

**Oyster River Cooperative School District
REGULAR MEETING**

April 19, 2017

ORHS 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 4/5/17 regular and non-public meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
- A. District**
- Acknowledge Doris Demers as the School Nutrition 2017 Director of the Year
- B. Board**
- VI. DISTRICT REPORTS**
- A. Assistant Superintendent/Curriculum & Instruction Report(s)**
- B. Superintendent's Report**
- Elementary Enrollment Update
 - Update on current 2016-17 School Board Goals
- C. Business Administrator**
- Business Card Resolution Form for School Board Approval/Authorization to Increase Limit
 - Audit {full report can be found on District website under Departments/Business Operations/Audit Reports}
- D. Student Senate Report**
- E. Other:**
- VII. DISCUSSION ITEMS**
- Manifest Review Process
 - School Board Committee Assignments
- VIII. ACTIONS**
- A. Superintendent Actions**
- B. Board Action Items**
- Motion to accept Resignation of the ORHS Athletic Director.
 - Motion to sign Business Card Resolution Form/Authorization to Increase Limit.
 - Motion to approve ORHS Vacancies for the 2017 -18 school year.
 - Motion to approve ORMS Vacancies for the 2017-18 school year.
 - Motion to approve Mast Way Activity Stipend.
 - Motion to Approve ORHS Volunteer Coaches and ORMS Coach.
 - Motion to approve List of Policies: BA/BA-R1 & R2 School Board Self-Evaluation and Goal Setting/Evaluation Questions and School Board Self-Evaluation Worksheet, Policy BBAB – Roles and Duties of the Board Chairperson
 - Motion to approve adjustments to Superintendent contract.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
- A. Future meeting dates: 5/3/17 – Regular Meeting @ Mast Way, 5/10/17 – Workshop – ORHS Library, 5/17/17 @ Moharimet**
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II (a) (c)**
- Superintendent Contract
 - Personnel Matter
- NON-MEETING SESSION: RSA 91-A2 I {If Needed}**
- XIII. 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). 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
• Denise Day, Vice-Chair	Term on Board: 2017 - 2020
• Michael Williams	Term on Board: 2017 - 2020
• 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

REGULAR MEETING

April 5, 2017

Oyster River High School

6:30 p.m.

SCHOOL BOARD MEMBERS: Denise Day, Dan Klein, Kenny Rotner, Maria Barth, Michael Williams, Tom Newkirk, Al Howland and Student Representative: Hannah Wilson

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

There were four members of the public present

I. CALL TO ORDER:

6:30 – 7:00 p.m. Manifest reviewed and signed.

APPROVAL OF MANIFESTS:

Payroll Manifest #20: \$1,228,886.82

Vendor Manifest #22: \$613,821.24

Election of Chairperson and Vice Chair:

Superintendent Morse called the meeting to order and noted that the Board needs to elect a Chairperson and Vice Chair.

Maria Barth nominated Tom Newkirk for Chairperson, 2nd by Dan Klein. Motion passed 6-0-1 with Tom Newkirk abstaining and the Student Representative voting in the affirmative.

Maria Barth nominated Denise Day as Vice-Chair, 2nd by Dan Klein. Motion passed 6-0-1 with Denise day abstaining and the Student Representative voting in the affirmative.

II. APPROVAL OF AGENDA:

Kenny Rotner suggested adding the committee assignments into the agenda. They agreed to add it into the school board action items.

Kenny Rotner moved to approve the agenda with the addition of committee assignments at the end of the School Board Action items, 2nd by Michael Williams. Motion passed 7-0 with the Student Representative voting in the affirmative.

III. PUBLIC COMMENTS:

None

IV. APPROVAL OF MINUTES:

Motion to approve the March 22, 2017 regular meeting minutes:

Denise Day moved to approve the March 22, 2017 meeting minutes, 2nd by Kenny Rotner.

Page 2 second paragraph change the motion from "4-1-0" to "4-0-1"

Page 2 third paragraph change the motion from "4-1-0" to "4-0-1"

Page 2 fourth paragraph change the motion from "4-1-0" to "4-0-1"

Page 2 fifth paragraph change the motion from "4-1-0" to "4-0-1"

Page 5 2nd paragraph change the motion from "4-1-0 to 4-0-1"

Page 3 1st paragraph replace last line with "on the agenda's list serve prior to the meeting. This is also available online".

Page 6 IX 2nd paragraph replace it with "Kenny Rotner discussed that he sat in on a Sociology Class. He wants to make sure that the total amount and quality of homework that is being assigned is kept on the front burner and continue to pay attention to the mental health of our students and in particular issues of anxiety and depression."

The Motion with the following revisions passed 5-0-2 with Tom Newkirk and Al Howland abstaining and the Student Representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

Valerie Wolfson and Janet Martel Oyster River Teachers' Guild Co-Presidents read a letter that they wrote to the Board. They wanted to express their gratitude for the positive working relationship they have enjoyed with the School Board and Dr. Morse.

Carrie Vaich of Mast Way commended the PTO Teachers and Students for all their work on the Spellathon. The teachers worked really hard to represent this to the kids in a positive way. They raised approximately \$14,500 for the playground with this fundraiser.

Carrie reported that there is a Boys Night Out this Friday night. It will be a fun night with dancing and food.

The musical will be on April 18th at the high school at 7:30. The Enrichment Committee has been working on Earth Day as a school wide event. There will be a series of stations in the school. Smarter Balance Testing starts in May.

Superintendent Morse reported for Dennis Harrington that the Pancake Breakfast was held last night at Moharimet. It was a great turnout. This make-up date in the evening was a great success.

B. Board: Kenny Rotner noted that there was a YouTube video done in honor of Dennis Harrington last night.

He asked Todd Allen for an update on homework. He has been asked by community members.

Kenny Rotner mentioned with sadness the passing of Tom Merrick. He served on the Advisory Budget Committee and was very involved and contributed a lot to the community.

Al Howland has also heard from a parent with an incoming freshman that is concerned about homework.

