

**Oyster River Cooperative School District  
REGULAR MEETING**

**June 15, 2016**                      **Oyster River 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**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
  - Motion to approve 5/25/16 start time workshop minutes and 6/1/16 regular meeting minutes
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent’s Report**
    - Kindergarten enrollment update
    - Review Architects 2015 Middle School Report
  - C. Business Administrator**
    - Field Bond
  - D. Student Senate Report**
  - E. Other: Heather Machanoff – Mental Health Sub-Committee Report**
- VII. DISCUSSION ITEMS**
  - Technology Lease Approval
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to authorize the Superintendent to offer contracts to qualified teachers and staff during the summer months.
    - Motion to approve ORHS Mathematics Teacher.
    - Motion to approve ORMS Technology Integrator.
    - Motion to approve Field Bond.
    - Motion to approve Technology Lease.
    - Motion to approve List of Policies: JICJ – Technology Devices, JLCD – Administering Medication to Students, JLCD-E – Parent Request, JLCD-E1 – Physician Medication Order, GBGA – Staff Health, GCB & R– Sabbatical Leave
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates: 6/29/16 Manifest Meeting, 7/13/16 Regular Mtg. @ ORHS,**
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3{If Required}**  
**NON-MEETING SESSION: RSA 91-A2 {If Required}**

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

Respectfully submitted,

Superintendent

<p>If you require special communication aids, please notify us 48 hours in advance.</p>
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**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). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with special meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

**Oyster River Cooperative School District Members:**

• Maria S. Barth	Term on Board: 2015 –2018
• Thomas Newkirk, Chair	Term on Board: 2016 - 2019
• Kenneth Rotner	Term on Board: 2016 - 2019
• Sarah Farwell	Term on Board: 2014 - 2017
• Denise Day, Vice-Chair	Term on Board: 2014 - 2017
• Allan Howland	Term on Board: 2015 - 2018
• Daniel Klein	Term on Board: 2015 - 2018

**Information Regarding Nonpublic Session**

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

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

## Oyster River Cooperative School District

May 25, 2016

ORHS – Start Time Workshop

7:00 p.m.

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Al Howland, Denise Day, Sarah Farwell, Maria Barth, Dan Klein, Kenny Rotner.

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen.

There was one member of the public present.

### I. CALL TO ORDER

**II. PUBLIC COMMENTS:** Jennifer Lyons of Durham thanked the Board for having this workshop and is looking forward to listening to the conversation.

### III. REPORTS:

#### School Board Visits.

#### MAST WAY

Denise Day and Dan Klein visited the Mast Way School.

Denise: I really liked doing this, found it valuable. Issues on original survey people felt, "it was a done deal."

Title I meets before school – Impact?

Look at it from a much bigger issue/scheduling, homework.

What is start time trying to fix?

It would be nice to start earlier.

Flip elementary/high school not popular.

Folks were interested in an 8:20 start time/not much support for 7:30, lots of disadvantages to an early start time.

Dan: Really good candid conversation.

Survey choice of two options as opposed to a few ideas. Survey data may not be valuable to us.

Teachers felt elementary schools start late. Teachers were thinking globally.

Several years ago teachers looked at value of homework. Perhaps look at homework first.

Concern over flipping.

We stuck to questions and clarification questions.

I felt really proud of our teachers. Whatever happens teachers will make it work.

Lots of unknowns ~ wondering if it is worth it.

#### MOHARIMET

Tom Newkirk and Al Howland visited Moharimet.

Al: No younger kids in dark. AM is optional teaching time. PM kids get tired.

Optimal: 8:00 – 8:30

More times not more things.

Feel racing/shallower.

Day is too short.

Spontaneity being lost.

Tom: Earlier/think afterschool considerations but manageable.

AM block so valuable.

Broadened discussion on nature of school day – feel some of the best things are being lost.

### **MIDDLE SCHOOL**

Kenny Rotner and Maria Barth visited Middle School.

Kenny: Response to Board presence – positive.

Bigger issues were uncovered – How are kids getting to school. Students are arriving but few tired. Breakfast more important.

End of day kids tired.

Afterschool activities and child care.

Teachers very professional/PM afterschool students seek out teacher. Concern kids will choose activity rather than seek out adult.

Outcome unknown – will kids actually sleep later.

Big difference 5/6 & 7/8

Preadolescent vs teacher.

Not as many late starts and students driving safer.

Concern about downtown Durham.

Flex scheduling and ELO – flex schedule by kids' biological clocks.

Maria: Extra help after school due to staff unavailability.

I was very happy to be there and agree with Kenny's observations.

### **HIGH SCHOOL**

Tom Newkirk and Sarah Farwell visited high school.

Sarah: Wonderful to hear from staff.

1<sup>st</sup>/last period experiencing similar trouble.

Concerns about opportunity to meet with students.

Homework, caffeine, screen time areas of concern.

Rotating schedule may be a way to handle 1<sup>st</sup>/last period.

Sped concern about impact.

8:00 – 3:00 = ideal/more flexibility.

Tom: Athletic impact.

Staff concerned about tardiness – unknown if it would change.

Moving start time without looking at other factors, homework, flex schedule, length of the day. Brian Z & Mark M suggested that we look at the day itself – pressure we place on them.

ORHS open to flex schedule. Really good experience.

### **Portsmouth**

Tom Newkirk, Al Howland and Dr. Morse visited the Portsmouth School District – sense original = flip opposition from parents – backed off flipping.

Tom: Moving toward uniform start option – start at 8:30 - 3:00 – increase cost to transportation.

End later, but not a whole lot later – contract in factors like passing time and lunch

Al: 8:30 – 3:00 – hold to 3:00 – reduces athletic problems. Darkness addressed toward lighting.

Affordable park permit in spring/signing up for bus.

ORCSD – addresses the 100% on bus – Portsmouth does not.

Survey question on who will use bus.

Fall 2017 goal.

Dr. Morse shared Concord School District Report.

Kenny: Do we know Portsmouth's schedule?

Al: Portsmouth's budget goes to council, unlike us where we go to voters.

#### **IV. OPTIONS:**

Dr. Morse explained the K-12 systems and presented the options. Todd took minutes while Jim presented.

Todd: Create efficiencies in day schedule and look to a Saturday schedule for away athletic contest that are more than 1 hour away.

#### **V. DISCUSSION:**

There was a lengthy discussion surrounding the 6 presented options which resulted in a 7<sup>th</sup> option revised using option 6 to keep the AM run the same, but combine the PM run which has fewer bus riders. Additional questions and comments were relayed as depicted below:

Dan: Could you move using option 6 incrementally toward an 8:30 start time? Does this approach lend itself to future adjustments?

Kenny: Reducing ride time is a good goal by itself. Could we reduce the number of students driven to school? Could we create "express route" stops to reduce ride time?

Al: spoke against options 2,3,4 & 5. Felt we should focus on option 6 and any variation thereof.

Sarah: Keeping 40 minute max runs is very important. Against options 2,3,4 & 5. Likes options 6 & 7.

Denise: Likes the idea of ending no later than 3:00. Likes option 7 because it takes into account lower MS/HS ridership in the afternoon due to afterschool activities. Option 7 satisfies elementary concerns.

Tom: thinks next step should be to flesh out options 6 & 7. Then get input from staff, revise and take out to the community.

Maria: How can we increase joy of learning? What does research say about students in places like Alaska and Sweden that have minimal daylight during some parts of the year? What other relaxation techniques can be taught?

Dr. Morse: Need to look at issues of homework and stress, but do it in stages. May need to have a meeting and consult with Guild if change in the length of the day.

Dan: If you start earlier what activities will be implemented before school?

**VI. DIRECTION:**

Tom suggested that the focus be on fleshing out options 6 and 7 – Board nodded in acclamation. The revised option 6 & 7 will be brought forward for discussion at the July meeting.

**VII. ADJOURNMENT:**

**Maria Barth made a motion at 8:30 pm to adjourn.**

Respectfully  
Dr. James C. Morse, Sr.  
Superintendent

**Oyster River Cooperative School District**

**June 1, 2016**

**O.R. Middle School – 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, Catherine Plourde, Carrie Vaiche, Jay Richard

There was fourteen members of the public present

**I. CALL TO ORDER:**

6:30 – 7:00 p.m. Manifest Review/Approval at each School Board meeting.

