

**Oyster River Cooperative School District
REGULAR MEETING**

April 20, 2016 **OR High School Library** **6:30 PM**

o. CALL TO ORDER (6:30 PM)

I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

I.a. Public Hearing: Policy BEC – Non-Public Session & Policy BDB-Board Officers/Board Organization Mtg.
{BEC – Change in State law for vote from non-public to public & BDB – Change in responsibility for Chair and added procedure}

II. PUBLIC COMMENTS

III. APPROVAL OF MINUTES

- Motion to approve: 4/6/16 regular meeting minutes.

IV. ANNOUNCEMENTS AND COMMENDATIONS

A. District

B. Board

V. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

B. Superintendent's Report

C. Business Administrator

- Facility Bids

D. Student Senate Report

E. Other:

- Sustainability Report – Cristina Dolcino

VI. DISCUSSION ITEMS

- Authorize two Board Members to meet with Portsmouth
- Transportation Drop Off Protocol
- Chinese Program Update and Proposal for 2017-18 School Board Goal –Foreign Language education
- Revisit of Staffing Needs for 2016-17
- High School Enrollment
- Establish Workshop in May pertaining to start time

VII. ACTIONS

A. Superintendent Actions

B. Board Action Items

- Motion to approve facility bids.
- Motion to approve staffing needs for 2016-17
- Motion to accept ORHS Resignation.
- Motion to approve List of Policies: GBAA – Sexual Harassment Employee/Staff, ADC – Use of Tobacco Products Strictly Prohibited., BDB &R – Board Officers/Board Organization Meeting/Procedure, BEC – Non-Public Minutes, EEA-R Student Transportation Service Procedure-add to existing policy

VIII. SCHOOL BOARD COMMITTEE UPDATES

IX. PUBLIC COMMENTS

X. CLOSING ACTIONS

A. Future meeting dates: 5/4/16–Regular Mtg.@ Mast Way-5/18/16 Regular Mtg. @ MOH

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: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • 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 BOARD | Policy Code: BEC |
| School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 | Page 1 of 2 Category: Recommended |

NON-PUBLIC SESSIONS

The Board may meet in non-public session for any purposes set out in RSA 91-A:3. Every non-public session must be preceded by a public meeting even if only for the action to enter non-public session. The public meeting must follow all the requirements of the Right-to-Know law and related policies. Upon a motion properly made and seconded, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory exemption(s) for entering non-public session.

Discussion in the non-public session must be limited to the matters and statutory exemptions made in the motion. To discuss any other subject, the Board must go back into public session and make another motion to enter into another non-public session. The minutes of the non-public session must enumerate each and every subject discussed during the non-public session. A vote to approve the minutes of a non-public session affirms that no other subject was discussed for which each Board member is individually accountable.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board may only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

The deliberation to seal minutes ~~may~~ **must** occur in ~~non~~-public session, and the motion to seal occurs in ~~non~~-public. The motion to seal the minutes must be properly made and seconded and state the exemption allowing the minutes to be sealed and the estimate of how long they will be sealed, such estimate not to be considered a definitive timeline but merely an estimate. ~~Once back in public session the Chairperson will inform the public who made the motion and the second, whether the minutes have been sealed and why and the estimate for how long they will be sealed by a vote of at least two-thirds of the members present.~~

Minutes may not be sealed if the session contained discussion of any subject not covered by the exemption. The minutes if sealed should be organized to address one subject covered by an exemption at a time so that the relevant portions of the minutes may be unsealed independently. If it is expected that the minutes for a non-public session may be sealed, then a separate non-public session should be held for each subject, with a separate public motion to enter.

Sealed non-public minutes may only be reviewed by the Board at a proper non-public meeting. Individual members may not review sealed minutes outside of a Board review. Minutes of all sealed non-public sessions must be reviewed by the Board at least annually to determine whether they should be unsealed.

| | |
|---|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: BEC |
| School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 | Page 2 of 2 Category: Recommended |

Board members are prohibited from publicly discussing matters that were properly discussed in non-public session beyond what is reported in the non-public minutes. This prohibition does not apply to subjects not included in the motion entering the non-public session.

The Superintendent or his/her designated administrator, as well as necessary personnel, may attend all non-public sessions of the Board, except those non-public sessions that pertain to the Superintendent's employment.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Legal References:

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

| | |
|--|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: BDB |
| Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 <u>School Board Public Hearing/First Read: April 20, 2016</u> | Page 1 of 1 Category: Recommended |

BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson or secretary resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

Secretary:

~~The Secretary shall be responsible for Board correspondence when directed by the Chairperson.~~

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right to Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BBAA – School Board Member Authority
 BDF – Advisory Committees to the Board
 BDB & R – District Clerk/District Treasurer Job Descriptions

Legal Reference: RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public

| | |
|--|---|
| <u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u> | <u>Policy Code: BBAB-BDB-R</u> |
| <u>Policy Committee Review: April 13, 2016</u> <u>School Board Review: 04/20/16</u> | <u>Page 1 of 1</u> |

ROLES AND DUTIES OF THE BOARD CHAIRPERSON

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

Cross Reference:

BDB: Board Officers

Oyster River Cooperative School District

April 6, 2016

ORHS Library

6:30 p.m.

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

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

There were twenty members of the public present

I. CALL TO ORDER at 6:30 p.m. for Manifest Review

6:30 – 7:00 Manifest Review/Approval at each School Board Meeting

II. PUBLIC COMMENTS:

John Parsons of Durham spoke and is in favor of using some of the unexpended fund balance to provide lighting for the fields. It will allow more use of the facility. The thirteen and final Todd's Trot signups are going on now.

Krista Butts of Lee mentioned that both she and her husband played sports in high school. She has been researching concussions online and female ice hockey players have the highest rate. Krista is in support of the Cooperative Team with Portsmouth being approved by the Board.

Dean Rubine of Lee talked about the start time and was disappointed that the workshop did not come out with a plan. He is suggesting a plan that the Elementary School times would be 7:45 – 2:25 and the middle school/high school times would be 8:45 – 3:45. Dean would like a survey of the students and the community.

Jennifer Lyon of Lee is on the working group for the start time. She mentioned that 70% of students are sleep deprived.

Miles Goldberg is a 7th grader at Oyster River. He is in favor of the Portsmouth Football Team Cooperative Program.

Tyler Butts of Lee a student in Oyster River said that football has taught him things that he wouldn't have learned anywhere else.

Gabe Goodwin is recommending that the School Board approve the football program.

Jamie Rothstein of Durham is in favor of the football cooperative program.

Beth Potier of Durham is in favor of adopting a plan with later start times at the high school.

Julie Hanes of Durham support later start time at the high school.

Eva Lizer of Durham is a physician and a parent in the District. The research is there that supports a later start time in the schools.

Willy Ouellette in Durham is in favor of the Portsmouth Football Cooperative Program.

Jeff Butts spoke in favor of the Board approving the Cooperative Football Program with Portsmouth.

Sarah Wilson of Durham spoke on how start times would affect their jobs, athletics.

III. APPROVAL OF MINUTES:

Motion to approve 3/16/16 regular meeting minutes.

Denise Day moved to approve the minutes of March 16th, 2nd by Al Howland with the following revisions. Motion approved 6-0-1 with Kenny Rotner abstaining.

Page 4 - Paragraph 10, replace the second sentence with: "A committee of five has chosen the six candidates to be interviewed."

Page 5 - Insert at end of second paragraph: "Corey Parker confirmed that the intended consequences of forming a football cooperative would be to start a football team in Oyster River."

Approval of Manifests:

Payroll Manifest #21: \$1,231,093.84

Vendor Manifest #22: \$752,260.84

IV. ANNOUNCEMENTS AND COMMENDATIONS

A. District:

Mark Milliken congratulated Daiyao Zhang, Foster's student of the week Poetry out Loud winner who also plays classical piano. He also congratulated Megan Doody who was chosen Manchester Union Leaders athlete of the month.

Jay Richard Principal of the Middle School congratulated Troy as the new student senate representative. Jay congratulated Lisa Allison who coached a group of students on to victory at the Bridge Tournament last weekend as they took first place. He mentioned that there will be a 7th & 8th grade dance on

Friday at the Middle School. Congratulated Andrea Lawrence, a teacher at the middle school who was named Teacher Mentor of the Year by UNH. He also reported that they will be moving to the Quick Tip Program at the middle school.

Carrie Vaich of Mast Way reported that the upcoming play for all students in Grades 3 and 4 will be performing Annie Jr. Friday April 15 at 1:30 p.m. at the School and Monday April 18th at 6:30 p.m. at the High School in the auditorium.

B. Board: Kenny Rotner was happy to go to the groundbreaking for the fields on Friday and congratulated Corey Parker on a great job. He thanked the community for all their letters of input. Kenny appreciates everyone's involvement.

Denise Day attended a two-day conference sponsored by the New England Secondary School Consortium called High School Redesign in Action. She learned that there are four states to developing a competency based learning system: school wide planning, design, instruction, and reporting. Many high schools two – three years into the transition still use traditional grades for report cards. It's important to go slowly and take the time to get all stakeholders on board. There are also issues regarding NCAA and merit based scholarships.

Maria Barth attended the community forum on grief. It was a wonderful beginning and she is hopeful that they will be looking at prevention.

V. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Report

Todd Allen announced that we are going to be running the Summer Reach Program again this year. It is a great program and gave Carolyn Eastman and Deb Byrne credit for all that they accomplished with this program. The program will begin July 11 and run for 5 weeks until August 11, Monday through Thursday 8:30 – 11:30. The link is on the website. Thanks to Doris Demers and the School Nutrient staff, free lunch will be provided to any child from 11:30 – 12:30. March 18th a very successful Professional Development Day. Elementary focused on Eureka Math, middle school on standards and competencies, and high school self-study NEASC. Carrie Vaich lead a group of teachers to Nashville on Next Gen Science which was very informative.

B. Superintendent's Report:

Kindergarten Enrollment to Date: Superintendent Morse reported that to date Mast Way has 53 Kindergarten Students enrolled and Moharimet has 51 students. He also noted that many of the elementary classrooms are close to

the 22 number of students per class that is their guidelines. They will be keeping a close watch on those numbers.

Superintendent Morse detailed the High School Principal Search interview process over the past six weeks. They brought the two finalists before the student senate and faculty. Suzanne Filippone is the candidate this evening for consideration. She is from Spaulding High School.