Al Howland mentioned that a student who is very involved in drama at the school put together a great presentation request for funding.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Reports: Todd Allen updated that they are at the beginning of looking at homework. Mike Anderson, a consultant they are working with, wrote a letter to the Superintendent raising some questions related to homework. They are discussing a potential survey tool. There is a lot of variables on how much homework a student should expect. As this develops, Todd will keep the Board updated. How does homework fit into the learning process is one of the questions. They have to be cognizant that students take a wide array of courses. Some of the students take seven courses and those students would have more homework.

Todd announced that the summer 2017 Reach Program Catalog has been published. There are 43 camps being offered. There are a couple of new offerings this year: Pam Felber will be offering a week long drama camp. There will also be a three day back packing trip in the White Mountains for incoming

freshman. All the programs will be at the Middle School. Free lunch will be offered in the cafeteria.

B. Superintendent's Report: Superintendent Morse reported that the District had budgeted 14.1 percent for health insurance and the actual increase will be 9.8 percent. This will free up about \$150K, but he is recommending that we go through the hiring process and see what the remaining funding is before we use any of the funds. They are at the beginning stages of interviewing and at a future Board meeting will be able to nominate some positions for the fall.

Superintendent Morse also reported that the Kindergarten enrollment at Mast Way is at 69 students and is in the low 40s at Moharimet. They will be determining how to balance the enrollment of Kindergarten at the two elementary schools. They are beginning to see a trend in Lee that was unanticipated.

C. Business Administrator: Sue Caswell presented the MS-22 Form which needs to be approved and signed by Board members.

Denise Day moved to approve the MS-22 Form, 2nd by Maria Barth. Motion passed 7-0 with the Student Representative voting in the affirmative.

D. Student Senate Report: Student Representative Hannah Wilson reported that today freshmen had STEM testing, sophomores had PSAT testing, juniors had SAT testing and seniors did community service. The drama department is performing a one act play this Thursday evening. It is written by student Kristen Short. Also, the senate has been working on planning a spring festival the day before April break.

E. Other: ORMS Report Card Format on the Middle School: Jay Richard, Aaron Ward and Valerie Wolfson presented the Report Card format to the Board.

Competencies and Habits of Learning Scale:

- M Meets high expectations consistently
- P Progressing towards competency
- B Beginning to develop competency skills

ELA Habits of Learning:

HOL-1	Respectful
HOL-2	Responsible
HOL-3	Engaged
HOL-4	Growth of Mindset

Jay Richard, Aaron Ward and Valerie Wolfson had an in-depth conversation with the Board on the proposed report card format. Jay reported that these competencies were created by the teachers.

Tom Newkirk has asked what happens if a student goes through a math class and they are not given a competent grade. Jay Richard states that they will be identifying students that are not and they will be targeting them to give them the assistance, support and services that they need during the academic school year. They have discussed revamping their RTI Program to be able to offer students more opportunities for students.

There was a discussion that there isn't a fourth category for exemplary competency on the learning scale. A narrative that assesses the effort can also be used as a motivator. Jay Richard discussed that they have spent a lot of time and effort debating having three or four categories. Aaron Ward presented that three categories makes more sense to roll out this system for ease of implementation. This is something they can look at to implement in year two.

Tom Newkirk requested a survey be sent out to ask questions to staff. He would like to be certain that the teachers particularly in eighth grade are confident with this new proposed system. State law requires high school to have competencies aligned with the courses. There isn't a state requirement at the middle school.

They will be bringing it back to the Board in May for a vote.

Jay Richard also mentioned that while interviewing teacher candidates for potential hiring he asked them about homework and they are saying they are not big fans of a lot of homework.

VII. DISCUSSION ITEMS:

Start Time Bus Schedule: Transportation Director Lisa Huppe has generated new bus routes for the afternoon schedule. The morning routes will remain the

same as this year. Lisa has worked to keep the elementary runs less than 40 minutes, but the high school rides are a little longer.

Superintendent Morse is recommending that we revert Chestnut Farms back to the Moharimet neighborhood.

The proposed start times for the schools in the fall are: Elementary 8:55 – 3:10 and MS/HS 8:15 – 3:05.

Al Howland moved to approve the above start time bus schedule, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Kenny Rotner would like to look at our transportation system to reduce bus ride times for students moving forward. It is also a goal to increase ridership of students on the bus.

School Bus Leasing Bid:

Lisa Huppe reviewed the summary of bids for school buses with the Board. She is recommending using Dattco for a vendor at a cost of \$86,261 for 60 months.

Al Howland moved to approve Dattco Inc. for the vendor for school buses for \$86,261 for 60 months, 2nd by Kenny Rotner. Motion passed 7-0 with the Student Representative voting in the affirmative.

VIII. ACTIONS:

A. Superintendent's Actions: None

B. School Board Actions:

Motion to nominate and approve non-continuing Contract Professional Staff Members as submitted by the Superintendent: Denise Day moved to nominate and approve non-continuing Contract Professional Staff Members as submitted by the Superintendent as presented, 2nd by Dan Klein. Motion passed 7-0 with the student Representative voting in the affirmative.

Motion to approve ORMS overnight field trip to Washington, DC on April 21-24. Al Howland moved to approve an ORMS Field Trip to Washington DC on April 21-24, 2nd by Denise Day. Motion passed 7-0 with the Student Representative voting in the affirmative.

Motion to approve ORHS overnight Field Trip to New York 5/11/17-5/13/17: Denise Day moved to approve the ORHS overnight Field Trip to New York 5/11/17 – 5/13/17 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

There was a Board discussion about learning of proposed field trips earlier in the planning process.

Motion to approve list of Policies:

Policies for a First Read:

School Board Self-Evaluation and Goal Setting:	BA
Evaluation Questions/Individual Board Worksheet:	BA-RI and R2
Roles and Duties of the School Board Chairperson:	BBAB

Maria Barth moved to approve the above list of policies for a first reading, 2nd by Kenny Rotner.

Michael Williams moved to amend the motion to add clarification and align Policy BBAB to Policy BDB, 2nd by Dan Klein. The amendment passed 7-0 with the Student Representative abstaining.

The motion as amended passed 7-0 with the Student Representative abstaining.

