

Oyster River Cooperative School District
REGULAR MEETING

November 2, 2016

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 10/19/16 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**
- C. Business Administrator**
- Budget Update FY17
- D. Student Senate Report**
- E. Other:**
- VII. DISCUSSION ITEMS**
- Superintendent Evaluation – Begin Process
 - Tuition Rate
 - Start Time
 - Student Poll Results
 - Retirement Incentive
- VIII. ACTIONS**
- A. Superintendent Actions**
- B. Board Action Items**
- Motion to approve proposed tuition rates for elementary at \$16,920, middle school \$17,969, and high school at \$18,071.
 - Motion to approve ORHS/ORMS Coaches/Volunteers.
 - Motion to approve a retirement incentive.
 - Motion to make decision regarding Start Time.
 - Motion to approve School Board Policies: GBEB- Staff Conduct with Students, IHBH/R/R1/R2 – Extended Learning Opportunities/Plan/Proposal/Form, IIBI – Alternative Learning Plan, IKAA – Interdisciplinary Credit Toward Graduation, IKF – Graduation, ILBAA – HS Graduation Competencies, IMBD – HS Credit for 7/8 Grade Advanced Coursework first read.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
- A. Future meeting dates:** 11/7/16 Town of Madbury Selectman Meeting
11/10/16 Budget Workshop, Lee Safety Complex
11/16/16 Regular School Board Meeting
11/30/16 Manifest Review (5:30PM)/Budget Workshop (7:00PM)
12/7/16 Regular School Board Meeting
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**
- 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
• 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

October 19, 2016

Oyster River Middle School

6:30 p.m.

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

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Jay Richard, Suzanne Filippone, Catherine Plourde, and Corey Parker

There were two members of the public present.

I. CALL TO ORDER:

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

II. APPROVAL OF AGENDA

Motion for Approval of the Agenda:

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

III. PUBLIC COMMENTS

Dean Rubine from Lee was at the Start Time Forum and he appreciates all the work the Board has put into it. He would like to see the start time at 8:30. He suggested adding a few days to the school calendar and shortening the school day by fifteen minutes.

IV. APPROVAL OF MINUTES:

Motion to approve October 5, 2016 Regular Meeting Minutes:

Denise Day moved to approve the October 5th minute, 2nd by Al Howland.

Revisions:

Page 4 2nd paragraph delete “first”.

Page 4 2nd paragraph insert at 2nd sentence: She thanked the owners of Bedrock Gardens Mr. Munger and Jill Nooney for being so gracious and allowing their field trip.

Motion passed 7-0 with the above revisions and the Student Representative voted in the affirmative.

APPROVAL OF MANIFESTS:

Payroll Manifest #8: \$956,626.93

Vendor Manifest #9: \$805,093.59

V. ANNOUNCEMENTS, COMMENDATIONS and COMMENTS:

A. District:

Sue Caswell commended Doris Demers for appearing on the Cooks Corner segment on WMUR. They are having a series on lunch sessions.

Congratulations for a job well done.

Suzanne Filippone has started a Responsible Citizen Award. "Character is doing the right thing when no one is looking"...JC Wells. Recipients this month are: Grade 9: Jackson Freeley, Grade 10: Gabbie Hauge, Grade 11: Ben Beatu, Grade 12: Caroline Wilson.

Suzanne detailed the Board about Friends Forever. It is a nonprofit out of Durham and engages students from Northern Ireland and areas in conflict. They will have 10 students at Oyster River here on November 3rd for a day.

B. Board:

Kenny Rotner, Tom Newkirk, and Maria Barth thanked the members of the public who came to the forum and also those who contacted them. Maria questioned bullying on the bus. Superintendent Morse mentioned that anytime any parent comes forward they always investigate and address the situation.

Tom Newkirk had a chance to meet with the Student Council and appreciated the chance to hear their thoughts on the school start times.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum and Instruction Report: None

B. Superintendent's Report:

Superintendent Morse is continuing to meet with the Moharimet staff on the principal hiring process.

There was an editorial report in Fosters supporting the work they are doing on the proposed late start times. They just presented to the Durham Council and it went well. On Monday, they will be presenting to the Lee Council.

Superintendent Morse announced that Health Insurance will be going up 14.1% for 2017-18 school year.