Al Howland moved to accept Suzanne Filippone as the new principal at Oyster River High School beginning July 1st, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Community Forum: was well attended, the panel was terrific and the questions were very revealing. They are anticipating this to be one of a series meetings and he thanked the community for participating.

Athletic Fields Timeline: The expected completion date is September. They are getting an early start because the ground is not frozen.

C. Business Administrator:

Sue Caswell reviewed the RFP/RFQ Driver's Education Bid Request for Proposal with the Board:

Drivers Education Bid:
Years 1 and 2: \$650
Years 3-5: \$675

Denise Day moved to approve Towle Driving School, 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

Sue Caswell reviewed the RFP/RFQ Passenger School Bus process with the Board and is recommending Dattco Inc. The project was based on ten years of excellent working history with ORCSD, specs, place of warranty, preference in vehicle.

Al Howland moved to approve the bid from Dattco for \$84,861.00 for two Passenger School Buses, 2nd by Kenny Rotner. Motion passed 7-0 with the Student Representative voting in the affirmative.

D. Student Senate Report: Student Representative Troy Lapolice reported that a lot of the students are excited and looking forward to Suzanne Filippone as their new principal.

E. Other: None

VI. DISCUSSION ITEMS:

Football Cooperative with Portsmouth: Al Howland moved to have on the March 2017 ballot a warrant for support for Oyster River go into a cooperative with Portsmouth, 2nd by Maria Barth.

Corey Parker noted that with this agreement: if the state goes into a four division alignment then Portsmouth would most likely go to Division II and this would nullify any agreement they have with Oyster River. Other issues that were discussed were potential impacts of start times and Title IX implications. One suggestion was to form a one year cooperative program and have it written into the contract that Oyster River is not exploring their own football program in the event that the cooperative agreement is dissolved.

There was a discussion about the financial impact of a football program in the District. It would be a big financial undertaking. The Board members all mentioned on how difficult this decision is.

Maria Barth moved to amend the motion to read to have on the March 2017 ballot a warrant for support for Oyster River to have a football program, 2nd by Sarah Farwell. Motion passed 4-3 with Kenny Rotner, Tom Newkirk, and Dan Klein opposing. The motion as amended failed with Sarah Farwell, Al Howland, and Maria Barth voting in favor 3-4.

Denise Day moved to approve a cooperative agreement with Portsmouth High School for football with a clear understanding that we approve the agreement and is in no way implying a pathway for Oyster River to have its own team, 2nd by Dan Klein. The motion failed 1-6 with Denise Day voting in favor of the motion.

Recommendation of assigning new development on Hayes Road in Lee and Madbury to Mast Way School: There is a new development that is ready for building to begin and Superintendent Morse is recommending it be assigned to Mast Way School. **Kenny Rotner moved to assign the new development on Hayes Road in Lee and Madbury to Mast Way School, 2nd by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.**

Meeting with School Staff Pertaining to Start Time: Two members of the Board will be visiting each school to survey them with these questions: In what ways does your schools current schedule work well? In what ways does the current schedule not work well?

What hardships do you foresee for staff, parents, and students at your school if schedules for elementary and middle/high schools were reversed?
They are seeking candid opinions and thoughts from the staff.

What do you think an ideal schedule for your school would be?

Board Member school visit breakdown will be:

Moharimet: Al Howland and Tom Newkirk

Mast Way: Dan Klein and Denise Day

Middle School: Kenny Rotner and Maria Barth

High School: Sarah Farwell and Tom Newkirk

Master schedule for 2016-17 School Board Meetings: Al Howland moved to approve the Master Schedule for 2016-17 School Board Meetings, 2nd by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.

Lighting of the Athletic Fields:

Sue Caswell updated the Board that there will be end of the year fund balances to pay for this. These funds have become available due to health insurance savings, benefits and salaries.

This request has come up because the contractor offered a \$20,000 discount if the lights were included in the initial construction. The lights were not included in the warrant article that was passed last month.

The Board had a lengthy discussion on the wording of the athletic field's warrant that passed which stated that the funding for the lights would be fund raised.

Al Howland approve the funding for the lights for the new athletic field, 2nd by Dan Klein. Motion passed 5-2 with Maria Barth and Sarah Farwell opposing.

VII. ACTIONS

A. Superintendent Action Items: None

B. Board Action Items:

Motion to nominate and approve Non-Tenured Contract Professional Staff Members as submitted by the Superintendent: Denise Day moved to nominate and approve Non-Tenured Contract Professional Staff Members as submitted by the Superintendent, 2nd by Al Howland. Motion approved 6-0-1 with Kenny Rotner abstaining.

Motion to accept ORHS Resignation: Denise Day moved to approve the ORHS Resignation, 2nd by Al Howland. Motion approved 7-0.

Motion to approve Moharimet Retirement: Al Howland moved to approve the Moharimet Retirement, 2nd by Denise Day. Motion approved 7-0.

Motion to approve ORMS/ORHS Spring Coaches and Volunteers:

Volunteer Positions:

| | |
|------------------|-------------------------|
| Geoff Jablonski | Varsity Basketball |
| Paul Kerrigan | Boys Lacrosse |
| Nancy Bulkey | Girls Tennis |
| Michael Pare | Girls Tennis |
| Cameron Calato | JV Baseball |
| Chris Campbell | Varsity Softball |
| Chris Wall | JV Baseball |
| Natalie Bilynski | Outdoor Track and Field |

Paid Positions:

| | | |
|--------------------|---------------------------|---------|
| Nicholas Ricciardi | Head Outdoor Track | \$5,463 |
| Greg Gephart | Boys Asst. Outdoor Track | \$3,682 |
| James Thibault | Boys JV Baseball | \$2,983 |
| Bob Heuchling | Girls Varsity Tennis | \$3,507 |
| Emily Rodgers | Girls Varsity Lacrosse | \$4,012 |
| Daniel Brown | Boys JV Lacrosse | \$2,863 |
| Nicole Grote | Girls JV Lacrosse | \$2,608 |
| Andy Allen | Boys Tennis | \$3,207 |
| Dave Montgomery | MS Outdoor Track | \$2,498 |
| Sunpreet Sadana | MS Outdoor Track | \$2,573 |
| Megan Hinz | MS Outdoor Track | \$2,473 |
| Lauren Tebbetts | MS Outdoor Track | \$2,498 |
| Nate Grove | MS Baseball | \$2,107 |
| Brian Seeley | MS Softball | \$1,957 |
| Nate Grove | 5/6 Girls Basketball Int. | \$ 888 |
| Jason Duff | 5/6 Boys Basketball Int. | \$ 588 |

Denise Day moved to approve the above slate of ORMS/ORHS Spring Coaches and Volunteers, 2nd by Al Howland. Motion approved 7-0.

VIII. SCHOOL BOARD COMMITTEE UPDATES:

Dan Klein reported that the Sustainability Committee is interested in looking more deeply at the pick-up and drop off traffic at the middle school and high school.

Maria Barth reported that the changes in the Legislation has moved to opt out of noneducational surveys. Policy Committee with legal representation has updated the Districts policies pertaining to surveys to match the State Legislation. The Youth Risk Behavior Survey would still be administered.

IX. PUBLIC COMMENTS:

Kate McManus of Durham feels it is really important for everyone to give due process to the start time in the schools. She also would like to see other issues discussed such as students bringing in caffeine into the schools. She thanked everyone for their input and especially for approving the lights.

David Taylor of Durham really appreciates the in depth deliberation and discussions this evening on football and the lights for the athletic fields.

X. CLOSING ACTIONS:

Future Meeting Dates: April 20 and May 4th Regular Meetings

XI. Non-Public Session: None

Non-Meeting Session: None

XII. ADJOURNMENT:

Maria Barth moved to adjourn the meeting at 9:45, 2nd by Sarah Farwell. Motion approved 7-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School District
Business Administrator's Office

SAU # 5
36 Coe Drive
Durham, NH 03824

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Sue Caswell *SC*
DATE: April 20, 2016
RE: Roof Bid/Generator

Attached is the results of the Mast Way Boiler Room Roof Bid. Jim Rozycki would recommend BR Jones Roofing. They are the low bid and a preferred vendor of ours having done work for the district in the past.

The 2016-17 Capital Improvements budget includes the replacement of the generator at the high school. We are replacing it with a much larger unit to handle the operations of the entire building during a power outage. The current generator operates only the essential areas of the building. This generator will be purchased through NJPA, a governmental cooperative purchasing program. They offer Caterpillar generators which is a preferred brand for the district. We have checked other vendors and their quotes were not competitive.

Oyster River Cooperative School District
RFP-RFQ Summary

Name of RFP/RFQ: RFP for Mast Way Boiler Room Roof

Timeline:

- Release of RFP/RFQ to bidders: Wednesday, March 16, 2016
- Classified ad ran in Fosters: Friday, March 18, 2016
- Posted on website: Thursday, March 17, 2016
- Posted in the SAU Office: Wednesday, March 16, 2016
- RFP/RFQ due dates and opening date: March 30, 2016
- Date contract awarded: April 21st 2016
- Projected date of completion August 2016

Contract awarded to: BR Jones Roofing

Project was awarded to BR Jones based on Preferred Vendor and Low Bid

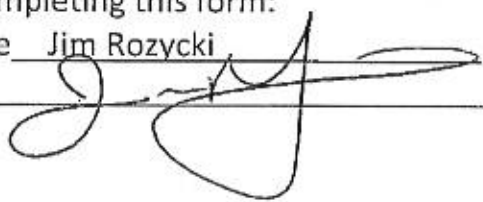
Summary of bids:

| Vendor | Bid Amount | Required | Additional | Comments |
|--------------------------|-------------|----------|------------|----------|
| BR Jones Roofing | \$89,760.00 | | | |
| AW Therrien Roofing Co. | \$98,899.00 | | | |
| MJ Murphy & Sons Roofing | \$97,750.00 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Person completing this form:

Print name Jim Rozycki

Signature



Date 4/13/16

Milton



101 Quarry Drive Phone: 508.634.5559
Milford, MA 01757 Fax: 508.634.5578

Power Systems Division

ISO9001:2008 Certified
www.miltoncat.com

TO: Oyster River High School
ATTN: Jim Rozycki

QUOTE #: ENPRO2739R.2
DATE: March 15, 2016

PROJECT

Oyster River High School

We are pleased to offer the following equipment for consideration:

NJPA Contract #080613-CAT

One (1) New Outdoor Caterpillar Model C18 Diesel Emergency Packaged Generator Set. This unit is rated 600 KW, Standby power, 120/208 volt, 60 hertz, 1800 rpm, Three phase, 0.8 pf. Included is the following:

- UL 2200 Listed and Labeled
- EPA Certified for Stationary Emergency Application
- AREP Generator
- Electronic Governor
- Unit Mounted Radiator
- Jacket Water Heater
- Vibration Isolators
- Starting Batteries with Rack and Cables
- 10-amp Battery Charger
- Charging Alternator
- Engine/Generator Unit Mounted Control Panel
- One Remote Annunciator Panel, 16 Light NFPA 110 – shipped loose
- Remote Emergency Stop Station (EPO Station) – shipped loose
- 24 Hour Sub-Base Fuel Tank, Double Walled w/Leak Detection, UL142 Listed
- 800 and 100 Amp Unit Mounted Circuit Breakers
- Exhaust Silencer
- Enclosure - Painted Steel Factory installed Sound Attenuated, Color- White
 - 75 dBA @ 23'
 - Mounted on fuel tank base above
 - Structural steel base
 - Thermal/acoustic insulation
 - Interior muffler with rain cap
 - Services wired for AC and DC
- One (1) Automatic transfer switch, 2000 ampere, 4 pole, open transition, service entrance rated, NEMA 3R enclosure, strip heater
- Start-up and Test With Milton Cat supplied Load Bank
- Customer Training
- 2 Year Warranty from Date of Start-Up
- Operation and maintenance manuals
- Installation per the attached Yates Electric Scope of Work

Net Price, F.O.B. Job Site/Tailgate.....\$258,720.00

Trade in Value of Customers 3406 S/N: KPS00858.....\$15,000.00

*Subject to final inspection

Payment Terms:

With Credit Department Approval – Net 30 Days and 100% Paid Prior to Start Up.
Sales tax is not included.
Credit card payments are not accepted.

This is a quotation on the goods named above and subject to the conditions noted herein:

Scope:

1. This proposal is offered in accordance with specification(s); None.
2. The equipment, services and testing defined in this proposal constitute the entire offer. No other items are included or implied.

System Check Test and Start up:

1. All customer connections must be complete prior to start up. Block heaters, battery chargers, exhaust systems, exhaust lagging, vibration isolators, breaker connections, fuel tanks filled, etc. must be performed by the installing contractor.

Testing – Load Testing:

1. Milton Cat will provide a service technician to perform load bank testing. Load banks will be provided by Milton Cat.
2. Milton Cat temporary 480 Volt Cables will be delivered to site by Milton Cat to connect the load banks to the generators. All off loading/rigging required to lay the cables and all loading/rigging required to return the cables to the original delivery point will be the responsibility of the installing contractor.
3. Any medium voltage cables to be provided and installed by the electrical contractor.
4. This proposal does not include third party commissioning. Milton Cat will quote third party commissioning separately if required.

Compliance, Deviations and Exceptions:

1. This proposal is confined to the Proposed Bill of Material.
2. All field labor provided by others. Any and all installation of this equipment shall be by others.
3. Assembly of enclosure is not included in this proposal (ie exterior lighting, exhaust elbow, hoods, vents, etc). Installing contractor is responsible for rigging, assembly and installation.
4. All fuel provided by others.
5. Items marked as ships loose on the Bill of Material to be installed by others.
6. Federal, State and local code compliance is strictly the responsibility of the owner and his engineers and/or representatives.
7. Title and risk of loss will pass to Buyer upon delivery of the equipment to project site or designated delivery address.
8. Buyer may not cancel a purchase order or return equipment without Milton Cat's written consent. Any cancellation or return is subject to additional charges.

This price is firm for sixty days. Please see attached Terms and Conditions. Please note sales tax, if applicable, is not included in our price. We appreciate this opportunity to quote you on your equipment requirements and hope to be favored with your valued order.

We look forward to serving your future purchase and/or rental needs.

Sincerely,

Tom Gallo

Tom Gallo
Product Support Representative
P (603) 746.8730
C (603) 445-2146
Tom_gallo@miltoncat.com

Customer Acceptance: This proposal is accepted at the price and per the terms indicated. (Please provide the entire proposal form to Milton Cat with signature). Milton Cat requires a purchase order to proceed with the order.

Buyer requests _____ (quantity) of Hardcopy Submittals or one (1) Electronic Submittal

Name (print)

Company

Title

Signature/Date

MILTON CAT POWER SYSTEMS STANDARD TERMS & CONDITIONS

A) Customer is responsible for any and all installation of the equipment supplied by **Milton Cat Power Systems**, unless otherwise specified in writing. All equipment needed to perform any loading or unloading of the equipment supplied by **Milton Cat Power Systems** is the responsibility of the buyer. All permits, fees and regulatory requirements are the responsibility of the buyer.

B) **Milton Cat Power Systems** limits the scope of supply for this quotation to the equipment and services listed in our bill of material. Unless specifically listed in our bill of material, equipment not indicated is assumed to be supplied by others. We have detailed the equipment proposed in the bill of material. Please check it to be certain that it meets your requirements.

C) **Milton Cat Power Systems** reserves the right to correct any errors or omissions. Standard warranty of the manufacturer applies. Copies are available upon request.

D) The Price of any equipment scheduled for shipment on a date beyond a period of twelve (12) months from date of purchase order is subject to increase by seller, unless otherwise agreed to in writing.

E) Contracts which include penalty or liquidated damage clauses, waivers of subrogation, or naming a third party additionally insured are not acceptable or binding on **Milton Cat Power Systems**, unless accepted and confirmed in writing by an officer of **Milton Cat Power Systems**.

F) There will be a cancellation fee for any orders cancelled, once placed and accepted by **Milton Cat Power Systems**. Cancellation fees will be addressed and negotiated at time of cancellation.

G) **Milton Cat Power Systems'** standard and extended terms and conditions are included in the quotation and hereby become part of this quotation.

H) **Milton Cat Power Systems** will not be responsible for any labor or material charges by others associated with the start-up and installation of this equipment unless previously agreed upon, in writing by **Milton Cat**

ORCSD Sustainability Committee Report to the School Board, April 20, 2016

Good Evening,

It is our pleasure to be here tonight representing the Oyster River Sustainability Committee. As you know, the committee came into existence in 2011. It began as a group of community members, parents and ORCSD professional, and administrative staff committed to the pursuit of Sustainability in the District. We are now recognized as a school board sub-committee.

Several years ago the Committee decided to align itself with the United States Department of Education Green Ribbon Schools program. The aim of this program "is to inspire schools, districts, and institutions of Higher Education to strive for 21st century excellence, by highlighting promising products and resources that all can employ." To that end, there is an annual Green Ribbon award that recognizes schools and districts striving for excellence in the following 3 areas (which are referred to as pillars).

Pillar 1. Reduce environmental impact and costs.

Pillar 2. Improve the health and wellness of schools, students, and staff.

Pillar 3. Provide environmental education which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills and green career pathways.

<http://www2.ed.gov/programs/green-ribbon-schools/index.html>

Or more simply stated, to provide an educational setting where environmental sustainability becomes a way of life.

The following are examples of various degrees of involvement with initiatives within these pillars during the past year, 2015-2016.

Pillar One – Reduce environmental impact and costs.

1. Piloting a program that collected #1 plastics for Foss Manufacturing in Hampton for their manufacturing items using recycled #1 plastics.
2. Collaboration by Middle School Green Team leader and Green Bean Club students with the Durham Administrators to create a "no idling" zone at the school. This campaign will soon extend into the community using the signage designed by the students in the Green Bean Club.
3. Use of Orbio water replaced the use of cleaning chemicals in all schools.
4. Reusable flatware made available for special events at the High School.
5. Continued oversight of composting in cafeterias at each school. In 2015, composting took place in the classrooms at the Elementary Schools. In 2016, classroom composting will begin in the Middle and High Schools.
6. Support given for the planning of the Retention-Rain pond at Mast Way School.

7. Representation researching artificial turf tracks and the reduction of applying chemical fertilizers on natural grass.
8. Data collected and compiled for the District's third Ecological Footprint Report (due May 2016) by our UNH Intern and ORSCD alumni: Damian Woodard.
9. Discussions regarding the change in how copiers/printers are used to reduce wastage.
10. Notification to follow Power Down – the practice of unplugging and reducing energy usage during vacations.

Pillar Two – Improve the health and wellness of schools, students, and staff.

1. Recruited a representative of the District's Health and Wellness Committee to become a member of the Sustainability Committee.
2. Six High School students work with Child Nutrition Director, Doris Demers, to develop nutritious foods and menus.
3. Advocate for locally sourced produce and meats for the school nutrition program. In addition to the Child Nutrition staff, ORSC members assisted with the Community dinners served at the High School.
4. Support the educational gardens in a variety of ways at each school. One new initiative is for the HS garden to grow produce for the Child Nutrition program.

Pillar 3 – Provide environmental education which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills and green career pathways.

1. Participation by Middle and High Schools students in the removal of invasive plant species from the Stolworthy Conservation Area.
2. Green Team leader and several Middle School teachers are researching the possibility of an educational solar project to support the curriculum.
3. Showed three environmental documentary films (*Bag it, Just Eat it, Gasland*) which were well attended and each was followed with a discussion. Community dinners also supported these events.
4. Mast Way students will listen to "Earth Day" lessons presented by Green Team leader in each classroom.
5. High School Sustainability Club sponsored the showing of the movie, *Gasland*, which investigated the hydraulic process of getting natural gas out of the ground (known as "fracking") by the company Halliburton. Students also lead a discussion with the audience and a representative from 350.org.
6. Maple sugaring for this season was very short, but topics of stewardship and math-science concepts were presented to Moharimet students.
7. Mast Way, Moharimet, and Middle School students who have participated in sustainability efforts will accompany Green Team leaders to the Northeast Resource Recovery Association (NRRA) Conference in May.

The initiatives and accomplishments in these pillar areas are a result of achieving the goals set by the Sustainability Committee, the Green Team leaders, the Green Teams in the schools, and the student sustainability clubs. Green Team leaders initiate, monitor, support, and

expanded on these initiatives through their work with staff, teachers, students, and the community. Each school holds its own unique resources, interests, and expertise and Green Team leaders work to maximize these attributes as they offer support, time, knowledge, and collaboration to the lessons teachers present.