Denise Day moved to approve Policy KD School District Social Media Websites/Platforms and Guidelines, 2nd by Kenny Rotner. Motion passed 7-0 with the Student Representative abstaining.

Committee Assignments: Policy Committee: Kenny Rotner, Maria Barth and Denise Day have offered to stay on the Policy Committee for next year.

Al Howland moved to approve Kenny Rotner, Maria Barth and Denise Day to the Policy Committee for the next year, 2nd by MW. Motion passed 7-0 with the Student Representative abstaining.

At the next meeting, they will be reviewing the remaining Board committees for assignment for the next year.

Maria Barth thinks it is important to take a stand that we use science when we make decisions.

IX. SCHOOL BOARD COMMITTEE UPDATES:

Superintendent Morse reported that Tom Newkirk and Todd Allen met with the executive staff at UNH about crafting a memorandum of understanding that will enable students to have an early college experience.

X. PUBLIC COMMENT: Dean Rubine commended Tom and Denise for their reappointments to Chair and Vice Chair of the Board.

Dean Rubine talked about the Power School experience. He feels like the competency in Math has less feedback to the parents.

XI. CLOSING ACTIONS

A. Future Meeting Dates:

April 19th: Regular meeting at the High School

May 3rd: Regular meeting at Mast Way School

XII. NON-PUBLIC SESSIONS: RSA 91:-A:3 II (a)

Kenny Rotner moved to enter into nonpublic session at 9:00 p.m. under RSA 91-A:3 II (a) Superintendent Contract, 2nd by Denise Day. Upon roll call vote the motion passed 7-0.

NON-MEETING SESSION: None

XIII. ADJOURNMENT:

Maria Barth made a motion to adjourn at 9:45 p.m. 2nd by Denise Day. Motion Passed 7-0.

Respectfully yours,
Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

April 5, 2017 ORHS C-120

NON-PUBLIC MEETING
MINUTES

Kenneth Rotner moved to enter into nonpublic session at 9:00 p.m. in accordance with RSA 91-A:3 II (a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employees, 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, 2nd by Denise Day. Upon roll call vote, the motion passed 7-0.

School Board Attendees:

Maria Barth
Tom Newkirk
Kenny Rotner
Denise Day
Michael William
Dan Klein
Allan Howland

Administrators Present:

The School Board discuss the Superintendent's contract.

Kenny Rotner made a motion to re-enter public session at 9:43 pm, 2nd by Dan Klein.
Motion passed 7-0

Respectfully Submitted,
Allan Howland
School Board Member

Doris Demers

2017 School Nutrition Director of the YEAR



- ❖ Healthier US School Challenge (HUSSC) – Bronze Recipients – Mast Way & Moharimet
- ❖ Wrote and obtained grant for salad bars at all schools
- ❖ Farm to School – Increased sources and purchases
- ❖ Obtained NE Dairy grant for breakfast carts at Mast Way/Moharimet/ORMS and kiosk for ORHS
- ❖ Trained and proctored exams for almost all staff in ServSafe
- ❖ Several appearances on WMUR Cooks Corner
- ❖ Interviewed by NH Public Radio
- ❖ Brought in area chefs for staff trainings
- ❖ Created a curriculum for an afterschool parent and child cooking class
- ❖ Community Dinners

	A	B	C	D	E	F	G	H	L
1	Mast Way School 2017-18								
2	Enrollment Projections								
3									
4	Current 2016-17 Enrollments								
5			K	1	2	3	4		
6	6-20-16 End of Year		49	58	63	61	52	283	
7	Summer Withdrawals								
8	New Registrations								
9	10-1-16 Enrollment		62	68	61	66	63	320	
10	Total Actual as of 4-10-17		64	70	63	66	65	328	
11									
12									
13	2017-18 using Actual Enrollment								
14	17 classes								
15	Teacher	Grade	K	*1	2	3	4	Avg	
16	Kennedy	K	23					23	
17	McCormick	K	23						
18	Webb	K	23						
19	Burke	1		20				20.3	
20	Desrochers	1		20					
21	Handwork	1		21					
22	Darois	2			24			24	
23	Stacey	2			24				
24	Zimar	2			24				
25	Drew	3				21		21	
26	Moulton	3				21			
27	Paquette	3				21			
28	Buswell	4					22	22	
29	George	4					22		
30	Gerard	4					22		
31		TOTAL	69	61	72	63	66	331	
32									
33	2017-18 LRPC Projections - November 2016								
34	2017-18 Projected Enrollment		K	1	2	3	4	Total	
35			62	68	61	66	63	320	

**Moharimet School 2017-18
Enrollment Projections Vs. Actual Option A**

Current 2016-17 Enrollments						
	K	1	2	3	4	
6-20-16 End of Year	59	76	71	98	90	394
Summer Withdrawals		7	1	2	4	14
New Registrations	54	12	8	6	3	83
10-1-16 Enrollment	54	64	83	75	97	373
Total Actual as of 4-10-17	53	65	83	74	100	375

2017-18 using Actual Enrollment							
17 classes							
Teacher	Grade	K	*1	2	3	4	Avg
Chartrand	K	15					14.67
Lapierre	K	15					
Raspa	K	14					
Dolcino	1		20 (20)				19
Torr	1		19 (20)				
Bradley	1		19 (21)				
Hoff	2			22			21.33
Jones	2			21			
Nadeau	2			21			
Hall	3				19		18.25
Schmitt	3				18		
Fitzhenry	3				18		
Larson-Dennen	3				18		
Swift	3/4				10	12	22
Van Ledtje	4					21	22
Curtin	4					21	
Lee	4					21	
TOTAL		44	55	64	83	75	321

* 1st Grade Actual Enrollment above includes 3 projected additional enrollments in parentheses.

2017-18 LRPC Projections - November 2016						
2017-18 Projected Enrollment	K	1	2	3	4	Total
	55	55	65	88	78	341

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: August 29, 2016 / **APRIL 19, 2017**
RE: Recommended Board Goals from Administrator Leadership Team

My interpretation of the discussion was a consensus of the following six goals. The Administrative Leadership Team met to discuss the Board's feedback for the 2016-17 School Board goals.