He also discussed with the Board the Schools being used as a voting poll station. There is no school on voting day, November 8th. There will be a Teacher Workshop Day. NH law is a right to carry state which allows people to bring guns on school property on voting day. After discussing the matter with Todd Selig, they are offering the staff at the high school the option to work from the middle school that day during their Teacher's Workshop. This will be their decision. In the future, the Board will determine if they want any of their schools being using as polling stations. The Board discussed having alternative polling sites in the future instead of schools. This is a good topic to be presented to the NHSBA as a resolution.

Kenny Rotner moved that the Board approve with wording to follow that open carry of weapons is not permitted in schools. There was no second to the motion and it will be discussed later in the agenda.

C. Business Administrator:

Barrington Tuition Update:

Sue Caswell reported that the Tuition Agreement we have with the Barrington School District requires that we notify them on or before October 1 of each year the tuition rate for the next succeeding year. The current rate is \$14,776. The new rate is determined by costs of the Oyster River High School in the prior fiscal year. We have calculated the percentage change to be 5.32%. Therefore, the tuition rate for Barrington students for the 2016-17 school year will be \$15,562.

FY 2017 Tuition Rate:	\$14,776
FY 2018 Tuition Rate:	\$15,562

Denise Day Moved to accept the FY2018 Tuition Rate for Barrington of \$15,562, 2nd by Al Howland. Motion passed 6-0-1 with Tom Newkirk abstaining and the Student Representative voting in the affirmative.

Substitute Teacher Rate of Pay:

In accordance with Policy GCG, the School Board is asked to approve the substitute rate of pay.

At this time, and after research with our comparable school districts, it was determined that the substitute rate for the 2016-17 school year will remain at \$75.00 for regular substitutes and \$135 for nurse substitutes.

Denise Day moved to approve \$75 rate for regular teacher substitutes and \$135 for nurse substitutes, 2nd by Al Howland. Motion passed 6-1-0 with Kenny Rotner abstaining and the Student Representative voting in the affirmative.

The Board would like to look into raising the \$75.00 substitute rate of pay for next year and what the impact would be.

D. Student Senate Report:

Student Representative Troy LaPolice reported that the senate met with Tom Newkirk and he suggested a student poll on proposed late start at the school. They will work with the principal to coordinate the poll and get the results in

before the next Board meeting. They are also working on fundraising. There are three senior games this Friday.

E. Other:

Middle School World Language Update: Todd Allen/Jay Richard:

The goal has been to include Spanish French and Mandarin Chinese at the sixth grade level.

2016-2017 Description of ORMS World Language Program

6th Grade World Language at ORMS:

Experience is intended to introduce the student to the curriculum options provide by ORMS to 7th graders. We strive to give students an experience in each language so that they may make an educated decision when choosing a language to study.

During each team's designated World Language block, half of the team comes to World Language on A and the other half on B Day. Given that a typical quarter lasts 45 days, this program provides about 22 days of World Language experience per student.

In that 22 days, the students rotate between the 4 World Language teachers and are introduced to 4 different subjects. This means that the students experience 5 or 6 classes in each subject offered.

At the end of 6th grade students make a decision on what language to study in 7th and 8th grade based on this introductory experience.

Description of the 7th/8th World Language Program:

Student choices are Spanish or French.

At ORMS, our 7th and 8th grade World Language students attend World Language class on Monday, Thursday, and Friday.

They discussed how these changes could potentially impact Barrington student's incoming into the high school that have not had any World Language.

VII. DISCUSSION ITEMS:

Budget Goal FY18 - Revised draft:

Budgeting is directly related to our academic vision. The proposed 2017-18 ORCSD budget reflects the priorities of the adopted District Strategic Plan which guides the decisions at a realistic and affordable pace.

The proposed budget will include all completed negotiation agreements and health insurance costs.

The general budget goal will not have an overall impact that exceeds 3.25%.

New revenue from the Barrington tuition agreement and other voter approved expendable trust funds may be used to offset staffing, healthcare and retirement costs.

This does not include any petitioned warrants.

Denise Day moved to accept the budget goal as proposed, 2nd by Al Howland.

There was a Board discussion on the proposed 3.25 net percentage increase in the budget.

The Motion approved 7-0 with the student representative voting in the affirmative.

NHSBA Resolution:

Maria Barth will be attending the upcoming NHSBA meeting. They are proposing a School Board resolutions RSA 189:13-a School Employee and Designated School Volunteer Criminal History Records Check.