When the work of the Committee began in 2011, we first looked at the most obvious areas where differences could be made. Sometimes this is referred to as the “low hanging fruit.” Next, we began to dig deeper, looking carefully at facilities, child nutrition, and transportation. We thought about changes that could have a positive, broad, systemic, and significant impact upon the entire District. Simultaneously, our Facilities Director, the Child Nutrition Director, and the Transportation Director were already guiding their respective departments in a more sustainable direction. With these goals in mind we have become a team. We listen to the ideas of others and support one another in every possible way. Menus and food sources changed throughout the District. Wasted energy became less prevalent and our ecological footprint was tracked and documented for 3 years. Older buses operate using biofuels, new buses run cleaner due to stricter emissions controls, and routes have been adjusted to maximize efficiency. Increasing ridership, however, continues to be a challenge, as a portion of our population prefers to drive and pick-up their children. Increasing the number of bike riders or walkers is also challenging, due to the rural location of our two Elementary Schools.

Now we are ready to dig deeper again and our eyes are turning toward Pillar 3, which leads us to think about the curriculum. Teachers at all levels incorporate sustainability into their teaching and the Green Team leaders work to create opportunities for environmental education. Educational opportunities in this format may not adequately reach all students. These opportunities are enriching, but they do not provide a consistent strand of environmental education. As pillar three states, the aim is to provide environmental education instruction across disciplines. For this reason, the Committee would like to advocate for a systemic changes in our curricula. Frequent issues of climate change issues, clean water and clean air problems, and landfill concerns are in the news. Our students also hear this and they will inherit these problems. This is discouraging, but they are also the hope of the future. They hold the promise of finding ways to adapt, adjust, and solve problems of Earth challenges. We remember the big push to bring technology into the classroom to prepare students for the world using digital knowledge. The Committee feels the keen need to prepare students in environmental awareness and an understanding of the natural world. We need to educate them in this field so they can face problems with well-oiled imaginations, creative minds, and resilience. Students need solid preparation for the next steps in their lives as they enter a rapidly changing world.

How can this be done? We would like to advocate for the development of a sustainability strand within the core curriculum that is taught to every student. This strand could provide an understanding of human impact on the Earth and affect sustainable behaviors. The curriculum strand could be reinforced and enriched by establishing community partners; such as local conservation commissions, Fish and Game, Agriculture Commissions, Energy and Waste Committees, UNH, local farms, and local land trusts. High School students could share their

sustainability knowledge with the Elementary students. School assemblies and programs could encompass a green theme and schoolyard habitat curricula could be developed. Students could participate in "green" community service activities. Local resources such as the Great Bay Estuarine System or the Lee Town Forest could provide avenues for all students to study the natural environment. Students would gain a heightened awareness for the importance of their involvement as they work on real world situations in the local environment. These resources could enrich, deepen, and support a core curriculum sustainability strand.

The Sustainability Committee and Green Team leaders will continue to oversee the initiatives already set in place and work toward greater consistency and collaboration between and in each school. It also will work to develop new initiatives based on the charge given by you, the School Board. We are ready to contribute to the District's work in curricula development. Our goal is to provide an educational setting where sustainability becomes a way of life.

Final 4-14-16 C.D./N.N.

2016-2017 K – 4 SCHOOL BUS DROP OFF PROTOCOL

When dropping off children in grades Kindergarten through 4th grade, bus drivers are to see a responsible party at the residence to receive the child. If the responsible party is not there, the bus driver must keep the child on the bus and notify the Transportation Office. The driver will bring the student back to the school or transportation office and the Transportation Office will call the school to inform them of a student being returned. A call will be made to the home of the student to leave a message for the parents/guardians.

Kindergarten – 2nd Grade

The ORCSD Bus Drivers will **no longer** drop off any Kindergarten, 1st or 2nd grade students without the presence of an adult, an older sibling or responsible person waiting at the bus stop.

3rd and 4th Grade

Third and fourth grade parents or legal guardians who wish to allow the District to drop off their 3rd or 4th grader without the presence of an adult may do so, but must complete the attached authorization form. If this form is not on file before the start of the 2016 -17 school year, then the drop off process listed below will pertain to 3rd and 4th graders as well. Parents, or legal guardians who choose this option assume all legal responsibility when doing so.

Drop off Process:

In the event that a responsible party is not present at the bus stop, the District's bus drivers will return the student(s) back to the school or transportation office.



2016-17
SCHOOL BUS DROP OFF
3RD & 4TH GRADE AUTHORIZATION FORM

I give the Oyster River Cooperative School District Transportation Office permission to drop off my 3rd/4th grade child, _____, without the presence of an adult to receive him/her at the bus stop. The period of time that this Authorization is in effect is from:

Beginning Date: _____ **End Date:** _____

I acknowledge that the Oyster River Cooperative School District cannot insure the safety of my student once he/she exits the school bus and release the Oyster River Cooperative School District of any responsibility for my student's welfare once he/she exits the school bus.

School my child attends: _____ **Mast Way** _____ **Moharimet** **Grade:** _____

Print Name: _____

Signature: _____ Date: _____

**ONLY COMPLETE THIS FORM IF YOU WANT TRANSPORTATION TO RELEASE YOUR CHILD
WITHOUT THE PRESENCE OF A RESPONSIBLE PERSON.**

----- Forwarded message -----

From: **Yusi Turell**

Date: Tue, Apr 5, 2016 at 11:17 AM

Subject: Chinese program update + language proposal

To: oresdsb@oresd.org

Dear Dr. Morse and members of the School Board,

Thank you once again for your support of the Oyster River Chinese Program. We are excited to share this year's progress and lessons learned at your April 20th meeting.

In addition, as the Board sets your goals for 2016-2017, we encourage you to use this conversation around Chinese instruction as an opportunity to provoke and evolve your thinking about foreign language education more broadly. Please see attached for a full update and proposal.

Best wishes,
Yusi Turell

TO: Superintendent Morse and Members of the Oyster River School Board
FROM: Yusi Turell
RE: Oyster River Chinese Program – Second-Year Update and Proposed 2016-2017 Goal
DATE: April 4, 2016

In October 2014, the Board voted unanimously to approve a new partnership with UNH's Confucius Institute, designed to introduce Oyster River students to China's rich culture and (Mandarin) language. Our June 2015 update described a very successful launch year for the elementary afterschool program and ended:

Finally, our families continue to ask if school-day instruction in the middle school and high school are possibilities. They point to the strong enrollment and retention in this semester's program as evidence that there is district demand for Chinese language and culture, starting earlier than 7th grade, and they hope Oyster River would take advantage of the free resources provided through the Confucius Institute. In response to these conversations at our community dinners, we have decided to try to demonstrate a second year of strong enrollment in the elementary afterschool program – and then, in the winter, to begin to explore the pros and cons of an in-school partnership.

Our second-year update continues in this vein, detailing this year's activity to date and proposing a 2016-2017 School Board goal:

By January 2017, develop a plan to add Mandarin to French and Spanish as Oyster River language offerings in 2017-2018 (which has no significant budget implications). Also, plan to begin classes in ALL three foreign language classes in 5th and 6th grades starting in 2017-2018, as part of a broader effort to update the District's position on foreign language education along students' K-12 trajectory.

More information on the current program and its development are available on the Oyster River Chinese Program website – <http://orcscdp.weebly.com> – including the original proposal and first-year update.

2015-2016 Update

The Oyster River (OR) Chinese Program for elementary students continues to thrive. Following last year's model, classes are held at Oyster River Middle School, with transportation provided from Mast Way and Moharimet schools. There are two levels of classes, each offered M+W or T+Th. Classes run from 4:00 to 4:50 p.m. and aftercare is available until 5:30 p.m. for \$5 per day. Families also participate in monthly community dinners that consist of a "teach-back" by the children and a cultural activity such as dumpling making, kung fu lessons, or adult lecture (with concurrent childcare).

This programming is possible through a partnership with UNH's Confucius Institute. The Confucius Institute at UNH is a partnership between UNH and Chengdu University in China. UNH's Confucius Institute offers a full curriculum in Chinese language and culture for UNH students. It also provides qualified K-12 Chinese teachers to a small number of school districts that are enthusiastic about a Chinese language program, at essentially no cost to local communities. Portsmouth School District has utilized this resource since 2013 in its middle and high schools. In Oyster River, the Confucius Institute has provided

two teachers this year, both to staff classes after school (for new and returning students) and to continue to invest in building a deeper partnership with the District.

Here is a snapshot of current students in the OR Chinese Program:

- 13 returning (Year 2) students, 10 new (Year 1) students
- 4 with Chinese-American heritage, 19 without
- 7 from Mast Way, 13 from Moharimet, 3 other (ORMS 5th grade sibling; Seacoast Charter School; and homeschooled)
- 1 in kindergarten, 8 in first grade, 7 in second grade, 6 in third grade, and 1 in fifth grade

We again have had strong retention; of the 26 students who enrolled after the two-week “trial period,” just 3 have dropped out – one due to overscheduling and two due to moving away (one of these to Singapore for a parent’s job relocation, where her Chinese training will no doubt come in handy!). Our trial period participation was also very high; we quickly filled a list of 24 new students who were interested in the trial period and, based on last year’s high conversion rate, capped enrollment and stopped marketing the program. However, only 13 of these Year 1 students ended up enrolling, which I discuss further in the Lessons Learned section.

Our lead teacher, Mrs. Qian, stayed on for a second year, along with her 5th grade daughter Skye, and was joined by a second teacher, Miss Fang. Both continue to be excellent teachers – warm, engaging, and creative with students, and professional with parents and the teaching assistants. They email detailed updates after each class and identify resources for at-home practice, including experimenting with new chat technology to work one-on-one with children at home. Families paid a \$50 registration fee per student – plus \$20 per family for seven dinners, to cover the Chinese buffet food, childcare by the UNH TAs, and special programming. This meant a full-year cost of \$190 for one child and \$240 for two children.

Outside of the classroom, the OR Chinese Program appears to have catalyzed a virtuous cycle, in which more community members learn about or get involved with our quality programming, which in turn engages more people in this productive partnership with the Confucius Institute (CI). In particular:

- OR Community: Over 180 adults and children joined us at a community dinner with award-winning children’s author and illustrator, Grace Lin. Introduced by an ORMS student who has idolized her since 4th grade, Grace led a presentation and “draw-along” for the children. Then, while Grace spoke to adults and teens about her personal journey as a Chinese-American, CI teachers engaged the younger children in cultural activities including shuttlecock and fan dancing.
- ORMS: CI teachers lead a weekly afterschool club, with six regular participants.
- Mast Way: CI teachers are working with Ms. Vaich and Mast Way’s librarian, Suzanne Tomaszewski, to deliver “Exploring China” curriculum throughout the month of May for all classes in all grades. Assuming this spring goes well, we are excited to augment next year’s library and school activities with a “Chinese lens,” e.g., introducing China’s fabled Terracotta Warriors when children learn about statues and sculptures in advance of their trip to NH’s Bedrock Gardens.
- Moharimet: Similarly, CI teachers are working with Mr. Harrington to offer weekly cultural activities to interested classroom teachers this spring, building on their involvement in last year’s Day of Diversity. (See attachment, “Elementary School Chinese Activities.”)