1. Develop a communication strategy that engages the community in a dialogue on key issues (goals 2-6 below)
2. Middle School Facility – Inform and engage in a dialogue with parents and School Board
3. Competency reporting and implementation at MS and HS
4. Expand World Language program in grades 5-12
5. School Start Time – Engage the community in the discussion
6. Outline 2016 – 2017 Wellness/Mental Health approach

We developed a communications protocol which we could then apply to each goal. Additionally, I have applied this protocol to the Middle School Facility goal as an example, that if it meets School Board Approval we can apply to the remaining goals.

Board Goal 1: Oyster River Communication Protocol/Strategy

Completed but needs to continue

The intent of this protocol is to act as a template to facilitate the sharing of various initiatives that emphasize engagement and that improve the possibility that ideas are well vetted throughout SAU 5 with the ultimate goal of improvement of those ideas/ initiatives

Effective Communication, as applied to district and building or department goals, will require various approaches tailored to the intended outcome.

This protocol is intended to assist the communication committee and staff in making decisions as to how to communicate on various issues via a series of prompts.

1. Define the issue to be communicated.
2. Define the intended audience. (students, staff, parents, larger community) Choose as many as appropriate.
3. Determine the best methods of communication. Use as many as needed to effectively communicate message
 - a. News release/Public Notice well in advance
 - b. Durham Friday Update, Lee E-Crier, Madbury Monthly
 - c. Webpage
 - d. School Messenger to all
 - e. Video messaging
 - f. Social Media (Facebook, et al)
 - g. Interactive Community Meetings (Q & A, Frequently Asked Question, Meet & Greets, Tours, etc.)
 - h. Presentation to Council and Select Boards
 - i. Building Newsletters Posted in Town Halls
 - j. Coordinated Calendars
 - k. District-wide mailings (Dates for voting)

Board Goal 2: Inform the Public of the Condition of the Oyster River Middle School Facility and to Engage in a Dialogue with All Stakeholders to Determine Community Priorities

*Not completed and needs to be ongoing
Document Board Facilities Committee*

September:

Open House presentation about facilities by Dr. Morse and Todd Allen (3 presentations- 15-minute power point presentation/15-minute question & answer using index cards for issues from community) put in weekly update, social media, website announcements before.

Emphasis: Current Condition.

Critical Question: What is important to you regarding the middle school?

Include index cards for questions.

Video tape presentation for ORTV.

Article for Fosters - New Release on Architect Report.

October:

Place September presentation on website/social media inclusive of power point.

Frequently Asked Questions section with intent to answer questions asked in September.

Offer tours with specific times; emphasize specific spots that are spelled out in the architects' report.

October/November:

Presentation from Dr. Morse to municipal officials of all towns.

A report of snapshots from facilities report (1st report from contractors)- in social media/weekly update.

January:

Second Public Presentation with Architect and Community Meal.

September through May:

Articles to be shared through various media:

- 1) The Ideal middle school by Principal Richard using NELMs as a resource.
- 2) Student safety out front and back ORMS (get quote from Police Chief)
- 3) Inadequacy of classrooms/teaching spaces.
- 4) The health/air quality of school.
- 5) 21st century learning (including technology wiring, moving technology around the building)
- 6) Facilities upkeep (3 football fields of roof, windows, HVAC)
- 7) Student experience (classes during recess, buses, heat, noise, etc.)
- 8) Extra curriculum activities (locker rooms can't be used, music space, sports fields).

ORHS students from video production class share on website/social media/weekly updates (date TBD)
Community Survey.

done
done
Not done
one major article done - not more articles

Board Goal 3: Expand World language in Spanish, French to Grade 6 and Chinese in 2017-18 and explore the expansion in Grade 5 in 2018 -19. Begin Investigation of World Language Expansion to Grades K - 4 in 2018-19

Intended Audience: ORMS & ORHS World Language Staff

*2016-17 completed
Needs to continue*

2016-17

Summer/Fall 2016: Engage the ORMS World Language Staff with Focus on Grade 6 Implementation

Summer 2016: Inform ORHS World Language Staff of Direction in the Middle School

Summer/ Fall 2016: Research Best Practice

Summer/ Fall: Detail the Costs Associated with 2017-18 Implementation for Grade 6 to Include Staffing, Materials, & Supplies

Report to Include Grade 6 Implications on MS Scheduling

October 19, 2016: Report to the School Board

2017-18

Summer/Fall 2017: Continue Work with ORMS World Language Staff with Focus on Grade 5 Implementation

2017-18 and/or 2018-19: Engage ORHS Staff in Summer Curriculum Work Implications on HS Programming due to Better Prepared MS Students

Detail the Costs Associated with 2018-19 Implementation for Grade 5 to Include Staffing, Materials, & Supplies

Report to Include Grade 5 Implications on MS Scheduling

October 2017: Report to the Board

November - April 2017-18 Begin Research on Best Practice Regarding Elementary World Language

Detail the Costs Associated with 2019-20 Implementation for Grades K -4 to Include Staffing, Materials, & Supplies

Board Goal 4: To Make Decisions Regarding Start Times for All Schools for the 2017-18 School Year

Intended Audience: OR Students, Staff and Parents

*Completed/Implement
phase of 2017-18*

August 17, 2016: School Board Review Busing Options

September 7, 2016: School Board Discuss Implications of Busing Options

September: Host Staff Question & Answer Sessions by Building Administrators

September: Host Student Question & Answer Sessions by Building Administrators

October 5, 2016: School Board Discussion

October 12: Host a Public Forum to Present the Research Related to a Later Start for MS & HS Students and to Review Busing Options to Include Questions from the Audience

October 19, 2016: School Board Decision

January - April 2017: Plan for Implementation

February - April, 2017: Principals Develop Master Schedules with New Start and Stop Times

DRAFT for Discussion

Board Goal 5: Engage the community in a dialogue about the mental health and wellness of our student population and Develop a K-12 Trauma Action Plan for School Board Review

Intended Audience: The ORCSD community

Communication Plan for Mental Health Goal:

September 2016:

Conduct a community forum related to the NH public school launch of the "Change Direction" campaign which will be hosted at Oyster River. The event has been scheduled for September 28th. Presentations will be done by Judge Broderick and Dr. Barbara Vandahlen to students and staff during the school day. An evening program will be held for parents and community members.