**II. PUBLIC COMMENTS:**

Dean Rubine of Lee discussed the Middle School. He hopes that discussions on the building begin soon.

Stacey Howe thanked the Board for reviewing Ethan Howe's hardship request that has come from the Barrington School Board.

Lori Bromley of Durham recently submitted a letter regarding cell phones at the Middle School. She has reviewed the policy. They were pretty surprised to see that students were encouraged to bring cell phones to school and has urged the Board to review the policy over the summer.

Deanna Pilkenton of Durham also spoke about cell phone usage at the middle school and would like to see this policy be reviewed as soon as possible.

**III. APPROVAL OF MINUTES:**

**Motion to approve 5/18/16 Regular Meetings and 5/25/16 Start Time Workshop Minutes:**

**Denise Day moved to approve the May 18<sup>th</sup> Regular Minutes, 2<sup>nd</sup> by Al Howland.**

**Revisions:**

**Page 2 at end of the page add: Sarah Farwell questioned the need for doing this with the change to full day Kindergarten. She would like the discussion revisited for next years' calendar.**

**Add to the end of Page 5: "Sarah Farwell had a number of changes she wanted to see made to the handbooks assuming those changes/updates a motion was put forward."**

**Page 1: last paragraph in the third sentence delete the word "between".**

**Page 6: insert "and 9-12 high school level" after 8 in the third paragraph.**

**Page 5: move Paragraph 7 after the heading ORCSD Draft Handbook .... as a new paragraph. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Approval of Minutes: Al Howland moved to approve the May 25<sup>th</sup> Start Time Minutes, 2<sup>nd</sup> by Sarah Farwell.**

**Denise Day moved to postpone the approval of the May 25<sup>th</sup> Start Time Minutes, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.**

#### **APPROVAL OF MANIFESTS:**

Payroll Manifest #25 \$1,199,649.64

Vendor Manifest #26 \$595,703.10

#### **IV. ANNOUNCEMENTS AND COMMENDATIONS:**

##### **A. District:**

Mike McCann of the High School announced that this week is the last week for the Senior Class. The Senior Art Show has started tonight. It is really a phenomenal show. Next week is senior week. Next Friday is Graduation at the Whittemore Center. The sports teams are in playoffs.

Carrie Vaiche announced that the Mast Way PTO is having a book fair at Barnes and Noble on Sunday June 12<sup>th</sup>. If you mention Mast Way a portion of the proceeds go to the playground revitalization project. They have started a Robotics Club after school this year. They had so many kids interested in robotics that they had to break it into two groups. Last week they welcomed the incoming Kindergartners. They had a full house at both sessions.



**B. Board:**

Kenny Rotner thanked the kids from Mast Way who participated in the Durham Memorial Parade this year. He noted that there is a committee involved that is addressing the Middle School.

Regarding the Policy Issue on the communication technology piece, they are willing to review the Policy if it is the direction the Board wants. Kenny also recognized Alexander Taylor for all his work in making the Board meetings happen at the different school.

Dan Klein thanked the Guidance Staff for helping them with a new scholarship opportunity that arose late in the year. He would like to see that there is a calendar system to help coordinate the activities in the District.

Tom Newkirk announced that two teachers were picked as recipients of the Heinaman Fellow Award.

**Superintendent Morse announced and recognized the list of District school staff retiring June 2016.**

Mast Way School:

Helanie Sweet: Speech and Language. Started in 2007

Carrie Vaiche will be getting together at the end of the year to celebrate the retirement and will keep the Board updated on the day.

Moharimet School:

Carol McEntee: Psychologist Started in 1989 as a Guidance Counselor/Associate Psychologist.

Dennis Harrington noted that Carol is the conscious of the school. She is the most autonomous employee he works with.

Middle School:

Colette Malerba Grade 5 started in 1997 as a Grade 5 teacher.

Jay Richard and the staff will be celebrating her retirement at an upcoming meeting.

**V. DISTRICT REPORTS:**

**A. Assistant Superintendent/Curriculum & Instruction:** None

**B. Superintendent's Report:**

Hardship Application for Senior Student who relocated and wants to remain at ORHS. Under the new state law, it requires the action of the School Board. It has his recommendation to approve the hardship application.

**Kenny Rotner moved to accept the hardship application, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**C. Business Administrator Report:**

Orchard Drive Bid Process:

Sue Caswell detailed that they are working on the draft of the Orchard Drive bid to allow the Board time to review it ahead of the next meeting. UNH is requesting an easement to the property. They are going to do some research on it and determine if it has an impact to the value of the property. This will be on the agenda for the next meeting.

**D. Student Senate Report:**

Troy LaPolice reported that it is the week before senior finals. This is the week projects are due.

**E. Other:** None

**VI. DISCUSSION ITEMS:**

**Kindergarten Enrollment Update:**

Mast Way current enrollment is 53. LRPC had estimated it to be 45 students. Moharimet current enrollment is 54.

They discussed hiring an additional new kindergarten teacher. The numbers haven't changed much since March. If they were to hire an additional teacher with the same number of students there would be approximately 15 students per classroom. There was a discussion about changing the class size policy for Kindergarten students. Kindergarten enrollment will be discussed again at the next Board meeting.

### **Middle School Standards Based Learning/Grading Competency Based Reporting:**

Aaron Ward, grade six teacher at the Middle School, gave an overview of the Standards Based system:

Introduction – Quick Overview of Standards Based System:

Oyster River and Standards Based Learning

What is Standards Based Learning?

Early recognition of benefits and roadblocks

Formation and expansion of PLC

Standards Based Learning Website for additional information

Important Definitions:

Competency: an overarching concept that encompasses multiple learning standards which are interconnected. These are developed by each grade level for each discipline.

Standard: A non-negotiable, measurable learning objective that guides instruction. These content specific standards have been developed either at the state or national level.

I can Statements: Standards can be converted into I Can statements so that they are more student and parent friendly.

Lynn Ellsworth a 7<sup>th</sup> Grade teacher at the Middle School reviewed: Why is this the best system for ORMS?

Benefits of Standards Based Grading:

All students clearly show their mathematical reasoning.

Clearly defined standards and student progress for students, parents, and teachers.

I believe more math is learned with SBL 70% versus a “2”

Focus is on math concepts learned instead of points earned.

Strategies that helped to overcome challenges:

Following rubric made by Aaron Ward that is used on every assessment.

Put ownership on the students instead of me if the standard was not met.

Learning Goal:

- 4 Exceeds: Strong mathematical reasoning is shown and solutions are correct.
- 3 At the Standard: Solid mathematical reasoning is shown and most solutions are correct. Incorrect solutions contain only minor errors. A 3 is the target zone for students.
- 2 Approaching the Standard: Inconsistent use of reasoning or application of mathematics to solve problems.

Andrea Lawrence 7<sup>th</sup> grade teacher discussed where we are now and the progression of our journey:  
Progression of our Journey  
Awareness, Investigation, Development, Implementation and Refinement

Where are we now?

Andrea reviewed and detailed the timeline and process of each department at the middle school. This has been a very fluid process for the staff at the middle school.

Valerie Wolfsen who teaches Social Studies at the Middle School reviewed Professional Development with the Board:  
Professional Development

October: Meaningful Assessment for Standards or Competency Based Grading  
November- Rob Westerberg  
January: April 2-3 Release days by Department  
February – May: Formative Assessment and Standards Based Grading Book Group  
February and April: School visits  
March: NELMS, PD article – discussed purpose, policy and exceeds standard  
May: Nan Parsons and fifth grade presentation  
July: Sanborn Regional  
Summer Proposals

Alida Carter Physical Education Teacher at the Middle School reviewed: How are decisions made (staff inclusion) as we move forward:  
Staff Surveys have been given to develop an understanding of where we are as a school in this process  
Departments are working together to organize standards and develop competencies

Grade Level Teams are having discussions during team meeting times  
Group discussions in small focus groups of 8-10 teachers  
Discussions as an entire faculty during staff meetings and teacher workshop days  
Extra ticket feedback  
Standards based learning PLC

Jerika Olberg a Middle School teacher discussed Reporting:

What does it look like now?  
Habits of Learning  
Standards  
Averaged Numerical Grades

What do we hope it will look like by fall 2017?  
Standards will be grouped by competency  
Habits of Learning  
No averages

Jason Demers a 6<sup>th</sup> grade science teacher reviewed what's next:  
Moving forward:  
SBL is an ongoing work in progress  
Report progress to the School Board  
Educating community

Implementation:  
Math, PE, Arts, S.T.E.M., Health/Life Skills, Music, WL implementing next year.  
Implementation by all subjects beginning fall 2017  
Three descriptive tiered scale (M) Meets (D) Developing (B) Beginning

The Board thanked the teachers for all their work they have put into this. They discussed how the three tiered scale will be working and the narrative that teachers will be inputting. Jay Richard reported that the teachers are meeting in professional development and making decisions. This new systems makes more sense because it is more user friendly. It will catch and identify where students may be having an issue.