- Oyster River Parents of Preschoolers (ORPP): CI teachers lead a new regular 'meet-up' for preschool children.
- Heritage Chinese classes: Three separate Saturday classes serve the children of Oyster River's native Chinese speakers, another important part of our community. Heritage families joined the Grace Lin event and will join our June community dinner featuring Fred Dow, the son of the first Chinese-American attorney in Massachusetts.

Here are our reflections and lessons learned, teeing up our proposal in the next section.

1. **Many community partners were vital to the success of the afterschool program and related activities.** Jay Richard and his custodial staff (particularly Mike McGuinness) have underscored ORMS's role as a vital anchor institution in our community. Principals Carrie Vaich and Dennis Harrington have not only supported their students' participation in the afterschool program, but have gone out of their way (along with Mast Way librarian Suzanne Tomaszewski) to work with our Confucius Institute partners to bring Chinese cultural activities to their students. Moharimet librarian, Margaret Kelley, first invited Grace Lin to Oyster River and collaborated with us to extend her stay. Parents Abby Aldous, Sara Cathey, Sarah Cox, Trina Ingelfinger, Sherri Griffith, Kristin Houle, Rebecca Kell, Matt Lynch, Cindy Mauchi, Sarah Nadeau, Kate Politano, Chris Skoglund, and Sara Trifiro are among the many who have chipped in with dinner ideas, program logistics, and helping our teachers feel at home in Oyster River. Brigitte Herz from One World Language School helped orient and train Miss Fang, drawing on OWLS' creative and hands-on approach of engaging American children in foreign languages. Our fabulous teaching assistants are Christine, Crystal D., Crystal N., Emily, Erika, Ze, and ORHS and ORMS students Ruibo and Hanwen (Grade 10) and Penny (Grade 8). Lin Qing, co-owner of Mei Wei restaurant, subsidizes our delicious buffet dinners, as "Oyster River's community Chinese restaurant" supports "Oyster River's community Chinese program."
2. **There is now clear evidence of both "deep" and "wide" Oyster River community interest in Chinese culture and language.** As noted above, 23 students have committed to intensive semi-weekly classes and over 180 community members attended Grace Lin's event. This is not a 'special interest' or 'fringe' movement; of the 23 students in the afterschool program, 19 do not have Chinese heritage (though we appreciate those who do and can share personal stories!).
3. **Despite successes to date, we believe the current model of elementary afterschool classes will always be limited.** In the initial School Board deliberations, a concern was raised that the low fee and busing from elementary schools would turn the program into a "dumping ground" for families in need of afterschool care, potentially swamping the program with less committed students. In actuality, the twice-weekly classes at the end of a long school day – plus the monthly community dinners – are a significant commitment that limit participation. Participating families are those who prioritize early language learning and Chinese to the extent that they sacrifice other afterschool activities such as sports, playdates, and unstructured time.

Moreover, we have observed that some children are tired after a long school day and bus ride, which reduces their language acquisition. Young children's brains are most receptive to learning new languages – one reason we were excited to launch the program for elementary students.

However, we and the teachers acknowledge that the learning is not as deep as it would have been during the school day, and have worked together to balance engagement with rigor after school.

We believe this high threshold for commitment, plus children's varying degrees of stamina and afternoon energy, are the main reasons that only 13 of 24 new (Year 1) students continued from the two-week trial period to the official enrollment. We had capped the trial period enrollment to 24 because of the previous year's high carryover into program enrollment – but should have considered that, as the program became better known, more new families would sign up that were interested in Chinese but less willing than the original "pioneers" to make the necessary trade-offs for an intensive afterschool program.

This suggests too that community interest for Chinese is greater than the subset of families who are willing and able for their children to participate in the afterschool program. If Chinese were an option during the school day, it would be well-subscribed and the learning would be deeper.

4. **UNH's Confucius Institute continues to be a reliable and flexible partner, with the capacity to do much more for our district.** The current Oyster River relationship lies outside of the Confucius Institute's customary school partnership model, which inevitably leads to inefficiencies as we work "around the edges" with two afterschool programs and occasional school-day activities. Co-Directors **Yige Wang** (a longtime Durham resident and a former Portsmouth teacher) and **Jie Du** have graciously worked with us to demonstrate the potential of this partnership to serve more Oyster River students. We are also grateful to our beloved teachers, **Mrs. Yingying Qian** and **Miss Yihan Fang**, for their unflagging energy, creativity, and care for our children.

As the Board sets your goals for 2016-2017, we encourage you to use this conversation around Chinese instruction as an opportunity to provoke and evolve your thinking about foreign language education more broadly. Consider, "*How can we use these students' and families' experiences to inform what opportunities we offer to ALL Oyster River students in an increasingly interconnected world? How can we use this discussion to catalyze other structural changes and updates to our foreign language curriculum?*"

Proposal for 2016-2017 School Board Goal

By January 2017, develop a plan to add Mandarin to French and Spanish as Oyster River language offerings in 2017-2018 (which has no significant budget implications). Also, plan to begin classes in ALL three foreign language classes in 5th and 6th grades starting in 2017-2018, as part of a broader effort to update the District's position on foreign language education along students' K-12 trajectory.

This goal has three components, elaborated upon below:

1. ***By January 2017, develop a plan to add Mandarin to French and Spanish as Oyster River language offerings in 2017-2018 (which has no significant budget implications).***
 - We have an invaluable community resource in UNH's Confucius Institute. As it has done the Portsmouth School District since 2013, the Confucius Institute would provide ORCSD indefinitely with high-quality instructors and instruction materials free of charge, for as many classes and grades as ORCSD wishes, as part of the Confucius Institute's commitment to

community engagement beyond its UNH host. ORCSD would be responsible simply for providing classroom space and training/mentoring.

- Following due diligence, the School Board should be able to commit readily to this goal, given the OR community's demonstrated interest in Chinese language and culture and the Confucius Institute's willingness to provide instructors and materials.
- The Confucius Institute would need the District's commitment by January 2017 in order to provide instructors for Fall 2017.
- The District may also wish to consider developing a HS class on China through the Social Studies/History Department that would be a survey course on the history of China and that would provide a historical setting in which to understand modern day China. This would greatly complement the language skills being acquired by ORCSD students and provide a more extensive context for China's importance in current world affairs.

2. Also, plan to begin classes in ALL three foreign languages in 5th and 6th grades starting in 2017-2018...

- The civic and professional value of speaking a foreign language continues to rise. Education models that begin foreign languages in 7th grade ignore the growing need of American citizens to engage across national and cultural borders, for reasons ranging from global trade to peace and security. More U.S. schools and districts are drawing from research on early language acquisition to introduce language programs earlier and increase the proficiency of their students.
- Beginning in 2017-2018, we propose that ORCSD offer foreign language classes to 5th and 6th graders as well as 7th and 8th graders. Extending language programming into earlier middle school grades would have staffing and schedule implications – which we believe are worthwhile given the District's vision of engaging all learners in an increasingly interconnected world.
- As noted above, the Confucius Institute can provide Mandarin instruction at very low cost to the District, which would partially offset the increase in instruction costs for the full language program.
- Even if the District decides ultimately to introduce foreign language in the elementary schools as well, we think it is helpful to partially decouple the decision around 5th and 6th grade programming from full K-12 planning (#3 below). This is because ORMS has precedent for a language block and the incremental costs would be lower, while elementary school changes would require both significant community discussion and significant additional resources. We can serve more students, more quickly by focusing first on the middle school level.

3. ...as part of a broader effort to update the District's position on foreign language education along students' K-12 trajectory.

- We propose that the School Board appoint a committee to develop a report to update and clarify the District's position on foreign language along students' K-12 trajectory. The report would include research on (1) the civic and professional implications of being multilingual, now and in the coming decades, (2) the science of early language acquisition, and (3) trends and examples in U.S. and global education. District administrators would also detail (4) staffing, budgetary, and schedule ramifications of different foreign language scenarios for Oyster River. In particular, evaluation for suitability/practicality on the Elementary School level must consider the totality of instruction demanded by Common Core standards and whether

- there is enough time in the school day to add to the curriculum. Residents would be invited to give (5) community input at appropriate points.
- The committee would have representative membership including teachers, administrators, School Board members, and community members. Findings and recommendations would be presented to the full School Board by April 2017.
 - To be clear, commissioning this report would not commit the District to providing language at the Elementary School level, though this could emerge as a recommendation. Rather, this process would ensure that we have a thoughtful and up-to-date point of view on how foreign language plays into Oyster River's K-12 education and that we have the opportunity to align our curriculum accordingly.

Together, we believe these three components present a well-staged approach to enhancing Oyster River education. This proposal is also supported as a discussion tool by a number of families outside of the OR Chinese Program as well, because of their interest in world languages and global citizenship and/or their interest in 5-12 or K-12 foreign language pathways.

Thank you for your early confidence in the Oyster River Chinese Program – and your willingness now to learn from and build on our experiences. I look forward to continuing this conversation at your meeting on April 20th.

Warm regards,

A handwritten signature in black ink, appearing to read 'Yusi Wang Turell', written in a cursive style.

Yusi Wang Turell

From: Yusi Turell
Subject: Fwd: Chinese program update + language proposal
Date: April 5, 2016 at 11:46:16 AM EDT
To: Jay Richard <jrichard@orcsd.org>
Cc: James Morse <jmorse@orcsd.org>, Rebecca Kell

Hi Jay,

Following up on our conversation with Rebecca Kell and Dr. Morse, I wanted to be sure to share the update and proposal that I just submitted to the School Board on behalf of the OR Chinese Program families (see attached). We applaud your community leadership in supporting the elementary afterschool program and the MS afterschool club. As you might expect, we also recommend (1) adding Mandarin to the district's French and Spanish language offerings; and also (2) beginning all three languages in 5th grade. We also recommend further research and recommendations on the desirability of a K-12 language program.