Emphasis: Awareness of mental health and the stigma attached to mental illness.

Critical Question: How do we reduce the stigma attached to mental illness?

Press release 3 weeks prior to the event.

Utilize School Messenger to communicate with all school families.

Use Facebook to publicize the event.

Invite Foster's to come cover the event.

Completed

October 2016:

Draft of crisis response plan will be shared with the Board and a forum utilizing the orientation meeting approach will be conducted to share the draft of the plan with community members.

A press release will go out on the development of the plan that will be linked to social media and will be announced via School Messenger.

Completed

November 2016:

Conduct "Connect" training with staff. This is a train the trainer model of how to proactively address mental health issues in a school community. The training will be conducted by National Association to Mental Illness (NAMI-NH).

A press release will go out after the training to alert the community about the "connect" training and to invite community members to a similar training for community leaders in January called "Gatekeeper" training which will also be conducted by NAMI-NH.

The October community dinner will focus on sharing the Youth Risk Behavior Survey (YRBS) data while promoting efforts in the schools to address the various issues raised by the survey.

Completed

to be done in May

December/January:

Social media, School Messenger, community newsletters will be used to promote this opportunity in the month leading up to the "Gatekeeper" training which will be a part of the January Community Dinner.

April 2017:

The high school will focus on Alcohol Awareness Month with advisories taking on various topics of health and wellness with all students.

NAMI recommended NOT to do community training

Completed and being done

September - May: Utilize Advisor/Advisee at the high school to engage students in a conversation around the issues of mental health and wellness.

Done but Advisor/Advisee need implementation

September - May: Resurrect Advisor/Advisee at the middle school mimicking the high school model with monthly themes

HS just starting this discussion



Recommendation: Continue the goal
focus on student needs rather
than community outreach

Board Goal 6: The MS Staff will Complete the Competency Plan Across All Subjects and Grades to Include Standards and Present Recommended Progress Report Format to the School Board for Approval

Intended Audience: MS Staff, Parents and surrounding community

This goal required a meeting of middle school teacher leadership to outline intended outcomes.

September:

- Presentation at Grappone Center - Tuesday 20th
- Form sub-committee for reporting options

Completed

October:

- Workshop day October 7- Presentation: Competency Based Learning/Best Practices (Homework, Retake, RTI, Common Assessments)
- Faculty Work: Develop department goals, team goals, and individual goals. Determine: what kind of professional days/support do you need and why?
- Survey staff to gauge competency work progress.

Completed

November:

- Workshop Day November 8 - Assessment and Rubric Workshop (Rob Westerberg)
- Follow up faculty work: Conversation regarding best practices and scale
- Vertical meetings in the afternoon (grades 6-12)
- Parent vetting of preliminary report

Completed

December:

- Habits of Learning conversation (faculty meeting)

Completed

January 2017:

- Workshop Day January 23 - Focus on reporting and assessing
- Faculty Work: Habits of Learning follow up/decision(?)
- Survey staff to gauge competency work progress
- Parent vetting of preliminary report

Completed

Needs more parent input

February:

- PLC meets with teams/content, Feedback at Staff meeting regarding "reporting"

Completed

Spring 2017:

- Workshop Day March 24 - Work with curriculum departments
- Presentation to School Board on reporting
- Workshop Day May 26 - Rubric reflection and developing common rubrics
- Staff Meeting: Reflection on year's work and objectives for 2017-2018

ngoing

BUSINESSCARD RESOLUTION FORM FOR THE MUNICIPALITY OF

Oyster River School District

Print Municipality Name

Officer's Certificate Regarding BusinessCard Agreement Authorization

The undersigned, the School Board, and duly authorized officer of Oyster River School District (the "Municipality"), a municipality created under the laws of the State of New Hampshire, hereby certifies that the following resolutions were adopted by the Governing Body of the Municipality at a duly called and held meeting at which a quorum was present and acting throughout, and that such resolutions are now in full force and effect:

RESOLVED, that the following officer(s) of this Municipality:

Table with 2 columns: Name, Title. Includes a large 'COPY' watermark on the right side.

is/are hereby authorized and empowered, for and in behalf and in the name of the Municipality (i) to execute and deliver to People's United Bank, National Association (the "Bank") a BusinessCard Application for business purposes (the "Agreement") setting forth the conditions on which the Bank shall on request issue MasterCard ("Credit Cards") jointly in the names of the Municipality and authorized employees or other persons, for use only in connections with the business of the Municipality, and (ii) to perform any act and to execute and deliver all instruments and documents which may be deemed necessary to carry out the purposes of the Agreement and these resolutions.

BE IT FURTHER RESOLVED, that each employee or other person designated in writing to the Bank at any time for the purposes of the Agreement by any officer named in the immediately preceding resolution, is hereby authorized to use the Credit Card(s) issued pursuant to the Agreement in the joint names of such employee or other person and the Municipality, and to charge purchases for the amount of the Municipality by means of such Credit Card(s) and in connection therewith to sign sales drafts on behalf of the Municipality evidencing such purchases.

BE IT FURTHER RESOLVED, that the Bank be requested to extend credit to the Municipality with respect to charges for the account of the Municipality pursuant to the provisions of the Agreement.

BE IT FURTHER RESOLVED, that these resolutions shall have force and effect of a continuing agreement between the Bank and the Municipality, on which agreement the Bank may rely and the Municipality shall be bound until the Bank is otherwise advised in writing by one of the above-named officers of the Municipality.

IN WITNESS WHEREOF, I/we have signed this Officer's Certificate on the ___ day of ___, 20__.