Denise Day hopes moving forward plans to expand standards-based grading will come before the Board for approval in accordance with policy.

Superintendent Morse thinks that the staff has hit this out of the park and they have come up with a framework that is so meaningful to Oyster River. It reflects the priorities of this staff.

## **VII. ACTIONS:**

**A. Superintendent:** None

### **B. Board Action Items:**

**Motion to approve ORHS and Moharimet Nominations:**

**Al Howland moved to approve ORHS English teacher, English Video Production Teacher, .5 FTE Social Studies Teachers and at Moharimet Special Education Teacher and School Psychologist, 2<sup>nd</sup> by Dan Klein. Motion passed 7-0.**

**Motion to approve request for ORMS Maternity and Extended Leave of Absence: Denise Day moved to approve the request for ORMS Maternity and Extended Leave of Absence, 2<sup>nd</sup> by Al Howland. Motion approved 7-0.**

**Motion to approve List of Policies: Kenny Rotner moved to approve the following list of policies, 2<sup>nd</sup> by Maria Barth:**

**Policy JRA Student Education Records and Information**

**Policy JRA-R Student Education Records and Information Procedure**

**Policy JRA-E FERPA Student Annual Notice**

**Policy JRB Confidential Student Information**

**Policy JICK Pupil Safety and Violence Prevention – Bully and Cyberbullying**

**Policy BEDB and R: Agenda Preparation and Format**

**Policy GBJ and R: Personnel Records**

**Motion passed 7-0.**

## **VIII. SCHOOL BOARD COMMITTEE UPDATES:**

Denise Day reported that the Long Range Planning met on May 23 discussed the Kindergarten numbers. A local realtor came and discussed that the market has picked up over last year.

**Sarah Farwell moved for the Policy Committee to review the cell phone policy, 2<sup>nd</sup> by Denise Day. Motion approved 7-0.**

Maria Barth reported that she attended a NHSBA Workshop last week on how to evaluate a Superintendent. She felt it was very good and would make the process easier for the Board.

Dan Klein reported that the Sustainability Steering Committee met last night and reviewed committee goals and projects. They are interested in any changes the Board may have in mind for them.

**IX. PUBLIC COMMENT:** Dean Rubine of Lee feels that the people objection to start time is essentially not enough of time during the day. He also noted that the new grading system at the middle school which is competency based and has a lack of meet with distinction may be objected by some parents. Regarding the easement, the community sentiment may not be to grant UNH's request.

**X. CLOSING ACTIONS:**

**A. Future Meeting Dates:** June 15 Regular Meeting at the High School  
June 29 Manifest Meeting at the High School-C120

**XI. NON-PUBLIC SESSION: RSA 91-A:3 {if needed}**  
**NON-MEETING SESSION: RSA 91-A:2**

**Al Howland moved to temporarily adjourn to a non-meeting at 9:20 PM, 2<sup>nd</sup> by Maria Barth. Motion passed 7-0.**

**XII. ADJOURNMENT:**

**Maria Barth made a motion at 9:31 PM to return to public session and adjourn at 9:32 PM, 2<sup>nd</sup> by Al Howland. Motion passed.**

Respectfully submitted,  
Laura Grasso Dobson  
Recording Secretary

## Mast Way School 2016-17 Enrollment Projections Vs. Actual

### 2016-17 LRPC Projections - November 2015

2016-17 Projected Enrollment	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
	45	50	59	60	59	<b>273</b>

### Current 2015-16 Enrollments

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
6-19-15 End of Year	46	49	56	57	48	<b>256</b>
Withdrawals	4	3	3	2		<b>12</b>
New Registrations	11	12	8	3	5	<b>39</b>
10-1-15 Enrollment	54	59	61	58	53	<b>285</b>
<b>Total Actual as of 6-1-16</b>	49	58	63	61	52	<b>283</b>

### 2016-17 Class Size Projections Option A (15 classes)

Teacher	Grade	K	1	2	3	4	Avg
Kolbjornsen	K	19					18.3333
Parsons	K	18					
Zimar	K	18					
<small>1 K MOH added in per Dr. Morse</small>							
Burke	1		22				21.6667
Desrochers	1		22				
Handwork	1		21				
Darois	2			20			19.6667
McCormick	2			20			
Webb	2			19			
Drew	3				21		21.00
Moulton	3				21		
Paquette	3				21		
Bowden-Gerard	4					20	20
Buswell	4					20	
George	4					20	
		55	65	59	63	60	302

Registered students as of June 10, 2016 for 2016-2017

(1st, 3rd and 4th Grade includes end of June registrations after home closings of new parents moving in)

2016-17 MW Projected Enrollment	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
	55	65	59	63	60	302

6/10/2016



## Moharimet School 2016-17 Enrollment Projections Vs. Actual

Current 2015-16 Enrollments						
	K	1	2	3	4	
6-19-15 End of Year	47	59	72	95	90	<b>363</b>
Withdrawals	1	5	6	5	3	<b>20</b>
New Registrations- school year	13	22	5	8	4	<b>52</b>
10-1-15 Enrollment	53	74	70	95	90	<b>382</b>
<b>Total Actual as of 6-1-16</b>	59	76	71	98	90	<b>394</b>
New 2016-17 registrations	**54	~10	3	2	2	<b>67</b>
Summer Withdrawals		6		1	2	<b>9</b>
<b>2016-17 Enrollment</b>	54	63	79	72	98	<b>366</b>
~Actual 1st grade registrations = 64. (54 returning kindergarteners + 10 new registrations)						

2016-17 Class Sizes Using Actual Enrollment							
18 classes							
Teacher	Grade	K	*1	2	3	4	Avg
Chartrand	K	18					18
Lapierre	K	18					
Raspa	K	18					
Bradley	1		18				18.33
Jones	1		19				
Torr	1		18				
Dolcino	1/2		8	9			17
Hoff	2			24			23.33
Nadeau	2			22			
Reilly	2			24			
Hall	3				21		21
Schmitt	3				20		
Winsor	3				21		
Swift	3/4				10	12	22
Curtin	4					22	21.5
Lee	4					20	
Larson-Dennen	4					22	
Van Ledtje	4					22	

\* First grade actual numbers are based upon current actual plus 10 new enrollments.

\*\* 55th kindergartener registered that was sent to Mast Way

2016-17 LRPC Projections - November 2015						
2016-17 Projected Enrollment	K	1	2	3	4	Total
	59	73	74	74	99	<b>379</b>

# OYSTER RIVER MIDDLE SCHOOL

## A FACILITY EVALUATION

### REGARDING ACADEMIC PROGRAMMING

May 2015

Over the past six months, Stephen Blatt Architects has engaged in a study of the ORMS in order to evaluate the facility's impact on the delivery of the academic program to its 680 students in grades 5-8. Members of the Middle School Committee, including administrative, teaching and support staff have participated in extensive discussion through a series of meetings, interviews, field investigation and observation. We were fortunate to have as resources the archive of construction documents regarding ORMS as it has evolved over many decades, and the ORCSD Facilities and Program Analysis prepared by Davis Goudreau Architects (DGA) in December 2011. This report summarizes our findings; it should be considered as one of a series of ongoing studies necessary to determine the status of the existing facility as an effective, efficient vehicle for the delivery of SAU 5's middle school program, along with other options which may become available to the citizens of the District.