School Board Resolutions:
Background checks

Only the Superintendent/Human Resource Coordinator

NHSBA supports legislative action that allows criminal background checks be shared with their Human Resources Department and that the specific charge be shared with the Superintendent so he/she can make an informed judgment related to employment.

Maria Barth moved to approve the above resolution to be brought forth to the NHSBA Assembly, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

Proposed resolution: Kenny Rotner moved to approve Tom Newkirk, Maria Barth, and the Superintendent crafting a resolution about their stance on polling and guns in the school, 2nd by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.

10/13/16 Late Start Forum:

It was great to see so many members of the public come out to the public forum and give their input on this. This was incredibly helpful.

Athletic Director Corey Parker discussed that they would try to accommodate a later bus time whenever possible. Trying to maximize weekend games and non-school days are possible alternatives as well.

High School Principal Suzanne Filippone addressed the impact on homework with a proposed start time. She mentioned some options that they are brainstorming about such as a possible flex-block at the end of the day.

VIII. ACTIONS:

A. Superintendent Actions: None

B. Board Action Items:

Motion to approve ORMS Activity Stipends:

Jarika Olberg	District Music Department Head	\$2,500
John Silverio	Robotics Grades 5 – 8	\$ 989
Jason Duff	Robotics Grades 5 – 8	\$ 989
Cathy Dawson	Literary Magazine	\$1,977
Joe Boucher	Grade 5 Leadership	\$ 989

Denise Day moved to approve the above ORMS Activity Stipends, 2nd by Al Howland. Motion passed 7-0.

Motion to approve School Board Policies:

Policies for a first read:

Kenny Rotner moved to approve for a first reading:

Policy GBCD - Background Investigation and Criminal Records Check

Policy IJOC - School volunteers/Application Form/Confidentiality

Agreement

2nd by Al Howland

Maria Barth would like to postpone any action on policies.

Kenny Rotner moved to withdraw his motion and Al Howland withdrew his second to the motion.

Kenny Rotner moved to delete Policy GCA, 2nd by Maria Barth. Motion passed 7-0.

IX. SCHOOL BOARD COMMITTEE UPDATES: None

X. PUBLIC COMMENTS:

Dean Rubine from Lee talked about the Barrington tuition rate and the cost per pupil.

He also feels that if we are getting enough teacher substitutes at the current rate, why are we looking to raise it?

XI. CLOSING ACTIONS:

A. Future Meeting Dates:	10/24/16	Town of Lee Selectman Meeting
	11/2/16	Regular School Board Meeting
	11/7/16	Town of Madbury Selectman Mtg.
	11/10/16	Budget Workshop
	11/16/16	Regular School Board Meeting

XII. NON-PUBLIC SESSION: RSA 91-A:3 II: None
NON-MEETING SESSION: RSA 91-A2 I: None

XIII. ADJOURNMENT: Maria Barth moved to adjourn the meeting at 9:30 p.m., 2nd by Sarah Farwell. Motion passed 7-0.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FISCAL YEAR 2016-2017
FINANCIAL STATUS AS OF:**