Attest: Signature School Board Member and duly authorized officer Title Print Name

**OYSTER RIVER
COOPERATIVE SCHOOL DISTRICT**

Management Letter

For the Year Ended June 30, 2016

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121 River Front Drive
Manchester, NH 03102
(603)669-6130
melansonheath.com

Additional Offices:
Nashua, NH
Andover, MA
Greenfield, MA
Ellsworth, ME

To the School Committee
Oyster River Cooperative School District

In planning and performing our audit of the basic financial statements of the Oyster River Cooperative School District as of and for the year ended June 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Oyster River Cooperative School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

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

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

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

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

Melanson Heath

January 31, 2017

PRIOR YEAR RECOMENDATION:

1. Prepare for Single Audit Changes

Prior Year Issue:

In the prior year, we advised the District of significant new requirements related to single audits. In addition to raising the threshold for requiring a single audit from \$500,000 to \$750,000, there are new requirements of OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (UG) for single audits.

Current Year Status:

This issue is partially resolved. The District has taken steps to review current policies and standards applicable to the new uniform guidance and is in the process of weighing revisions as needed to ensure compliance with new requirements.

Further Action Needed:

We recommend that the District continue making revisions where needed and then implement training on the revised policies and procedures to ensure staff is aware of changing regulations. This will help the District to minimize the risk of new single audit compliance findings in fiscal year 2017.

CURRENT YEAR ISSUE:

2. Prepare to Implement GASB 75 for OPEB

Beginning in fiscal year 2018, the District will be required to implement the Governmental Accounting Standards Board (GASB) Statement 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (OPEB). GASB has taken the position that OPEB is a form of compensation and the liability/expense should be recognized while the employee provides service to the government. GASB Statement 75 replaces Statement 45, and requires the full net OPEB liability and related expenses to be presented on the government's accrual basis financial statements. Previously, the liability was recorded incrementally, generally increasing based on the degree to which a government funded the annual required contribution. It is expected that the implementation of this accounting standard will have a material impact on the District's financial statements, including the recording of a larger net OPEB liability and substantial new disclosures.

We recommend the District begin planning for the implementation of GASB 75, which includes gaining and understanding of the new requirements, educating applicable financial statement users, and ensuring that actuarial valuations are performed in a timely manner and in compliance with the new requirements. It will also be important for the District to maintain an adequate system of documentation to support the employee census data information provided to the actuary, since this information will now be subject to annual audit testing.

Hi Tom –

MANIFEST REVIEW PROCESS

Thanks for the email. We get this question often. It's one of those situations where the statute doesn't line up with the practical reality of running a school district. Also, the practice varies from district to district.

First, RSA 197:23-a states in part "The treasurer shall have custody of all moneys belonging to the district and shall pay out the same only upon orders of the school board or upon orders of the 2 or more members of the school board empowered by the school board as a whole to authorize payments."

<http://www.gencourt.state.nh.us/rsa/html/XV/197/197-23-a.htm>

Many boards have a policy that speaks to two board members (or more) having to sign the manifest before money can be released. I assume you have a policy that requires 4 board members (a majority of the board) sign the manifest. That's fine, as it complies with the intent of the statute.

The problem often arises when board members – for whatever reason – are not able to review and sign the manifest before bills need to get paid – usually payroll. I'll speak to that in a bit.

As you said, the role of the board in signing the manifest is often perfunctory. However, some board members provide greater scrutiny to the manifest before signing. I suppose it's a matter of balance. On one hand, the board needs to provide sufficient financial oversight of the district's expenses and the public's money. However, on the other hand, it's not a great use of one's time to comb over every box of pencils that the district purchases.

Some boards review and sign the manifest at the meeting – or immediately before the meeting, as you indicate. Other districts have the designated board members come in to the SAU office on their own time – but with some routine – to sign the manifest as their individual schedule allows. Some board members have complete trust in the superintendent and BA that the manifest is correct and accurate which makes signing the manifest perfunctory. Other board members, as I mentioned, feel the need to review every purchase order, every expenditure, every box of pencils, and so forth.

While signing the manifest and ensuring it is accurate is important, I trust that this is not the only level of financial oversight the board has. I presume that the board gets financial updates/documents on a routine basis. This also allows for a level of board oversight.

One consideration is that even if the board or designated board members don't review and sign the manifest, certain expenditures need to be made. For example, the district can't withhold payroll because the manifest wasn't signed or because a board member has an issue with the manifest.

In sum, I think the best practice depends on your board's comfort level. If you trust that the superintendent and/or BA are doing their jobs properly, less review is probably necessary. However, nothing can prevent an individual board member from being as thorough as he or she wishes. But be mindful that extra scrutiny can't get in the way of the board making legally necessary payments such as payroll, obligations arising from contracts, insurance, etc.

Last, yes – I'm doing more of the legislature stuff at this time. Feel free to email NHSBA Staff Attorney Bud Fitch with any legal questions. His email is bfitch@nhsba.org.

Hope this helps. Let me know if you need anything.

Barrett M. Christina, Deputy Executive Director
NHSBA
25 Triangle Park Drive
Suite 101
Concord, NH 03301
(603) 228-2061
(603) 228-2351 (fax)
bcristina@nhsba.org

Oyster River School Board

**REQUESTS FOR COMMITTEE ASSIGNMENTS
2016 – 2017**

Approved: March 16, 2016

# reps	PUBLIC MEETINGS	Thomas	Allan	Daniel	Maria	Kenneth	Sarah	Denise
2-3	Communications Committee		X			X	X	
3	Policy Committee				X	X		X

# reps	NON/MEETING NONPUBLIC	Thomas	Allan	Daniel	Maria	Kenneth	Sarah	Denise
3	Negotiations - GUILD	X	X	X				

REPRESENTATIVES TO OTHER GROUPS

# reps		Thomas	Allan	Daniel	Maria	Kenneth	Sarah	Denise
1	District Tech Com						X	
1	NHSBA Delegate				X			
3	Strategic Planning Committee	X	X				X	
1	Wellness	X						
1	Sustainability			X				
1	Long Range Planning							X