I think this update and discussion is on the agenda of the April 20th SB meeting.

I imagine that, as a seasoned Principal, you're used to leading change -- but I wanted to say too that I appreciate your help in the District's thoughtful consideration of starting language classes earlier. As it happens, one of the parents in the afterschool program was in Oyster River's first class of *7th* grade Spanish many years ago; apparently foreign language had only been offered in high school previously. Her experience reminds me that taken-for-granted models were themselves new at one point, and that change only happens with dedicated and courageous servant-leaders. Thank you for serving that role in Oyster River.

If you are available tomorrow (Wed) evening, Mrs. Qian will be the featured presenter from 5:45-6:15, talking about her childhood and "a day in the life" of Chinese children.

Warm wishes,
Yusi

From: Stephen Zadravec <SZadravec@portsmouth.k12.nh.us>
Subject: FW: endorsement
Date: April 11, 2016 at 3:10:10 PM EDT
To: "'jmorse@orcsd.org'" <jmorse@orcsd.org>

Hi Jim,
Thought I'd pass this along as it relates to the OR Chinese program discussion.
Thanks,
Steve

Stephen Zadravec

*Superintendent of Schools
Portsmouth School Department
1 Junkins Avenue, Suite 402
Portsmouth, NH 03801
Office: 603-431-5080
Fax: 603-431-6753
szadravec@portsmouth.k12.nh.us*

*"THE PURPOSE OF THE PORTSMOUTH SCHOOLS IS TO EDUCATE ALL STUDENTS BY
CHALLENGING THEM TO BECOME THINKING, RESPONSIBLE, CONTRIBUTING CITIZENS
WHO CONTINUE TO LEARN THROUGHOUT THEIR LIVES."*

From: Nancy Modern
Sent: Friday, April 08, 2016 3:21 PM
To:
Cc: Mary Lyons <mlyons@portsmouth.k12.nh.us>; Stephen Zadravec

<SZadravec@portsmouth.k12.nh.us>

Subject: RE: endorsement

Hi Yige,

Of course I am happy to endorse the program.

I will answer your questions, in order:

1. I honestly don't remember the year the CI started, but I am pretty sure we are in year 5.
2. There is no cost to the District, other than supplies for the classroom. The CI pays the salary and for the texts for the students.
3. The program started slowly, with 5-7 students enrolled. Over the 5 years, we have a feeder program from the Middle School and offer levels I and II. I know Shanshan tutored level III students during her free time. We have some students who have traveled and spoken with Xialing and are making arrangements to assess their levels. All in all, the program is growing.
4. I believe Shanshan and Xialing were excellent, extremely qualified. The first gentleman struggled.
5. The enrollment has been stable and growing when you consider the feeder program.
6. The cultural activities like the Moon Festival are fabulous! Making posters, creating lanterns and the activities that connect to the Chinese culture enhance the curriculum.
7. The students and parents are impressed that Chinese is offered at PHS, and with quality instruction.

Overall, I think that Chinese is an asset to the district. I am happy to have any faculty from Oyster River come and observe Xialing's classes and they can talk with the students too, if they wish.

I hope this helps,

Thanks so much ~

nancy

***Nancy Wheaton Modern
Chair, International Languages
Portsmouth High School
Portsmouth, NH 03801
nmodern@portsmouth.k12.nh.us***

From: yige

Sent: Friday, April 08, 2016 11:03 AM

To: Nancy Modern <nmodern@portsmouth.k12.nh.us>

Subject: endorsement

Hi Nancy,

I hope you are doing well at Portsmouth! You may be interested to know I ran into Joe in Feb when he was on his way to South America in his signature shirt:) Anyway, I am writing to ask for a huge favor:

Oyster River is thinking about turning the current CI afternoon Chinese Program into a regular school program. To do that, the SB will need to hear from people first. I have attached two documents from PTO here urging SB to endorse this idea. It will be great if you can write something up for us talking about our program at Portsmouth. They

would be very interested to hear that. I have come up with a few questions if you can help answer them for us:

1. When were the two programs established?
2. Was there any cost to the district?
3. Has the relationship satisfactory with CI-UNH over the years
4. Were the teachers qualified to teach at PSD?
5. Has the enrollment been stable over the years?
6. were the cultural activities interesting?
7. What do students and parents say about the program?

If you can help briefly answer these questions in your response, that will be great help to us! I am sorry there have been more rotations than I expected over the years. We have finally been able to bring Shishi School on board after lengthy discussion with senior administrators there. They have promised to fully cooperate in the future. From now on, all teachers will come from Shishi, not other places. They also would like to extend the relationship a little further with student and faculty exchange down the road. I will share more details with you when I come over some time. Here is my cell phone if you have any questions: . Thank you so much!

Yige

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

BUDGET REQUEST FORM

Budget Fiscal Year: 2017

Date: 11/05/15

Name of Administrator Making Request: Catherine Plourde

School: District- Special Education

Title/Position Requesting: Accessibility/Assistive Technology Specialist

Purpose:

To provide accessibility services to students with disabilities, including but not limited to, assistive technology, IEP specific services for academic intervention, consultation to staff, professional development, IEP goal writing, evaluation and recommendations, parent training, etc.

Cost Associated with Request: \$88,065 for contracted services OR
\$38,000 for Speech Language Assistant (SLA)

Justification:

Providing low tech and high tech assistive technology services, consultation, training, and professional development are required in order for students with disabilities to access the general curriculum. It is also required under the IDEA (Individuals with Disabilities Education Act). Special education teachers are not trained to specialize in this area. There are now specific training programs and credentials associated with providing this type of service. Technology changes everyday and our students need specialized programming in order to effectively access the curriculum more independently. By providing assistive technology, it reduces the amount of adult intervention/support, therefore creating a more least restrictive environment, which is required under the IDEA. Assistive technology is part of the IEP process for students with disabilities (it does not only include a device, but also goals, training for staff and parents, accommodations and services). Assistive technology ranges from low tech devices such as equipment to hold an iPad on a walker to software such as Read and Write Gold to increase access to grade level text.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

BUDGET REQUEST FORM

Budget Fiscal Year: 2017

Date: 11/05/15

Name of Administrator Making Request: Catherine Plourde

School: District- Special Education

Title/Position Requesting: Change in position from Special Education Direct Instructor to Special Education Teacher

Purpose:

To provide special education services to students with disabilities. To provide direct instruction in the areas of reading, writing, and math per the student's IEP.

Cost Associated with Request: \$ 35,000.00

Justification:

Due to caseload numbers and the need for additional direct instruction, we changed a paraprofessional position to a special education direct instructor (tutor) last year. We have continued with this role, but a teacher is requested to provide the instruction with specific research-based interventions as required by the IDEA (Individuals with Disabilities Act). This position would be fluid based on building numbers each year. It has been needed at Moharimet the past two years due to higher caseload numbers and the amount of direct instruction services in the students' IEPs.

I am requesting a teacher who is certified to provide this level of service. It is difficult to find a tutor with the qualifications required to provide these services. The qualifications not only include credentials, but specific training and completion of programs for the interventions. It is non-negotiable; training and credentials are required.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

BUDGET REQUEST FORM

Budget Fiscal Year: 2017

Date: 11/05/15

Name of Administrator Making Request: Catherine Plourde

School: Moharimet- Special Education

Title/Position Requesting: Full Time School Psychologist (from current .7 to 1.0)

Purpose:

To provide services such as evaluations, consultation, school counseling, professional development, leadership with Rtl and other supports for regular and special education, staff and parent support and services, serve as LEA (Local Education Agency) representative in special education IEP meetings, etc.

Cost Associated with Request: \$31,286

Justification:

Last year we shifted the school psychologist position at Mast Way from a .6 to 1.0. By making the position full time at Moharimet, it would allow for equitable supports and services for students, staff, and families. The current model at Mast Way has been very successful and provides a way to effectively support the role of the school psychologist, as well as provide leadership for special education team meetings and day to day management and support for the special education department. Currently the Director of Student Services is covering Moharimet; however, it is impacting the duties of the Director role, which covers areas beyond special education. The Director will still be able to support Moharimet, just as she does Mast Way, for supervision and complex cases.

ORMS and ORHS each have a full time Assistant Director for Special Services. The third position was eliminated when Ray Celentano retired. Instead of proposing a third Assistant Director position to go between both elementary schools, I am recommending a full time school psychologist position to allow for more student and staff support around mental health and social/emotional learning (Strategic Plan Goal for the elementary schools).

Note: This will not impact the staff member in the current role as she is retiring.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

BUDGET REQUEST FORM

Budget Fiscal Year: 2016-2017

Date: 11/02/15

Name of Administrator Making Request: Todd Allen

School: High School

Title/Position Requesting: .2 FTE World Language Teacher

Purpose:

To offer enough French 1 and Spanish 1 sections to meet demand of our growing student body.

Cost Associated with Request: \$17,174

Justification:

With student enrollment projected to increase by 50+ students for next year and combined with the fact that Barrington MS does not offer world language there is a significant demand for French 1 and Spanish 1. In order to meet this demand and continue to offer the full range of Spanish and French courses an additional .2 FTE is needed in the WL department.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

BUDGET REQUEST FORM

Budget Fiscal Year: 2017

Date: 04/12/16

Name of Administrator Making Request: Mike McCann

School: High School

Title/Position Requesting: .3 FTE Business/Computer Teacher

Purpose:

Adding .3 FTE to existing .5 FTE position for a .8 FTE

Cost Associated with Request: \$31,000

Justification:

As the student enrollment grows at ORHS the need exists to provide quality elective options.

The re-configured Business Department has been an attraction to ORHS students. We would not be able to meet the needs of the students without the .3 FTE addition.

Without an increase from .5 FTE to .8 FTE 129 students will be displaced: only 25 of the 33 sections needed will be offered, and 2 courses will not be able to be offered at all.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

BUDGET REQUEST FORM

Budget Fiscal Year: 2017

Date: 04/12/16

Name of Administrator Making Request: Mike McCann

School: High School

Title/Position Requesting: .5 FTE Social Studies Teacher

Purpose:

Adding a .5 FTE Social Studies position to meet student needs.

Cost Associated with Request: \$41,000

Justification:

We expect an increase of 29 students in the freshman class from last year, and a
projected increase total of 61 students overall. As schedules are being built, it is obvious
that we will need additional staffing to meet the core content needs in Social Studies.