As Architect for the recent addition to Moharimet Elementary School, our firm has had the opportunity to become familiar with each of the District's several facilities, the geography of the Durham area, the Administrative Staff and its resources, and the process by which your facilities gain funding for both maintenance and construction. It has become clear to us that of the District's facilities, the Middle School is in the aggregate the oldest, most added-on-to, and most tired of your inventory. Thorough studies (DGA) have indicated the scope and projected cost of repairs and/or replacements to systems; the building envelope, including doors, windows, insulation and roofing are all obsolete and inefficient; and the configuration of the building has evolved to the point where it has become sprawling (1500 l.f. of corridor, 60,000 s.f. of roof) and not supportive of general accepted middle school concepts such as team/grade identity, smaller "neighborhoods" within the larger school, student services delivery, and integration of IT into the curriculum. From programmatic, physical plant, and site configuration perspectives, we feel that the existing building should not be further expanded nor modified in a piecemeal manner.

Very early in our study, we were asked to evaluate several parcels of land for future use by the District. The Middle School site, at 11.5 acres, is considerably smaller than the recommended site size (10 acres + 1 acre per 100 students, or 16- 17 acres). One of the objectives of that initial evaluation was to see if other available sites might accommodate a new middle school facility. Site evaluation will be further considered in a subsequent phase of this study. Although the current Middle School site is smaller than recommended, it does have the distinct advantages of full utility services, proximity to the High School, and its established address as part of the District's and the town's history. This proximity to the town center and the UNH campus makes the real estate itself quite valuable, and may constitute a reason to consider another site for a new middle school facility. That issue will be a subject of future study.

We have calculated the net size of current program space at 74,770 s.f., which for 680 students (current enrollment 5-8) yields 110 s.f. per student. Our extensive experience designing middle school facilities has led us to understand that 150 s.f. per student is an appropriate middle school standard, which in this case would translate to program space of 102,000 s.f., approximately 33% more than currently provided. Acknowledging the forecasted decrease in enrollment in coming years, the existing facility would still be significantly smaller than the norm. The number of classrooms would remain the same, and core spaces such as the gymnasium, library, cafeteria/kitchen, music and art spaces would not significantly decrease in size.

Among the more prominent deficiencies at ORMS are:

- Recommended classroom size (900 s.f.) is met by only 55% of the current classroom inventory (23 of 43). Of the 20 small classrooms, 7 measure under 700 s.f., roughly 25% smaller than recommended.
- Music space (both band and chorus) occupies approximately 2800 s.f., significantly less than newer middle schools of similar enrollment (4150, 4800 s.f.). Of particular note is the chronic lack of instrument storage space and practice rooms, causing corridors to be used for both functions, with acoustic interruption throughout the school when practice occurs.
- The gymnasium, at 6230 s.f., cannot practically accommodate two simultaneous P.E. classes, requiring the use of the multi-purpose room to facilitate scheduling of all students for P.E. The use of the multi-purpose room for P.E. conflicts with the use of the adjacent stage for music instruction. Other middle school facilities of similar enrollment provide 20-30% more space in one location, at the same time affording more versatile use of the space for large gatherings.
- Art classrooms, at 735 and 750 s.f. respectively, should be 1100-1200 s.f. each. Lack of storage space severely impacts teaching in the two classrooms.
- Special Education spaces are mostly makeshift, frequently undersized, some having no daylight. There are approximately half the number of resource rooms as we typically recommend for this population. Small group rooms and testing rooms are virtually nonexistent. Students travel long distances to receive services, which decreases actual face-to-face time with staff.
- Tech Ed space is obsolete, STEM (ScienceTechnologyEngineeringMath) space is makeshift, and both are significantly undersized, making program delivery challenging. As STEM programming becomes more and better integrated within the middle school curriculum, specifically designed space is and will become even more important.

- Middle school programming should include informal gathering spaces scattered throughout the facility, where students can meet elsewhere than in the corridor, where staff can gently pull out a student for either planned or spontaneous counselling. Providing such space within team or grade areas reinforces the identity of the smaller group within the larger student body.
- Conversely, toileting facilities at ORMS occupy more space than at other newer facilities. Roughly 3200 s.f. of “gang” toilet rooms are provided, roughly 20-30% more than at similar middle school facilities which feature single-user toilet rooms scattered throughout classroom areas. These single-user toilet rooms are found to discourage vandalism, intimidation, gender issues and long, socializing bathroom breaks.
- There is a chronic lack of staff support space at ORMS, which currently provides one staff workroom and two staff toilets for a staff of approximately 100 persons. Comparably- sized facilities provide 1300-1800 s.f. of such space, distributed throughout the facility in order to accommodate easier/quicker access for staff.
- The configuration of the site is dictated by severe geographical constraints and the proliferation of additions over past decades. Past and potential conflicts between students, busses, staff and delivery vehicles are well documented, but it should also be noted that many classrooms adjacent to the paved playground suffer from significant noise interruption during recess and when busses are operating. The administrative staff has implemented excellent surveillance and security measures. However, of the several approaches to the school, none are immediately visible from the administrative area, making it difficult to monitor and assure safety where students, visitors and vehicles approach and leave the facility.

In order to provide an effective, efficient and current middle school program, the facility itself must exhibit those same qualities. In order to provide more program minutes each day, bottlenecks caused by inappropriate spaces (such as the cafeteria), inordinately long travel time between classes and activities, and far less than acceptable acoustic separation between activity spaces should be mitigated.

The next step in this phase of our study will involve documentation of operating and maintenance costs for ORMS over recent years, and further investigation of imminent facility improvements including the impact of costs and scheduling. As mentioned, we do not recommend further expansion of this facility, as that would further strain the site and compound the already inefficient, rambling and interruptive configuration of the facility.

We look forward to continuing our work with the District as we consider all viable options for improving the programmatic offerings and efficiencies at ORMS via significantly better site and building configuration.

**BUILDING/SITE ISSUES THAT AFFECT ACADEMIC PROGRAMMING AND ABILITY TO TEACH:  
PRELIMINARY FINDINGS**

**1. Building is obsolete**

- a. Numerous ad hoc additions have resulted in an inefficient layout
- b. Building infrastructure, systems and envelope are in poor condition
- c. Excessive mechanical system noise throughout
- d. Serious lack of storage
- e. Not designed for handicapped accessibility

**2. Poor site circulation, layout**

- a. Parent drop-off chaotic and unsafe
- b. Bus loop not separate from hard play area
- c. Outdoor recess noise impacts first floor classrooms facing hard play areas

**3. Inefficient building circulation**

- a. Excessive travel time cuts into teaching time
- b. High corridor traffic distracting to adjacent classrooms
- c. Difficult to move large equipment & carts due to multiple level changes

**4. Physical separation of teams within a grade**

- a. Makes teacher collaboration more difficult
- b. Dilutes student identity as "grade"

**5. Cafeteria size & configuration**

- a. Small cafeteria requires four separate lunch shifts
- b. Configuration prohibits use as large multi-purpose space
- c. Poor sightlines make it difficult for staff to monitor
- d. Inefficient kitchen layout
- e. Very noisy, poor acoustics