OYSTER RIVER HIGH SCHOOL

Suzanne Filippone
PRINCIPAL

Misty Lowe
ASSISTANT DIRECTOR
STUDENT SERVICES

Michael McCann
DEAN OF STUDENTS

Heather Machanoff
DIRECTOR OF COUNSELING

Mark Milliken
DEAN OF FACULTY

Corey Parker
ATHLETIC DIRECTOR

April 11, 2017

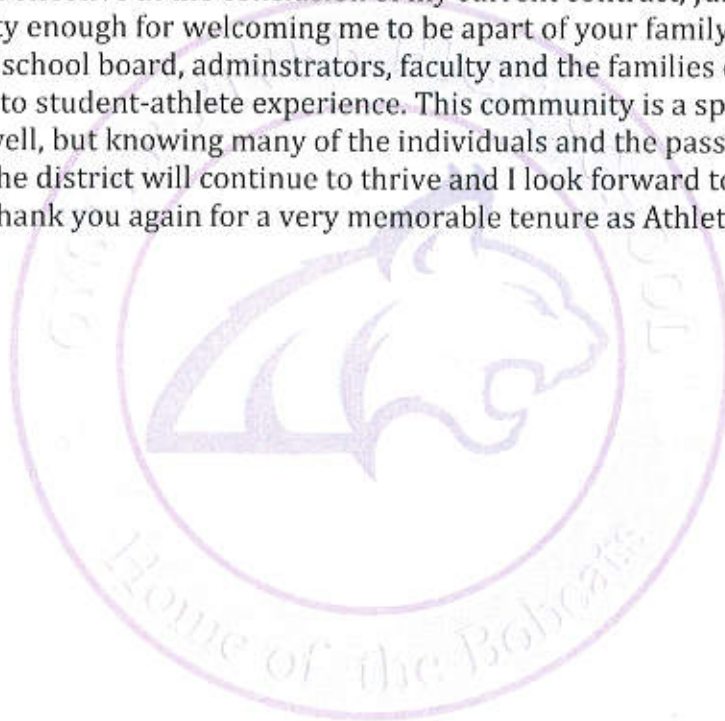
Dr. Morse,

Please accept this letter of resignation from my position as Director of Athletics for the Oyster River Cooperative School District effective at the conclusion of my current contract, June 30, 2017. I cannot thank the Oyster River community enough for welcoming me to be apart of your family in 2011. Since then, through the support of the school board, administrators, faculty and the families of this district I believe we have been able to enhance to student-athlete experience. This community is a special place, one I will miss dearly. I wish the district well, but knowing many of the individuals and the passion their have for the students, I have no doubt the district will continue to thrive and I look forward to seeing that play out for the students of Oyster River. Thank you again for a very memorable tenure as Athletic Director for the Oyster River community.

Yours in sport,

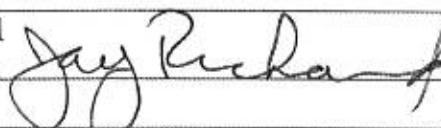


Corey Parker



Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 52

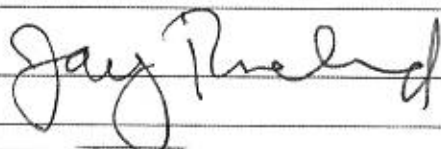
Name:	Rheanna Cote
Date:	04/13/2017
Position:	School Counselor
Person Replacing:	Paula Roy
Budgeted Amount:	
Recommended Step/Salary:	MA/Step 4 \$50,526
Interviewed By:	Jay Richard, Andrea Biniszkievicz, Heather Machanoff, JoAn Saxe, Jean Wons
# Interviewed:	8
Education:	Keene State College - Masters of Education - School Counselor St. Lawrence University - Bachelors of Science - Psychology
Certification:	NH School Counselor K-12
HQT Status	
Related Experience:	School Counselor - Pennichuck Middle School, Nashua NH 2015-present School Counselor, Long Term Substitute - Pennichuck Middle School, Nashua, NH 2014
Comments:	References were exceptional! Great with kids, hardworking, dedicated, very professional, great communicator.
Date: <u>4/13/17</u>	Authorized Signature: 

REQUIRED Attachments:

- Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 43

Name:	Clayton Cahoon
Date:	4/13/17
Position:	Math Teacher
Person Replacing:	Deb Lachance
Budgeted Amount:	BA/Step 4 \$46,677
Recommended Step/Salary:	BA/Step 4 \$46,677
Interviewed By:	Jay Richard, Lisa Miller, Julia Widelski, Lynn Ellsworth, Ruth Gehling, Susan Mathison, Bill Sullivan
# Interviewed:	9
Education:	University of Georgia - Bachelor of Science - Middle Grade Mathematics and Social Studies
Certification:	NH Certified Secondary Mathematics Grades 7-12
HQT Status	
Related Experience:	Strafford Learning Center - Math Teacher - 9/12-6/14 & 9/16-Present Portsmouth Christian Academy - Math Department Head 8/14-6/16
Comments:	Excellent References! Relates well with students, hardworking, very adaptable, has lots of energy and an interactive teaching style.
Date: <u>4/13/17</u>	Authorized Signature: 

REQUIRED Attachments:

- Resume ■ 3 Letters of Recommendation ■ Copy of Certification



To: Dr. James Morse
From: Carrie Vaich
Date: April 3, 2017
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2016-2017 school year:

Stipend Activities

Name	Activity	Stipend	Longevity	Total
Susan Leifer	Science- Friday's Coach	\$400		\$400

Respectfully Submitted,

A handwritten signature in blue ink that reads "Carrie Vaich". The signature is fluid and cursive, with a large initial "C".

Carrie Vaich

Principal
Mast Way School



To: Dr. Jim Morse, Superintendent
From: Corey Parker
Date: 4/3/17
Re: Spring Coach Nominations

Message:

Please accept the following names for nomination to coach their selected sports this upcoming spring season.

Volunteer Positions:

Deidra Brown	Varsity Softball
Nathaniel Morneault	Boys Lacrosse

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Heather Concannon	MS Track and Field				

Yours in sports,
Corey Parker
Director of Athletics

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: DEIDRA BROWN	School: Oyster River High School
Position: Volunteer Softball	NON PAID

Athletic Director Narrative:
Please accept this nomination for Deidra Brown as a volunteer softball coach at ORHS. Coach Brown brings a wealth of softball coaching experience ranging from beginners through high school. She will be a great addition to add more individual instruction to our girls.