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
April 20, 2016**

| Title | Code |
|--|----------|
| Policies for First Read | |
| Use of Tobacco Products Strictly Prohibited in/on All School Facilities and/or Grounds | ADC |
| Board Officers/Board Organization Meeting & Procedure | BDB & R* |
| Non-Public Sessions | BEC* |
| Sexual Harassment – Employee/Staff | GBAA |
| K-4 School Bus Drop Off Protocol and Form | EEA-R |
| Policies for Second Read/Adoption | |
| Policies for Deletion | |

*Requires Public Hearing for Revisions

The March 9 and April 13, 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: ADC Category: Required |
| Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 Policy Committee Review: April 13, 2016 School Board First Read: April 20, 2016 | Page 1 of 2 |

USE OF TOBACCO PRODUCTS STRICTLY PROHIBITED
IN/ON ALL SCHOOL FACILITIES AND/OR GROUNDS

No person shall use any tobacco product in any facility maintained by the Oyster River Cooperative School District, nor on any of the grounds of the District.

"Tobacco products" means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, e-cigarettes, liquid nicotine products containing tobacco, and tobacco in any other form.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, libraries, and storage areas.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

~~No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any school vehicle or anywhere on school grounds maintained by the District.~~

~~Enforcement of this prohibition shall initially rest with building principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means deemed appropriate by the principal. In addition to disciplinary actions taken by the school, criminal penalties for fines may result from violations of this policy.~~

Employees

~~No employee shall use any tobacco product in any facility in any school vehicle or anywhere on school grounds maintained by the District.~~

~~Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. The principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.~~

| | |
|---|--|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: ADC Category: Required |
| Review/First Read School Board: December 5, 2012 Second Read/Adoption: December 19, 2012 <u>Policy Committee Review: April 13, 2016</u> <u>School Board First Read: April 20, 2016</u> | Page 1 of 2 |

All other persons

~~No visitor shall at any time use tobacco products in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.~~

~~Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

Cross Reference:

JICH – Student Tobacco, Alcohol and Drug Use

JICH-R – Student Tobacco, Alcohol and Drug Use - Procedure

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126 – K:6, Possession and Use of Tobacco Products by Minors

RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

| | |
|--|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: BDB |
| Second Read/Adoption School Board: October 3, 2012 School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: April 13, 2016 <u>School Board Public Hearing/First Read: April 20, 2016</u> | Page 1 of 1 Category: Recommended |

BOARD OFFICERS

Board officers will include a chairperson, vice-chairperson and secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur.

If the chairperson resigns from the school Board or resigns from the office of chair, the vice-chairperson will become chair of the Board. If the vice-chairperson or secretary resigns from the School Board or from the respective office, the Board will hold new elections for those offices.

The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio, and non-voting member of the Board.

Chairperson:

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

Vice-chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

Secretary:

~~The Secretary shall be responsible for Board correspondence when directed by the Chairperson.~~

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right to Know law, that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Cross Reference: BBAA – School Board Member Authority
BDF – Advisory Committees to the Board
BDB & R – District Clerk/District Treasurer Job Descriptions

Legal Reference: RSA 91A:2 – Public Records and Meetings: Meetings Open to the Public

| | |
|---|--------------------------------|
| <u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u> | <u>Policy Code: BBAB-BDB-R</u> |
| <u>Policy Committee Review: April 13, 2016</u> School Board Review: 04/20/16 | <u>Page 1 of 1</u> |

ROLES AND DUTIES OF THE BOARD CHAIRPERSON

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Board and shall perform other duties as directed by law, New Hampshire Department of Education rules, and by this Board. In carrying out these responsibilities, the Chairperson shall:

1. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Consult with the Superintendent in the planning of the Board meeting agendas;
3. Confer with the Superintendent on crucial matters that may occur between Board meetings;
4. Appoint members to serve on specific committees, subject to full Board approval;
5. Call emergency meetings of the Board as necessary;
6. Be the public spokesperson for the Board at all times except as this responsibility is specifically delegated to others; and
7. Preside at and be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Put motions to a vote and announce the vote result.

The Chairperson shall have the right, as other Board members have, to offer motions, discuss questions, and vote.

Duties of the Vice-Chairperson

In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair.

Cross Reference:

BDB: Board Officers

| | |
|---|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: BEC |
| School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 <u>Policy Committee Review: March 9, 2016 & April 13, 2016</u> <u>School Board Public Hearing/First Read: April 20, 2016</u> | Page 1 of 2 Category: Recommended |

NON-PUBLIC SESSIONS

The Board may meet in non-public session for any purposes set out in RSA 91-A:3. Every non-public session must be preceded by a public meeting even if only for the action to enter non-public session. The public meeting must follow all the requirements of the Right-to-Know law and related policies. Upon a motion properly made and seconded, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory exemption(s) for entering non-public session.

Discussion in the non-public session must be limited to the matters and statutory exemptions made in the motion. To discuss any other subject, the Board must go back into public session and make another motion to enter into another non-public session. The minutes of the non-public session must enumerate each and every subject discussed during the non-public session. A vote to approve the minutes of a non-public session affirms that no other subject was discussed for which each Board member is individually accountable.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board may only vote to seal minutes of non-public sessions if divulging such information would:

1. Adversely affect the reputation of a person other than a member of the Board;
2. Render a proposed board action ineffective; or
3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.

The deliberation to seal minutes ~~may~~ must occur in ~~non~~-public session, and the motion to seal occurs in ~~non~~-public. The motion to seal the minutes must be properly made and seconded and state the exemption allowing the minutes to be sealed and the estimate of how long they will be sealed, such estimate not to be considered a definitive timeline but merely an estimate. ~~Once back in public session the Chairperson will inform the public who made the motion and the second, whether the minutes have been sealed and why and the estimate for how long they will be sealed by a vote of at least two-thirds of the members present.~~

Minutes may not be sealed if the session contained discussion of any subject not covered by the exemption. The minutes if sealed should be organized to address one subject covered by an exemption at a time so that the relevant portions of the minutes may be unsealed independently. If it is expected that the minutes for a non-public session may be sealed, then a separate non-public session should be held for each subject, with a separate public motion to enter.

Sealed non-public minutes may only be reviewed by the Board at a proper non-public meeting. Individual members may not review sealed minutes outside of a Board review. Minutes of all sealed non-public sessions must be reviewed by the Board at least annually to determine whether they should be unsealed.

| | |
|---|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: BEC |
| School Board/Superintendent Revisions: January 13, 2014 School Board Review: March 31, 2015 Policy Committee Review: March 9, 2016 & April 13, 2016 School Board Public Hearing/First Read: April 20, 2016 | Page 2 of 2 Category: Recommended |

Board members are prohibited from publicly discussing matters that were properly discussed in non-public session beyond what is reported in the non-public minutes. This prohibition does not apply to subjects not included in the motion entering the non-public session.

The Superintendent or his/her designated administrator, as well as necessary personnel, may attend all non-public sessions of the Board, except those non-public sessions that pertain to the Superintendent's employment.

This policy affects public access to the Board and the public's Right to Know. To protect that right, this policy requires a public hearing before it may be revised. Further, this policy may not be suspended except by a two-thirds vote at a public meeting. The Board must always fully comply with the letter and spirit of the Right-to-Know law that may not be suspended. This policy will be reviewed by the Board and all standing advisory committees annually before the end of April to ensure full awareness and compliance.

Legal References:

- RSA 91-A:3, Non-Public Sessions
- RSA 91-A:4, Minutes and Records Available for Public Inspection
- RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

| | |
|---|-----------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: GBAA |
| Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 <u>School Board First Read: April 20, 2016</u> | Page 1 of 4 Category: Required |

SEXUAL HARASSMENT - EMPLOYEE/STAFF

I. PURPOSE

The purpose of this policy is to maintain a learning environment that is free from sexual harassment, or other improper or inappropriate behavior that may constitute harassment as defined below.

Sexual harassment is against the law and is against school board policy. Any form of sexual harassment is strictly prohibited.

It is a violation of this policy for any employee or third party to harass another employee through conduct or communication of a sexual nature as defined by this policy.

For the purposes of this policy, the term "employee/Employee" shall include, but not be limited to all school district staff, teachers, non-certified personnel, administrators, volunteers, coaches and/or other such personnel whose employment or position is directed by the school district.

"Third parties" include, but are not limited to parents, school visitors, service contractors or others engaged in District business, such as employees of businesses or organizations participating in cooperative work programs with the District and others not directly subject to District control.

The Oyster River Cooperative School District will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and will discipline any employee who sexually harasses or is sexually violent toward another employee or student.

II. SEXUAL HARASSMENT DEFINED

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexual physical conduct, and /or conduct of a sexual nature when:

- (1) Submitting to the unwelcome conduct is made a term or condition of an individual's employment, either explicitly or implicitly.
- (2) Submitting to or rejecting the unwelcome conduct is used as the basis for decisions affecting a person's employment; or
- (3) The unwelcome conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.
- (4) Sexual violence.

Sexual harassment may include, but is not limited to:

1. Verbal harassment and/or abuse of a sexual nature;
2. Subtle pressure for sexual activity;
3. Inappropriate patting, pinching or other touching;
4. Intentional brushing against an employee's body;
5. Demanding sexual favors accompanied by implied or overt threats;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment;
7. Any sexually motivated unwelcome touching; or
8. Sexual violence that is a physical act of aggression that includes a sexual act or sexual purpose.

| | |
|---|-----------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: GBAA |
| Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 School Board First Read: April 20, 2016 | Page 2 of 4 Category: Required |

III. REPORTING PROCEDURES

1. The Superintendent or his/her written designee is responsible for implementing all procedures of this policy. Additionally, the Superintendent may develop and implement additional administrative regulations in furtherance of this policy.
2. Any employee who believes he or she has been the victim of sexual harassment should report the alleged act(s) to the building Principal. If the alleged perpetrator is the Principal, the alleged victim may report the allegation to any other district employee. That employee shall then report the allegation to the Superintendent. The Board encourages the reporting employee to use the Report Form available from the Principal or Superintendent.
3. In each building, the Principal is the person responsible for receiving oral or written reports of sexual harassment. Upon receipt of a report, the Principal will notify the Superintendent immediately without screening or investigating the report. If the report was given verbally, the Principal shall reduce it to written form within 24 hours and then forward it to the Superintendent. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building Principal, the complaint shall be filed directly with the Superintendent.
4. The Board designates the Superintendent as the District Human Rights Officer to receive any report or complaint of sexual harassment. If the complaint involves the Superintendent, the complaint shall be filed directly with the School Board. The District shall post the name of the Human Rights Officer in conspicuous places throughout school buildings, including a telephone number and mailing address.
5. Submission of a complaint or report of sexual harassment will not affect the employee's standing in school, future employment, or work assignments.
6. The use of formal Reporting Forms provided by the District is voluntary. The District will respect the confidentiality of the complainant and the person(s) against whom the complaint is filed as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

IV. INVESTIGATION AND RECOMMENDATION

The Human Rights Officer will authorize an investigation upon receipt of a report or complaint alleging sexual harassment. This investigation may be conducted by District officials or by a third-party designated by the School Board.