**6. Lack of multi-purpose room & stage for school-wide assemblies**

**7. Gymnasium under-sized**

- a. Cannot simultaneously teach two P.E. classes safely

**8. Inadequate music facilities**

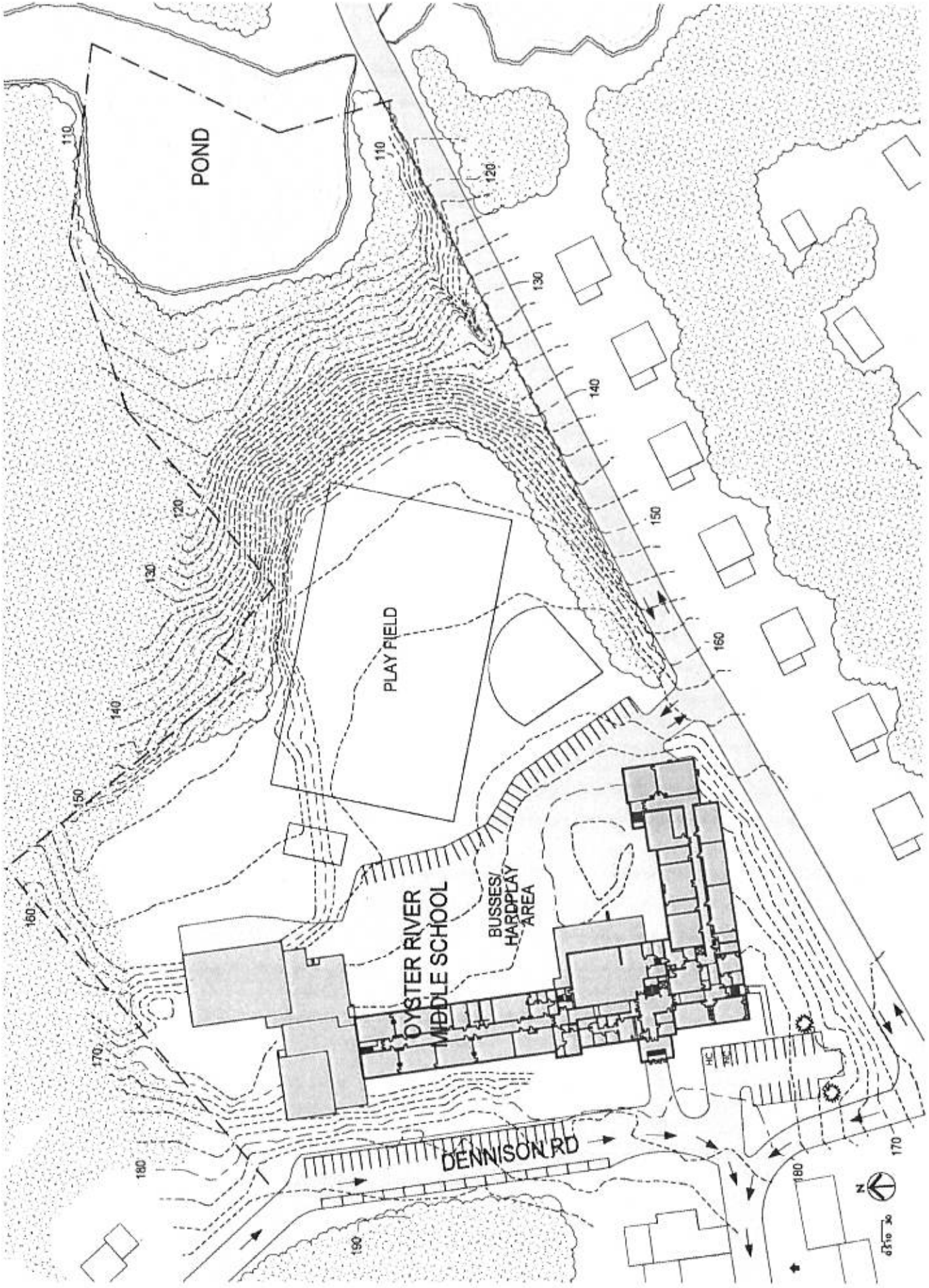
- a. Undersized teaching/performance spaces
- b. Located poorly within building, lack of acoustic separation from other spaces
- c. Lack of music/instrument storage and practice rooms

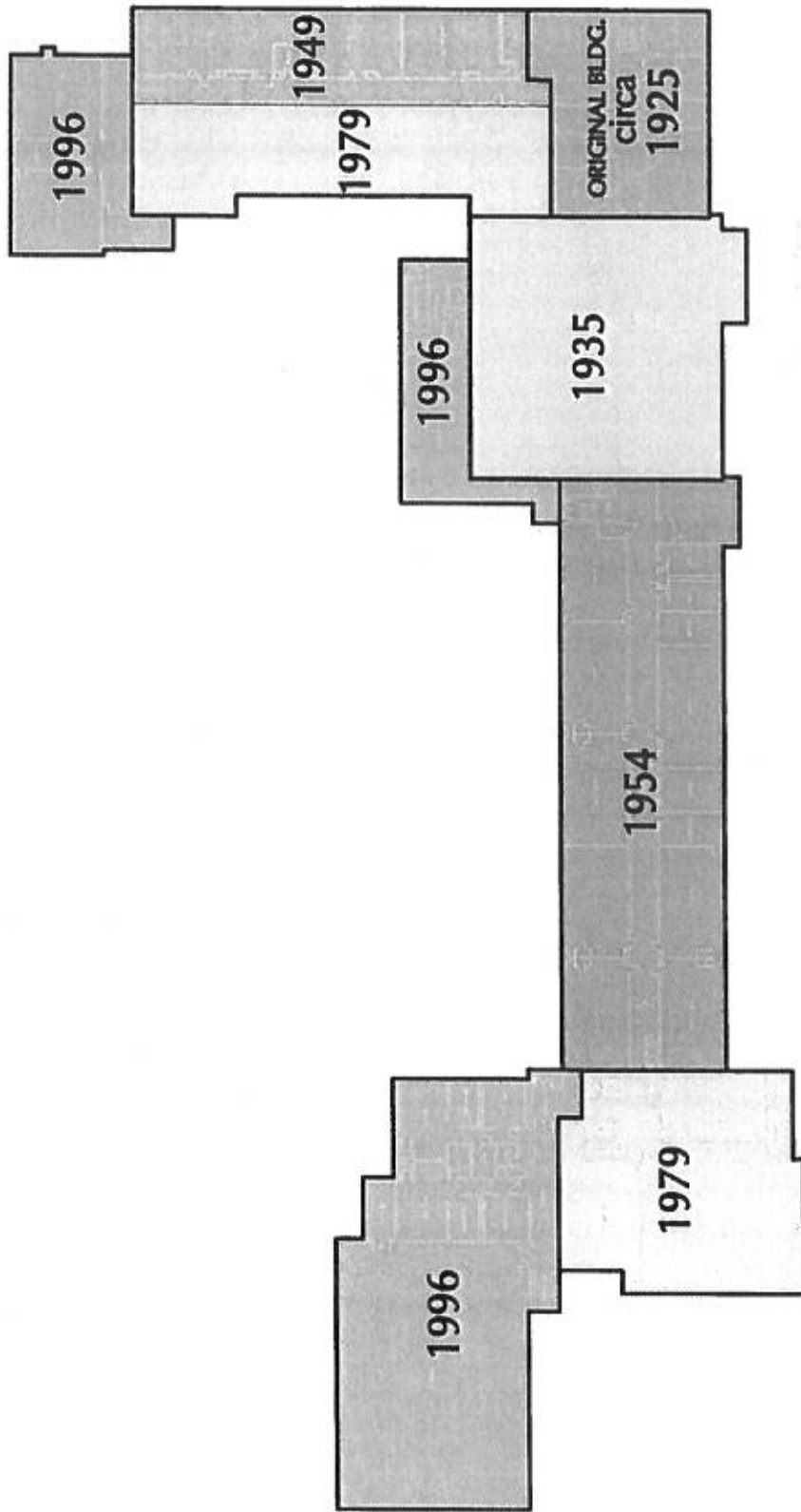
**9. Lack of small meeting spaces, resource rooms**