Attachments:

Reference Check

Application



Signature of Athletic Director

3/23/17
Date

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: Nathaniel Morneault	School: Oyster River High School
Position: Volunteer Boys Lacrosse	NON PAID

Athletic Director Narrative:
Please accept this nomination for Nathaniel Morneault as a volunteer coach with our boy's lacrosse program. Nate brings extensive playing and coaching experience in Pennsylvania. His appreciation of the fundamentals will help a great deal as we try to grow the skillset of our junior varsity and varsity players.

Attachments: Reference Check Application



Signature of Athletic Director

3/31/17
Date

Policies for
First/Second Read/Adoption/Deletion
**SB Meeting of
April 19, 2017**

Title	Code
Policies for First Read	
Policies for Second Read/Adoption	
School Board Self-Evaluation and Goal Setting	BA
Evaluation Questions/Individual Board Worksheet	BA-R1 & R2
Roles and Duties of the School Board Chairperson	BBAB
Policies for Deletion	

As a reference the March 8, 2017 policy minutes are attached to this packet.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BAA
Date of Adoption: June 15, 1988 Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: September 19, 2012 <u>School Board First Read: April 19, 2017</u>	Page 1 of 1 Category: Recommended

EVALUATION OF THE BOARD

School Board Self-Evaluation and Goal Setting

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

Appendix BAA-R1 Evaluation Questions

BA- R2 Individual Board Member Self-Evaluation Worksheet

INDIVIDUAL BOARD MEMBER SELF-EVALUATION WORKSHEET

Please complete the following personal assessment of your boardsmanship. This individual evaluation will not be shared, but is for your review only.

The Key: 1 – Never; 2 – Occasionally; 3 – Sometimes; 4 – Frequently; 5 – Always

- ___ 1. I familiarize myself with school policies and laws which are important for meetings.
- ___ 2. I attend all School Board Meetings.
- ___ 3. I read the agenda and supporting material prior to the Board meeting.
- ___ 4. I reserve all decisions on matters until the Board is in session.
- ___ 5. I keep personal matters personal and discuss nonrelated concerns at appropriate times and places.
- ___ 6. I use the chain of command and direct questions to the superintendent when contacted by a district resident.
- ___ 7. I attend NHSBA workshops and meetings.
- ___ 8. I read school publications sent to my home.
- ___ 9. I contact the superintendent and make proper arrangements when I visit schools within the district.
- ___ 10. I am informed about community feelings toward the schools.
- ___ 11. I respect the superintendent's office and refrain from unwarranted interferences in the administrator's affairs.
- ___ 12. I believe in long-range planning and recognize that changing trends change school needs.
- ___ 13. I believe the district should place great emphasis on professional growth.
- ___ 14. I know that I have no authority as a Board member except when the Board is legally in session. Board officers have specific duties that are occasionally performed outside of Board sessions.
- ___ 15. I rely on the superintendent to provide the Board with accurate information on the school system.
- ___ 16. I take part in Board in-service and orientation programs.
- ___ 17. At no time do I speak for the full Board as an individual Board Member.
- ___ 18. I work toward mutual trust between Board members and administration and keep criticism of either to private sessions.
- ___ 19. I recognize that governance and policy duties belong to the Board and administrative duties belong to the district's administrators.
- ___ 20. I support budgetary provisions and encourage the professional growth of the superintendent.
- ___ 21. I support strong professional growth programs for all school personnel.
- ___ 22. I attend PTA, concerts, plays, athletic contests, and other school events.
- ___ 23. I am familiar with the budgeting process of the district.
- ___ 24. I am familiar with the curriculum and graduation requirements of the district.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BBAB
Draft to Policy Committee: March 8, 2017 School Board First Read: April 19, 2017	Page 1 of 1 Category: Optional

ROLES AND DUTIES OF THE SCHOOL BOARD CHAIRPERSON

Duties of the Chairperson

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

Cross Reference: BDB – Board Officers

Policy Committee Meeting Minutes

Wednesday, March 8, 2017@ 3:30 PM

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

Visitors: 0

Called to order at 3:30 by Maria Barth.

Maria asked if the agenda could be adjusted and start with Section III – Questions/Discussion. Maria has been reviewing the Vision Statement for the District and wishes that it could be reviewed and revised to include something on science so that future decisions made by the District could be based on science.

Jim suggested that this be brought up to the full Board for discussion as well as be considered when goals are developed for the next year.

Policy BAA – Evaluation of the Board is the current policy for the district, but has been recoded through the NHSBA to BA. Review of the existing policy language and the recommended NHSBA language was discussed and it was decided to keep the existing language, but recode to BA. Two draft procedures were included with the revised policy, BA-R1 Evaluation of School Board and BA-R2 – Individual School Board Member Self-Evaluation Worksheet. Policy Committee reviewed and discussed the suggested procedures and decided to incorporate the BA-R2 – School Board Self-Evaluation with a minor change to one of the questions. It was agreed that this procedure could be used as a tool that could be filled out at the beginning of the year, scored and then filed away and used again at the end of the year, scored and compared. They will also use the evaluation questions presented at the last School Board meeting and create a second procedure to this policy and have it be identified as BA-R1 Evaluation Questions. Both the policy and procedures are ready for a first read.

Policy BBAB – Roles and Duties of the Board Chairperson – This policy has never been formally adopted by the School District, but is used as a guideline when the new Board is nominated. This policy was reviewed and a change made to #2 by adding Vice-Chair to the sentence. This is ready for a first read.

Policy BBA – School Board Powers and Duties – Policy reviewed with no changes. Policy will be updated to reflect date and status.

Policy BEAB – School Board Member Use of Electronic Communication Devices during School Board Meetings – Again this policy was reviewed with no changes and will reflect date and status.

Policy BIB – Board Member Development Opportunities – The policy and procedure were reviewed. A brief discussion ensued resulting in a minor change to the procedure and the addition of a cross reference for re-imbusement guidelines.

Policy BIE – Board Member Indemnification – Policy was reviewed with no changes made. This policy will be updated to reflect date and status.

Meeting ended at 4:30 PM – Next meeting April 12, 2017.

Respectfully submitted,
Wendy L. DiFruscio