If District officials conduct the investigation, the investigation should consider the surrounding circumstances, the nature of the sexual advances, the relationship between the parties and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes sexual harassment requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. Students who are interviewed may have a parent or other representative present.

| | |
|---|-----------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: GBAA |
| Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 <u>School Board First Read: April 20, 2016</u> | Page 3 of 4 Category: Required |

In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment.

If the Board determines that a third-party designee should conduct the investigation, the District agrees to assent to that party's methods of investigation.

Upon completion of an investigation conducted by either District officials or a third-party, the Board and the Superintendent will be provided with a written factual report and recommended action.

V. SCHOOL DISTRICT ACTION

If investigating party determines that the alleged conduct constituted sexual harassment, the Superintendent may discipline the offending employee. Such discipline may include, but is not limited to, a warning, training, temporary suspension or dismissal. Any discipline will be in accordance with all laws and collective bargaining agreements, if applicable.

If the investigating party determines that the alleged conduct did not constitute sexual harassment, both the complaining party and the accused will be informed of such. No disciplinary action will be taken.

Conduct which does not rise to the level of sexual harassment as defined by the policy, but is nonetheless inappropriate or in violation of other related Board policies, will be addressed on a case-by-case basis by the Superintendent, who may order the offending employee to engage in some remedial action.

VI. APPEAL OF INVESTIGATOR'S RECOMMENDATION

Either the complainant or the accused may appeal the investigator's recommendation and subsequent District action, if any, to the School Board.

After a hearing, the School Board will vote to either accept or deny the investigator's recommendation and resulting discipline.

Either party may then appeal the Board's decision in accordance with applicable law.

VII. REPRISAL

The School District will discipline any employee who retaliates against any other employee who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Commissioner of Education, initiating civil action or seeking redress under state criminal statutes and/or federal law.

| | |
|--|-----------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: GBAA |
| Reviewed/Revised School Board First Read: 2/6/13 School Board Second Read/Adoption: March 13, 2013 School Board First Read: April 20, 2016 | Page 4 of 4 Category: Required |

IX. SEXUAL HARASSMENT AS SEXUAL ABUSE

Under certain circumstances, sexual harassment may constitute sexual abuse under New Hampshire law. In such situations, the District shall comply with all applicable laws.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

X. BY-PASS OF POLICY

Any individual with a sexual harassment complaint may choose to bypass this Policy and accompanying regulation and proceed directly to: N.H. Commission on Human Rights, at 2 Chenelle Dr., Concord, NH 03301, phone 603-271-2767 or US Department of Health & Human Services, Office for Civil Rights, Region 1, JFK Building, Room 1875, Boston, MA 02203, phone 617-565-1340.

Cross Reference:

GBAA-R – Sexual Harassment – Employees/Staff Complaint Procedure

GBAA-R.1 – Sexual Harassment – Report Form

[JBAB & R – Transgender and Gender Non-Conforming and Procedure](#)

Legal Reference:

NH Code of Administrative Rules, Section Ed. 303.01(j), Substantive Duties of School Boards; Sexual Harassment Policy

~~NH Code of Administrative Rules, Section 306.04(a)(8), Student Harassment~~

NH Code of Administrative Rules, Section 306.04(a)(9), Sexual Harassment

RSA 354-A:7, Unlawful Discriminatory Practices

2016-2017 K - 4 SCHOOL BUS DROP OFF PROTOCOL

When dropping off children in grades Kindergarten through 4th grade, bus drivers are to see a responsible party at the residence to receive the child. If the responsible party is not there, the bus driver must keep the child on the bus and notify the Transportation Office. The driver will bring the student back to the school or transportation office and the Transportation Office will call the school to inform them of a student being returned. A call will be made to the home of the student to leave a message for the parents/guardians.

Kindergarten - 2nd Grade

The ORCSD Bus Drivers will **no longer** drop off any Kindergarten, 1st or 2nd grade students without the presence of an adult, an older sibling or responsible person waiting at the bus stop.

3rd and 4th Grade

Third and fourth grade parents or legal guardians who wish to allow the District to drop off their 3rd or 4th grader without the presence of an adult may do so, but must complete the attached authorization form. If this form is not on file before the start of the 2016 -17 school year, then the drop off process listed below will pertain to 3rd and 4th graders as well. Parents, or legal guardians who choose this option assume all legal responsibility when doing so.

Drop off Process:

In the event that a responsible party is not present at the bus stop, the District's bus drivers will return the student(s) back to the school or transportation office.



2016-17
SCHOOL BUS DROP OFF
3RD & 4TH GRADE AUTHORIZATION FORM

I give the Oyster River Cooperative School District Transportation Office permission to drop off my 3rd/4th grade child, _____, without the presence of an adult to receive him/her at the bus stop. The period of time that this Authorization is in effect is from:

Beginning Date: _____ **End Date:** _____

I acknowledge that the Oyster River Cooperative School District cannot insure the safety of my student once he/she exits the school bus and release the Oyster River Cooperative School District of any responsibility for my student's welfare once he/she exits the school bus.

School my child attends: ___Mast Way ___Moharimet **Grade:** _____

Print Name: _____

Signature: _____ Date: _____

**ONLY COMPLETE THIS FORM IF YOU WANT TRANSPORTATION TO RELEASE YOUR CHILD
WITHOUT THE PRESENCE OF A RESPONSIBLE PERSON.**

Policy Committee Meeting Minutes

Wednesday, April 13, 2016 @ 4:00 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, (Sue Caswell 4:00 – 4:10)

Visitors: 0 –

Called to order at 4:00 by Jim Morse who then called for nominations for a chair for this committee. Denise Day nominated Maria Barth, seconded by Kenny Rotner. Vote unanimous 3-0.

Jim acknowledge Sue Caswell and asked Maria if he could bring forward a transportation procedure and form that he wished to discuss with the policy committee pertaining to the K-4 Bus Drop Off Protocol for the District. Jim explained the current practice, with clarification from Sue, and outlined the changes requested by the District Bus Drivers. Discussion and questions asked and it was requested that this be formatted into a policy to go before the School Board for a first read. On April 14, 2016 it was discussed that an existing policy pertaining to student transportation - Policy EEA will be used with this protocol and form to create an "r" procedure.

Policy ADC – Use of Tobacco Products Strictly Prohibited in/on All School Facilities and/or Grounds – When comparing with other District policies of the same subject matter, it was noticed by a District employee that e-cigarettes and liquid nicotine were not included. A re-review resulted in a revision to the existing policy and removal of the last three headings and descriptions. Ready for first read.

Policy BDB – Board Officers/Board Organization Meeting – The existing policy and NHSBA version were compared. Discussion surrounding Chairperson responsibilities were different in the existing policy compared to the NHSBA version which has been updated. Committee decided that they would adopt the NHSBA updated version, but will keep the last paragraph of the existing policy and add to the NHSBA version. It was also decided to take the NHSBA version of Policy BBAA which is the Roles and Duties of the Board Chairperson and create a procedure to the revised Policy BDB. This policy is required to have a public hearing for any revisions and this will take place at the beginning of the April 20, 2016 School Board Meeting. This policy is ready for a first read.

Policy BEC – Non-Public Sessions – The committee reviewed this policy at their March 9th meeting as the law changed requiring a vote to seal minutes to take place in public session. It was decided to hold this policy until the April 20th meeting for inclusion with the School Board policies that require annual review. This policy is required to have a public hearing for any revisions and this will take place at the beginning of the April 20, 2016 School Board Meeting. This policy is ready for a first read.

Meeting ended at 4:30 PM – Next meeting May 11, 2016.

Respectfully submitted,

Wendy L. DiFruscio

Policy Committee Meeting Minutes

Wednesday, March 9, 2016 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, James Morse, (Todd Allen 3:40 – 4:00)

Visitors: 0 –

Called to order at 3:30 by Maria Barth.

It was explained that the first policy IHBH – Extending Learning Opportunities on the agenda was sent to Todd Allen and Heather Machanoff for review and a complete overhaul so that it aligned with the high school competencies and standards. Jim explained that Todd reached out to other school districts for their version of this policy. The version that you are reviewing is that rewrite that is more permissive than the previous version. At this point Todd was asked to join the meeting and explain all of the variations between the existing and the rewritten policy.

Kenny asked if the two-week time frame under the application process was enough time. Kenny also questioned in the existing version there is a number limit of credits and is there a reason why the newest version does not limit the number of credits you can earn.

Jim asked if there was an application that needed to be completed for this process? Todd explained that there are three different applications and that they will be brought to the policy committee for review as well as being included with the policy as the “R” documents. The policy committee directed Todd to personally share this revised policy and applications with the teaching staff for their review and input. Todd agreed, but relayed that he would need about a month to complete this before bring back to the committee. This policy was placed on hold pending this review.

Policy BEC – Non Public Session – A change in state requirements has occurred pertaining to sealing of nonpublic minutes. The committee reviewed where this policy would need to be revised and since a public hearing is required for this change, this policy along with 8 others will be reviewed as required in the policy and revised in April.

Policy GBAA – Sexual Harassment – Employee/Staff – the existing and NHSBA version were reviewed for a slight revision to the language and a new definition was included pertaining to “third-party” along with the removal of one of the legal references. The committee decided to add the third-party language and send for a first read at their April meeting.

Maria questioned if language pertaining to transgender be added. It was decided that the Transgender Policy will be added to the Cross Reference section.

Policy JICK – Bullying and Cyberbullying – both the existing and the NHSBA policy were included in this packet. Since the existing policies last review in 2010, NHSBA has update this policy and numerous changes were noted. The committee asked Jim if this could be placed on hold so that it may be sent to the attorney for legal clarification of the definitions included, as well as placed on the Leadership Team Agenda for their review and revision.

Meeting ended at 4:30 PM – Next meeting April 13, 2016 and May 11, 2016.

Respectfully submitted,

Wendy L. DiFruscio