**10. Lack of teacher prep/work/staff rooms/toilets**

- a. Makes teacher collaboration and interaction more difficult





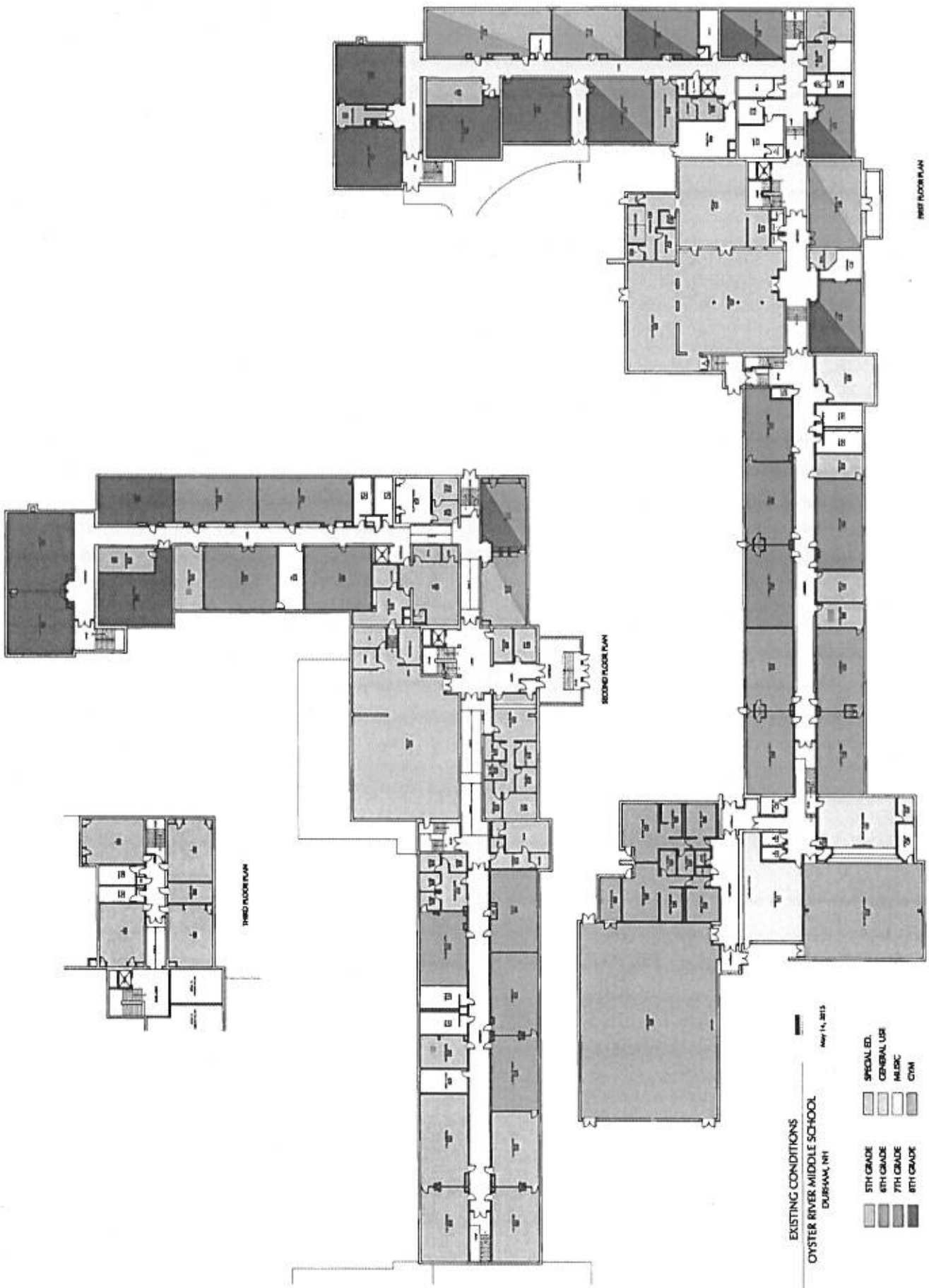


May 14, 2013

CONSTRUCTION TIMELINE  
OYSTER RIVER MIDDLE SCHOOL  
DURHAM, NH

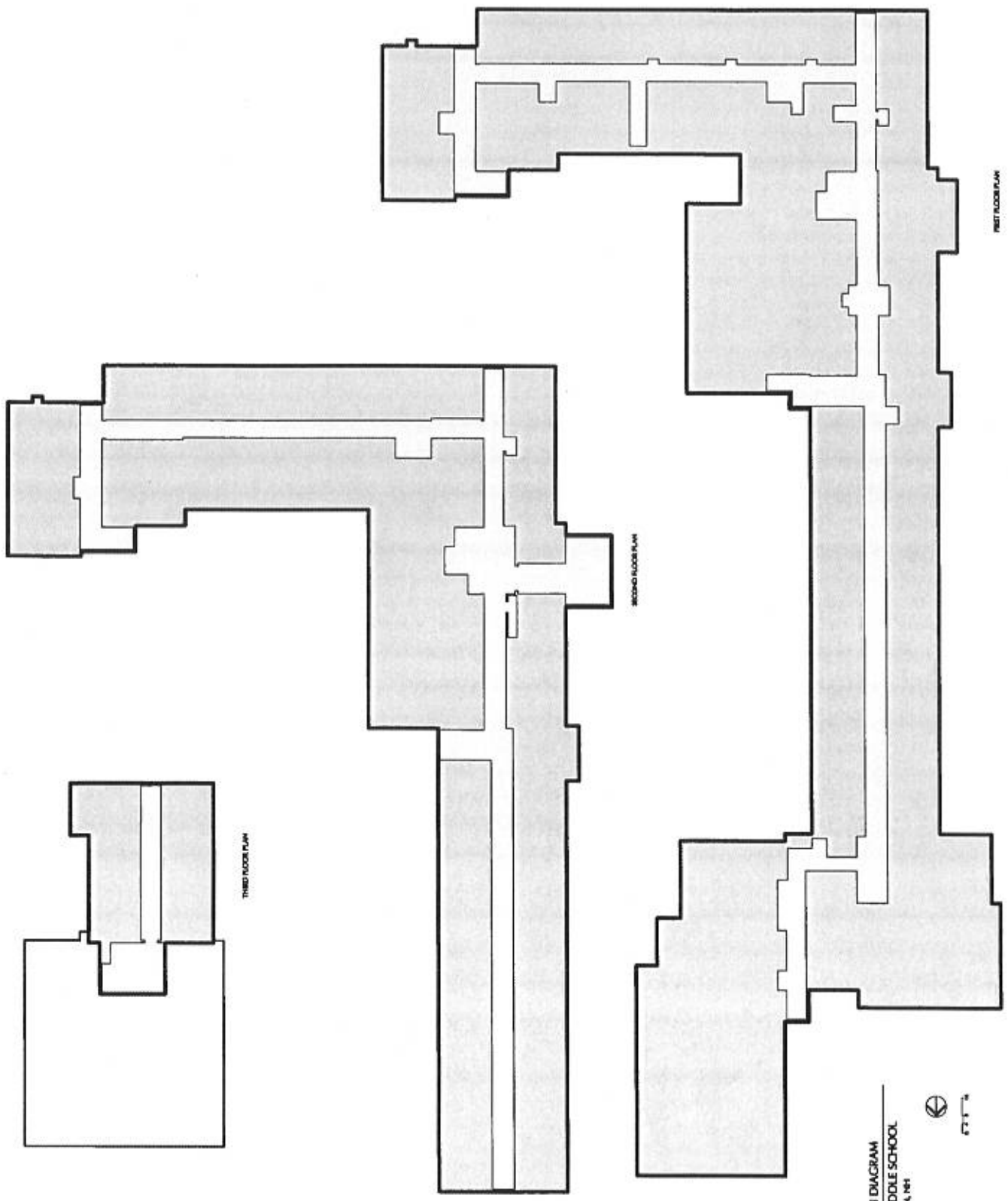






EXISTING CONDITIONS  
 OYSTER RIVER MIDDLE SCHOOL  
 DURSHAM, NH  
 May 14, 2015

- 5TH GRADE
- 6TH GRADE
- 7TH GRADE
- 8TH GRADE
- SPECIAL ED.
- GENERAL USE
- M.R.C.
- C.T.M.



CIRCULATION DIAGRAM  
 OYSTER RIVER MIDDLE SCHOOL  
 DURHAM, NH



6" = 1'-0"

Aug 1, 2015



90 Main Street  
Montpelier, VT 05602  
TDBanknorth.com

June 6, 2016

Susan Caswell  
Business Administrator  
Oyster River Cooperative School District  
36 Coe Drive  
Durham, NH 03824

RE: PRIVATE PLACEMENT BOND FINANCING TO SUPPORT THE RENOVATION AND CONSTRUCTION OF ATHLETIC FIELDS AND A TRACK AT THE OYSTER RIVER HIGH SCHOOL.

Dear Susan:

On behalf of TD Bank, N.A. (the "Bank"), I am pleased to offer the Oyster River Cooperative School District (the "Borrower") a Commitment for the credit accommodation (the "Credit Accommodation") that is described on the attached term sheet.

If the terms and conditions set forth herein are acceptable to the Borrower, please have a duly authorized agent acknowledge below and return a signed counterpart to this letter on or before the close of business on June 25, 2016.


The Bank may terminate this commitment letter, and will have no obligation to extend the Credit Accommodation, upon the happening of any of the following events: (a) the Bank does not receive the accepted copy of this commitment (along with any fees due with the acceptance of this letter) by June 25, 2016; (b) the Credit Accommodation does not for any reason close by June 30, 2016; (c) the Borrower's failure to comply with any term or condition set forth herein or in the attached Terms and Conditions of Loan; (d) any material adverse change occurs with respect to the economic value, business assets, liabilities, results of operations or condition (financial or otherwise) of the Borrower; (e) any report or statement made to the Bank by the Borrower in connection herewith is

or proves to be false or misleading in any material respect as of the date made or furnished

The documents signed at closing shall be deemed to be the final and complete expression of the agreement Bank and the Borrower with respect to the Credit Accommodations. Any terms and conditions that have been discussed, negotiated, agreed to or that are part of this Commitment letter and are not included in the terms and conditions of the documents signed at closing shall be deemed waived and superseded by the documents signed at closing. This commitment letter is not intended to survive closing of the Credit Accommodations.