10/26/2016

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2016-2017	2016-2017	2016-2017	2016-2017	2016-2017
SALARIES:					
Administrator	1,391,496	430,617	963,344	(2,465)	100%
Teacher	15,179,759	2,370,187	12,586,236	223,336	99%
Para	2,350,711	453,274	1,807,784	89,653	96%
Tutor	174,763	36,579	166,702	(28,518)	116%
Custodian	757,708	250,365	485,637	21,706	97%
Secretary	375,635	108,240	273,931	(6,536)	102%
District Hourly	734,356	244,145	484,307	5,905	99%
Maintenance	186,558	73,849	112,218	492	100%
Drivers	662,273	133,475	518,800	9,999	98%
Misc & Sumner	173,381	86,040	39,455	47,886	72%
Subs - Professional	349,558	60,498	87,684	201,377	42%
Subs - Para	37,000	6,337	0	30,663	17%
Subs - Secretary	6,000	3,199	0	2,801	53%
OVT	25,580	251	0	25,329	1%
Med & Dent Payback	482,818	101,821	371,794	9,203	98%
TOTAL SALARIES	22,887,596	4,358,876	17,897,890	630,830	97.2%
BENEFITS:					
Health Ins	4,784,205	958,775	3,750,275	75,155	98%
Dental Ins	130,658	27,263	106,729	(3,334)	103%
Life Ins	55,453	11,581	45,364	(1,493)	103%
LTD Ins	52,474	13,008	49,785	(10,320)	120%
FICA	1,740,358	321,124	1,367,712	51,523	97%
Retirement - Non Professional	340,697	101,478	239,216	3	100%
Retirement - Professional	2,440,198	411,406	2,063,780	(34,988)	101%
Annuity	122,456	22,719	102,495	(2,759)	102%
Tuition Reimb	0	0	0	0	
Unemployment Comp	21,000	709	0	20,291	3%
Workers Com	80,528	103,359	0	(22,831)	128%
TOTAL BENEFITS	9,768,027	1,971,423	7,725,355	71,248	99.3%
ALL OTHER OPERATING EXPENSES:					
Mast Way	209,978	84,904	16,210	108,863	48%
Moharimet	192,803	84,041	13,361	95,401	51%
Middle School	302,988	117,352	51,875	133,761	56%
High School	676,483	186,267	74,835	415,380	39%
District	1,977,125	1,617,565	2,149	357,412	82%
Transportation	547,777	243,684	18,953	285,140	48%
Technology	547,988	197,693	2,424	347,871	37%
Facilities	2,266,412	1,271,623	124,041	870,748	62%
SPED	1,634,573	656,500	1,240,448	(262,375)	116%
TOTAL OPERATING	8,356,125	4,459,629	1,544,295	2,352,201	71.9%
GRAND TOTAL	41,011,748	10,789,928	27,167,540	3,054,280	92.6%

Comment Section:

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI
Reviewed by Policy Committee: 1/29/14 previously CBG School Board First Read: March 5, 2014 School Board Second Read/Adoption: April 2, 2014	Page 1 of 1

EVALUATION OF THE SUPERINTENDENT

The superintendent is the executive head of the public schools and shall be responsible for planning and administering their affairs to statutory requirements, the regulations of the State Board of Education, and the policies of the Oyster River Cooperative School District.

The superintendent shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The superintendent shall provide, develop, and implement the procedures to achieve educational objectives with the administrative unit.

In performance of these duties, the superintendent shall be directly responsible to the Oyster River Cooperative School Board.

The school board shall evaluate the superintendent on an annual basis by February 15 utilizing the criteria established under CBI-R. The Board shall direct the superintendent to furnish a written self-assessment which addresses the performance areas as outlined in CBI-R in a timely manner.

Through evaluation of the superintendent, the board will strive to accomplish the following:

- Clarify for the superintendent his/her role in the school system as seen by the board.
- Clarify for all board members the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
- Develop harmonious working relationships between the board and superintendent.
- Provide effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent/board relationships and will inform him/her at least annually of its assessment of his/her performance.

Cross Reference: CBI-R – Evaluation of the Superintendent - Procedure

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 1 of 3

EVALUATION OF THE SUPERINTENDENT

The superintendent, in developing his/her self-assessment report, and each board member, in providing the chair with his/her assessment of the superintendent's performance, will use the following criteria:

PERFORMANCE AREAS

Relationship with the Board

- Keeps the board informed consistently through oral and written communications on important issues and needs of the school district.
- Anticipates sensitive issues and acts proactively to minimize potential difficulties.
- Offers professional advice/recommendations on items requiring school board action or review.
- Feels free to openly express an opinion on a matter under discussion by the school board until a final decision has been reached; then implements the decision in a timely and effective manner regardless of any previously held view.
- Is knowledgeable of, adheres to, and enforces all policies and fulfills all directives of the Oyster River Cooperative School Board.
- Respects the school board's policy making authority and responsibility.
- Alerts board when new policies are needed or old policies need updating.
- Participates actively in the contract negotiations process.
- Deals with each board member equally and refrains from public criticism of board members.

Community Relations

- Keeps the community informed of school district plans, programs, and achievements.
- Demonstrates sensitivity and responsiveness to parental concerns
- Actively solicits participation by community members in the decision-making process whenever appropriate.
- Exhibits awareness of and responds to community concerns as they relate to the school district.
- Works effectively with news media.
- Accepts opportunities to attend or participate in community sponsored activities/organizations whenever possible while balancing other responsibilities or priorities.
- Fosters positive relationships and good communication with community leaders.

