Allen, James Morse

Visitors: 1 – Attorney Graham

Called to order at 3:30 by Maria Barth. Jim explained that we invited Attorney Graham to this meeting to assist the committee in understanding the two different survey policies that are currently pending for the School District.

Attorney Graham explained that we need to change our existing policy and also the pending policy that is in review by the committee, due to the changes made in the State and Federal law. Three major areas need to be incorporated into the existing policy that reflect that a 10-day notice needs to be provided to parents/guardians, a way to review the proposed survey, and the parent/guardian has the option to opt out. He also explained that the state law does not require active consent for a survey.

Attorney Graham also reviewed the Federal guidelines for surveys which if funded in whole or part by any program administered by the U.S. Department of Education and cover the subject matters depicted in policy ILD do require active consent, as well as notice, how the survey will be administered and utilized, and the persons or entities that will have access to the results.

Superintendent Morse asked clarifying questions about the Youth Risk Behavior Survey that is given to the middle and high school students every two years. He explained that this survey gives the District a pattern of our students.

Review of both survey policies and consent forms were done, changes made and will be sent to the School Board for a first read at their February 10th meeting.

Policy ILD & R – Educational Questionnaires, Survey and Research – Legal clarification obtained allowing the District to revise the policies and consent forms to meet all of the state and federal requirements.

Policy ILDA – Non-Educational Questionnaires, Surveys and Research legal clarification obtained and appropriate language included in the revised policy.

Attorney Graham left the meeting at 4:50.

Maria Barth asked to go off the proposed agenda and inquired about the status of the use of the District Tax ID by the various PTO's. Jim explained that a meeting is scheduled for Friday and an update will be given at the next policy meeting. Also asked if a fundraising event could be against the wellness policy. Discussion ensued with Superintendent Morse and the policy committee.

Policy IKAA – Interdisciplinary Credit – both the existing and revised policy that Todd Allen is recommending were reviewed. Todd explained that the graduation required minimum standards have changed and students are now required to take 4 credits of English and 4 credits of math. Todd explained that there are two ways to achieve this. First an additional math credit can be added or secondly, the high school can identify classes that are math intensive like, chemistry, some computer courses, accounting, and even some of the building trade classes and use those toward that 4th math credit.

The committee asked some clarifying questions and agreed that this policy is okay as proposed and will go before the School Board at their February 10th meeting.

Meeting ended at 5:10 PM – Next meeting to be determined.

Respectfully submitted,

Wendy L. DiFruscio