If you have any questions or comments on the terms of this letter, please do not hesitate to call me.

Very truly yours,  
TD Bank, N.A.

By:   
Christopher A. Turley  
Vice President

The above commitment is hereby accepted:

Borrower:

Oyster River Cooperative School District

By:   
Duly Authorized Agent

This letter may be executed in any number of counterparts, each of which shall be an original and all of which, when taken together, shall constitute one agreement.

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Todd Allen, Asst. Superintendent  
Heather Machanoff, K-12 Counseling Director  
DATE: June 9, 2016  
RE: Mental Health Sub-Committee Report

The Mental Health Wellness Committee was formed via a School Board goal in the summer of 2015 under the Innovative Personalization District goal. The Mental Health Wellness Committee was tasked with implementing the goal to *Improve efforts related to student wellness and mental health, District wide by June 2016*. Todd Allen, Asst. Superintendent, and Heather Machanoff, Counseling Director, are co-chairs of the committee. The committee consists of representatives from all levels and includes a variety of specialties.

Committee members include:

Todd Allen	Jean Wons
Heather Machanoff	Paula Roy
Jason Baker	Holly Pirtle
Joe Saxe	David Geschwendt
Dagmar Lamberts	Brenda Tirrell
Rob Quaglieri	Felicia Sperry
JoAn Saxe	Carina Dolcino
Stacey Brooks	

In the fall, the Mental Health Wellness Committee was formed utilizing interested members of the District Wellness Committee, as well as building principals. The committee held monthly meetings to assess the needs of the District. The committee identified a variety of needs within the District to support mental health including, but not limited to:

- Access to mental health services,
- A comprehensive and accessible directory of mental health providers in the local area,
- Implementation of a mental health screening tool,
- Additional suicide prevention education,
- Additional staff training in the areas of mental health/crisis response/suicide prevention,
- Dedicated personnel in the area of social work, resiliency and coping strategies education,
- Update existing crisis plan/create District wide plan, and
- Increased community involvement.

In addition to the needs assessment, the committee was asked to incorporate a public forum to be determined by the group. In an effort to further education surrounding mental health while engaging the larger community, a Wellness Fair event was planned in conjunction with a Community Dinner sponsored by ORCSD Child Nutrition. Participants in the Wellness Fair included:

- Classroom yoga for children
- ORCSD Green Team
- Community Partners
- Goodwin Community Health
- NAMI-NH
- The for Center Eating Disorders Management
- Craft Cottage
- Durham Parks & Recreation
- ORYA
- End 68 Hours of Hunger
- Seacoast Outright
- American Foundation for Suicide Prevention
- Chuck Novak, LDAC
- Hope on Haven Hill
- BodyMindSpirit Massage
- Haven

Looking forward to the summer, District administrators, directors, school counselors, school psychologists and school nurses will take part in Post-Traumatic Stress Management and Psychological First Aid training in an effort to improve crisis response.

The committee has identified a number of goals/reflections moving into next school year including:

- Gatekeeper Suicide prevention training,
- Aligning K-12 monthly themes,
- Incorporate continued suicide prevention/screening tool,
- Coordinate wellness evening events with the impact of technology and healthy development, and how to best address mental health issues with at-risk youth.

Thank you.

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
Superintendent

FROM: Josh Olstad, IT Director JO

DATE: June 10, 2016

RE: Technology Lease


In the 2016-2017 budget we allocated funds to recycle and replace the iPads around the District. These iPads are around 5 years old and showing their age. Most of these iPads are located on carts in the schools. These iPads are used for video creation, stop animation, and other apps that reinforce math and reading. Special Education also has a large number that are used in a variety of ways. All the administrators and directors also use iPads regularly.

Our goal is to purchase the iPads through a lease. This is the avenue we have been using to purchase technology over the last two years. This allows us to make sure the technology stays up to date and allows us to save some money up front. The lease requires School Board approval to move forward.

Thank you for this consideration.

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 24


Name:	Jill Pomeroy
Date:	6/8/16
Position:	Math Teacher
Person Replacing:	Jamie Mulcahy
Budgeted Amount:	<b>\$64,061</b>
Recommended Step/Salary:	<b>MA Step 10/\$64,061</b>
Interviewed By:	Mike McCann, Brendan Whalen, Jamie Mulcahy, Andrea Drake, Erica Cooke, Kim Cassamas, Chris Kearney, Peter Harwood, Lisa Hallbach, Bill Reeves,
# Interviewed:	<b>5</b>
Education:	-M.Ed in Curriculum & Instruction, Southern New Hampshire University -B.S. Secondary Education & Mathematics, Roger Williams University
Certification:	NH Mathematics 7-12
HQT Status	
Related Experience:	-Sanborn Regional High School-Math Teacher 2013-Present -Newmarket Junior Senior High School-Math Teacher- 2007-2013 -Somersworth High School-Long Term Substitute Math Teacher-2007
Comments:	Ms. Pomeroy is an experienced math educator currently teaching at Sanborn Regional High School, experience with implementing competency based education and performance based assessments. Ms. Pomeroy is experienced in differentiating instruction and utilizing a variety of strategies in supporting all students. Courses taught: Algebra 1, Algebra 2, Geometry, Pre-Algebra, Intro to TAC and Pre-Calculus.
Date: <u>6/9/2016</u>	Authorized Signature: 

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

#of Resumes Received: 14

Name:	Nikola Bureau
Date:	6/10/2016
Position:	ORMS Technology Integrator
Person Replacing:	Cathi Stetson transferred to ORHS
Budgeted Amount:	\$67,867
Recommended Step/Salary:	MA Step 7/\$57,167
Interviewed By:	Jay Richard (ORMS Principal), Josh Olstad (IT Director), Cathi Stetson (ORMS Technology Integrator).
# Interviewed:	Three (phone interviews)-Two formal interviews and observations
Education:	BS Merrimack College Major: Business Administration Minor: English Lesley University Master's of Education Major: Educational Technology
Certification:	MA Technology Intergrator License with NH certification being processed.
HQT Status	
Related Experience:	Six years as a technology integrator and computer teacher at Lowell Community Charter Public School
Comments:	Exceptional references and work ethic. Nikola was impressive when we had her visit ORMS to teach a lesson on digital citizenship. Classroom management was an obvious strength with great content knowledge.
Date: <u>6/10/16</u>	Authorized Signature: 

**REQUIRED Attachments:**

Resume  3 Letters of Recommendation  Copy of Certification

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 June 15, 2016**

Title	Code
<b>Policies for First Read</b>	
Technology Devices	JICJ
Administering Medication to Students	JLCD
Parent Request for Medication Administration	JLCD-E
Physician Medication Order	JLCD-E1
Staff Health	GBGA
Sabbatical Leave	G CBD & R
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion</b>	

**The June 8, 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: JICJ
Date of Adoption: August 6, 2008 Title/Code Change Adopted School Board May 2, 2012 School Board First Read: June 15, 2016	Previously: JFCK Page 1 of 1 <a href="#">Category: Recommended</a>

### UNAUTHORIZED COMMUNICATION TECHNOLOGY DEVICES

The [Oyster River School](#) Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process or violates Board policies or school rules. The Oyster River Cooperative School District is not responsible for damage, loss or theft of such devices. The Superintendent is authorized to develop, with input from administrators, any school rules necessary to implement this policy.

Cross Reference: JICJ-R Unauthorized Communication Devices

[JICK – Bullying and Cyberbullying – Pupil Safety and Violence Prevention](#)

[JICL & R – Student Computer & Internet Use and Procedure](#)

<a href="#">OYSTER RIVER COOPERATIVE SCHOOL BOARD</a>	<a href="#">Policy Code: JLCD</a>
<a href="#">Policy Committee Review: June 8, 2016</a>	<a href="#">Page 1 of 1</a>
<a href="#">School Board First Read: June 15, 2016</a>	<a href="#">Category: Priority</a>

### ADMINSTERING MEDICATION TO STUDENTS

The [Oyster River Cooperative School District](#) Superintendent shall be responsible for establishing specific procedures to control medications administered in schools.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication.
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, s/he shall immediately report to nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location.