Staff/School Relations

- Develops sound personnel practices including, but not limited to, the assessment of staffing needs, nomination of best qualified candidates, assignment of staff, definition of duties, reviewing the evaluations of district staff, and evaluating central office administrative staff and building principals.
- Treats all personnel fairly and impartially while demanding high levels of performance.
- Adheres to all federal and state regulations that govern employment activities.
- Oversees a workable program for staff evaluation.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
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EVALUATION OF THE SUPERINTENDENT (continued)

- Organizes and promotes an effective program for professional growth.
- Delegates responsibility/work effectively.
- Establishes clear performance expectations to all with whom he/she works.
- Implements goal setting as a strategy to improving classroom performance.
- Deals with personnel issues impartially and objectively, within a timely manner.
- Keeps informed of current conditions and needs at each of the buildings through good communication with administrators.
- Maintains a high visibility within the schools' facilities.
- Promotes positive morale.
- Readily accepts and abides by the mandates of district employee contracts.

Educational Leadership

- Keeps focus of education on improving student learning.
- Exhibits genuine concern for student welfare and achievement.
- Presents, coordinates and evaluates an effective measurement process for student achievement.
- Possesses awareness of innovative methods for enhancing student achievement.
- Provides leadership in the study and development of curriculum options.
- Promotes and supports efforts to establish and improve K-12 curriculum development.
- Participates with staff, board, and community in the development of educational curriculum, priorities, and opportunities.
- Requires school programs and support services to reflect sound educational practices.
- Resists pressure to take actions contrary to the best interests of students.
- Accepts proposals for educational change from inside and outside the educational community.
- Keeps informed about current developments and research in education and student learning.
- Is knowledgeable of and adheres to all applicable state and federal laws/guidelines.

Fiscal Management

- Uses well designed, user friendly and effective budget reporting procedures.
- Develops and recommends the annual budget to the school board within stated school board objectives.
- Maximizes the use of all available resources.
- Monitors the ongoing physical/financial needs of the school system.
- Provides leadership in identifying, planning, and implementing capital improvements.
- Assures that school facilities are maintained in an optimal cost effective manner.
- Regularly provides financial reports to the school board.
- Oversees the district's equipment inventory and procurement process, ensuring that bid processes are consistent and cost efficient.
- Implements and adheres to the budget as directed by the school board.
- Administers expenditures consistent with appropriations.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
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EVALUATION OF THE SUPERINTENDENT (continued)

Personal Qualities

- Is respected in the schools, community, and profession.
- Works well with others.
- Is suitably attired and well groomed.
- Communicates clearly and effectively.
- Is poised and effective in a crisis.
- Maintains good physical and mental health.

Goals and Objectives

- Assists the school board in the development of attainable goals and objectives.
- Develops effective programs/procedures to achieve both short and long term goals within established time frames.
- Monitors progress toward goals and informs school board.
- Establishes personal goals and monitors progress toward achievement.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

SAU # 5

36 Coe Drive

Durham, New Hampshire

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

From: Sue Caswell, Business Administrator

Date: November 2, 2016

Subject: Tuition Rates

The FY2017 Durham/UNH and ORCSD Staff tuition rate is used (a) as the basis upon which the Town of Durham seeks a "payment-in-lieu-of-taxes" from the University of New Hampshire for those children residing in UNH's family housing facility (Forest Park) and (b) as the rate charged at 1/3 to those staff that reside outside the District and have children attending ORCSD schools.

This rate has been calculated by using the estimated "cost per pupil" for the current fiscal year (FY 2016). The estimated cost per pupil for the current year uses the data from the Department of Revenue's MS-22 form (appropriations actually voted) and the current year's October 1, enrollments. The calculation set-up is as follows:

- FY2017 Approved Appropriations
- Less: Food Service Expenditures
- Less: Transportation Expenditures
- Divided by: October 1 Enrollment

Using this method, our estimated cost per pupil resultant numbers are as follows – Elementary \$16,920 Middle School \$17,969, and High School \$18,071.