Students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school-sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

[Cross Reference: JLCD-E & E1 – Parent Request Form/Physician Medication Order](#)

#### Legal References:

RSA 200:40-b, Glucagon Injections

RSA 200:42, Possession and Use of Epinephrine Auto-Injectors Permitted

RSA 200:43, Use of Epinephrine Auto-Injector

RSA 200:44, Availability of Epinephrine Auto-Injector

RSA 200:45, Student Use of Epinephrine Auto-Injectors - Immunity

RSA 200:46, Possession and Self-Administration of Asthma Inhalers Permitted

RSA 200:47, Use of Asthma Medications by Students - Immunity

N.H. Code of Administrative Rules - Section Ed. 306.12(b)(2), Special Physical Health Needs of Students

N.H. Code of Administrative Rules - Section Ed. 311.02(d); Medication During School Day

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

**PARENT'S REQUEST FOR MEDICATION ADMINISTRATION**  
 (PLEASE COMPLETE A SEPARATE FORM FOR EACH MEDICATION)

Student's Name \_\_\_\_\_ Grade \_\_\_\_ Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dose \_\_\_\_\_ Time(s) \_\_\_\_\_ and \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason for Medications \_\_\_\_\_

Changes: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Do you want medication given on field trips? Yes \_\_\_\_ No \_\_\_\_

Do you want your child called out of class if medication is forgotten? Yes \_\_\_\_ No \_\_\_\_

Additional Comments \_\_\_\_\_

**Medication must be properly identified and delivered directly to the school by an adult in order to be safely administered.**

Prescription medication should be accompanied by a written doctor's order and be in an original pharmacy container which identifies student, medication, dosage, time of administration, duration date, and physician's name.

Over the counter medication, in its original container, should be labeled with student's name, time to be administered, and parent written permission.

All student medications are to be kept in the nurse's office. Inhalers, insulin for insulin pumps, and single dose emergency medications may be carried by a student if the student's physician/primary health provider provides a written order stating a medication may be kept with the student in the event of a medical emergency.

I understand that a new request must be filed each school year. By signing this statement, I hereby agree to indemnify and hold harmless The Oyster River Cooperative School District, its agents, and employees from any and all liability as a result of this authorization.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please Return to your school nurse: FAX #: ORHS=603-868-1355, ORMS=603-868-3469, MOH=603-742-7569, MW=603-659-8612

Oyster River Cooperative School District  
Physician Medication Order

Date: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Diagnosis: \_\_\_\_\_  
(If not a violation of confidentiality)

\*Medication: \_\_\_\_\_

Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If the above medication is an asthma inhaler, Epi-pen, or insulin, does the student have permission to carry and/or self-administer his/her own medication? \_\_\_\_\_

Duration of time medication is to be administered: \_\_\_\_\_

Possible side effects: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Health Provider Signature:** \_\_\_\_\_

Provider telephone number: \_\_\_\_\_

- 1) No prescription medication will be given at school without this completed form.
- 2) The medication must be brought in its original container labeled by the pharmacy or health care provider.
- 3) All medication brought into school must be kept in the Health Office during school hours.

**Please return to the school nurse:**

FAX #: ORHS=603-868-1355, ORMS=603-868-3469, MOH=603-742-7569, MW=603-659-8612

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBGA
Date of Adoption: June 30, 1993 Code and Title Change-Adopted School Board: May 2, 2012 <a href="#">Policy Committee Review: June 8, 2016</a> <a href="#">School Board First Read: June 15, 2016</a>	Previously: GBE Page 1 of 1 <a href="#">Category: Recommended</a>

### STAFF HEALTH

All [Oyster River Cooperative](#) school personnel shall be required to submit a pre-employment medical examination by a licensed physician, with a written recommendation indicating that the individual is medically capable of performing his/her designated assignments [within thirty \(30\) days of such employment. If the results are not received by the 30<sup>th</sup> day of employment, the employee may be subject to suspension without pay until the results are received.](#)

In addition, prior to employing any person as a school bus operator a certificate shall be required setting forth the results of a [D.O.T.](#) physical examination conducted within thirty (30) days of such employment, and a like certificate shall be required each year thereafter.

Legal Reference: NH RSA 1971  
200:36 & 200:37 - Medical Examinations

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCBD
Date of Adoption: February 12, 1987 Policy Committee Review – No Changes – February 20, 2013 <a href="#">Policy Committee Review – June 8, 2016</a> <a href="#">School Board First Read: June 15, 2016</a>	Page 1 of 1

## SABBATICAL LEAVE

### Purpose:

Sabbatical Leaves will be granted at the sole discretion of the Board for the purpose of full-time graduate study at an accredited college or university or other approved educational activities of benefit to the school children, of enabling staff members to develop professionally in a manner consistent with the Individuals job assignment or Building and District goals. Proposals for sabbatical leave should be either graduate study at an accredited college or university or other approved educational activities which would benefit the students of our District.

### Selection Committee:

Applicants will be selected by a selection committee consisting of: the superintendent (or assistant superintendent), a principal (or his/her representative) from each school, a School Board member, and one teacher from each school. Teachers will serve for three-year terms, staggered so that at least one term expires each year. Any teachers on the committee who submit an application for sabbatical leave must resign from the committee and a replacement will be chosen. Teachers will be eligible to serve on the committee after serving three years in the District. Teacher representatives to the committee will be elected by peers from their own school.

At the end of the sabbatical a written report and evaluation of the work for which the sabbatical is granted should be submitted to the committee for approval. Once approved, the committee will recommend to the Superintendent that the School Board advance the professional to the salary step on which the professional would have been placed had the leave not been taken. Post-sabbatical presentations to the committee and School Board will occur within 45 days of returning to school.

### Cross Reference:

[G CBD-R – Sabbatical Proposal](#)



## Policy Committee Meeting Minutes

Wednesday, June 8, 2016 @ 3:30 PM

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

Visitors: Jay Richard

Called to order at 3:35 by Maria Barth.

Jim explained that he has invited Jay Richard to this meeting due to a parent concern surrounding the use of cell phones at school. Jay clarified that the wording being questioned is actually contained in the middle school student handbook and not the actual policy. The word "encouraged" was never part of the policy. Jay provided a draft revision of this wording for the 2016-17 handbook deleting the word "encouraged" and also provided a rubric that he uses to help students make good electronic decisions. The policy committee reviewed the revised language and made the suggestion that the actual policy JICJ – Technology Devices, be referenced first, with a copy to be included in the handbook, and then state the expectations of ORMS with the revised language following in the handbook. Additional discussion and questions asked. Jay left the meeting.

The policy committee reviewed the technology policy JICJ and removed "unauthorized" from the title and change the word "Communication" to Technology and added two policies to the cross reference: JICK – Bullying and JICL – Student Computer and Internet Use and procedure. Ready for first read.

Policy JLCD – Administering Medication to Students, JLCD-E – Parents' Permission Form and JLCD-E1- Physician's Medication Order were all sent to the District Nurses for review and revision. It was determined that all of the current policies and forms will be replaced with the newest revised version. The policy committee agreed that since this has already been reviewed and updated by the nursing staff that the policy and forms are ready for first read.

Policy GBGA – Staff Health – This policy was reviewed by the HR Coordinator for the District and updated to meet current State standards. Policy committee member asked if this policy was even necessary. Todd looked up the RSA that is referenced and confirmed that this policy is needed. This policy will go before the School Board as a first read.

Policy GBCD – Sabbatical Leave – Jim explained that this language is currently being reviewed through the negotiation process and asked Todd to explain the steps that have been taken to update this information. Todd explained that a committee was formed to review the existing policy and to then revise so that a clear process and application could be established. He stated that the committee developed a clearer definition of what a sabbatical leave is, who is eligible, and establish criteria that the individual needs to complete. The committee is in the process of developing a rubric to evaluate the results of an individual who took the sabbatical leave. Policy committee asked if we had something in writing that specifies a certain time frame that an individual would need to remain following a sabbatical leave. Would this become part of the Strategic Plan. A few minor changes were added to the policy to clarify the wording. This is ready for a first read.

Meeting ended at 4:30 PM – Next meeting August 17, 2016.

Respectfully submitted,

Wendy L. DiFruscio