Data from MS-22 filed for FY 2017				
Function	Elementary	Middle	High	Total
Regular Programs	5,380,371	5,771,792	5,953,558	17,105,721
Special Programs	1,834,748	2,182,593	2,321,348	6,338,689
Vocational Programs	-	-	31,000	31,000
Other Programs	93,255	160,733	533,819	787,807
Student Support Services	1,277,978	1,004,072	1,131,466	3,413,516
Instructional Staff Services	447,489	263,381	305,667	1,016,537
School Board	43,379	43,835	46,436	133,650
Other Executive Admin	266,775	416,058	428,552	1,111,385
School Admin Services	638,230	475,957	621,463	1,735,650
Business	188,796	190,777	202,100	581,673
PPO & M	1,161,521	881,634	1,846,484	3,889,639
Support Services	392,876	396,999	420,559	1,210,434
	11,725,418	11,787,831	13,842,452	37,355,701
Enrollment (Oct 1)	693	656	766	2,115
(use resident students+tuition)				
Per Pupil Tuition Cost	\$16,920	\$17,969	\$18,071	\$17,662
Teacher OOD tuition (1/3)			\$6,024	
Barrington Agreement			\$15,562	

Historical Data				
School Year	Elementary	Middle	High	
1999	\$ 6,777	\$ 7,730	\$ 7,500	
2000	\$ 6,552	\$ 7,715	\$ 7,537	
2001	\$ 7,076	\$ 7,892	\$ 7,805	
2002	\$ 7,625	\$ 8,466	\$ 7,593	
2003	\$ 7,987	\$ 8,930	\$ 7,728	
2004	\$ 8,739	\$ 9,863	\$ 8,894	
2005	\$ 10,590	\$ 11,651	\$ 12,546	
2006	\$ 11,200	\$ 13,858	\$ 14,056	
2007	\$ 11,857	\$ 15,224	\$ 14,599	
2008	\$ 12,847	\$ 16,490	\$ 16,226	
2009	\$ 15,933	\$ 16,310	\$ 16,280	
2010	\$ 15,355	\$ 16,241	\$ 16,477	
2011	\$ 15,444	\$ 16,390	\$ 16,412	
2012	\$ 15,933	\$ 16,310	\$ 16,280	
2013	\$ 16,961	\$ 15,616	\$ 17,031	
2014	\$ 16,289	\$ 15,576	\$ 17,837	
2015	\$ 15,844	\$ 16,378	\$ 17,335	
2016	\$ 16,813	\$ 17,137	\$ 18,408	
2017	\$ 16,920	\$ 17,969	\$ 18,071	

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

INTEROFFICE MEMORANDUM

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: November 2, 2016
RE: Late Start/One Run System

We have heard from staff and parents and have read the research. We are at the threshold of a decision regarding start time. The conversations have been thoughtful and thorough. Questions asked have been answered. We've heard about the impact on athletics, extracurricular, busing and the high school schedule. Our discussion opened new areas of inquiry that will continue beyond the immediacy of the start time discussion. We know this decision provides an opportunity for additional sleep for adolescents, but not the "be all and end all" answer to more sleep for our teens.

The "best" solution of many discussed and analyzed is to continue our practice of a separate elementary run from the middle/high school run in the morning, but combine all students K-12 in the afternoon. {Start time proposal #6}

As you are aware, the start time topic was first introduced to the District in 2014-15 by Dr. Erin Sharp and Jeannie Sowers, who provided research on adolescent sleep patterns. Moving forward we spoke with administrators and subsequently with teachers to discuss the implication of a later start time.

In 2015 -16 the Start Time discussion became a subset of the School Board goals under Wellness and Mental Health, where we presented the impact of late start through the lens of athletics. In addition, the School Board visited the individual schools and spoke with the staff concerning late start.

We began the discussion around the impact on busing K-12 in 2015-16. Six different models were presented to the Board. At the August 2016 School Board meeting, Lisa Huppe, Transportation Director, presented the "One" Run System of transporting students which appears to be a system that could support a later start time for middle and high school.

Tonight, I ask that the Board provide direction on how you'd like me to proceed for the 2017-18 school year. If so, administration will need the intervening months to prepare for this momentous change.

Thank you.

BOARD DISCUSSION: BUS SYSTEM # 6

Least Disruptive Solution

- ADJUSTS START TIME AND END TIME AT THE MS/HS 8:15 – 3:00.
- LEAVES THE ELEMENTARY SCHEDULE AS IS
- LEAST DISRUPTIVE TO AFTER SCHOOL ACTIVITIES, PARENTS AND HS STUDENTS
- REQUIRES MIXING OF YOUNGER AND OLDER STUDENTS
- MAY REQUIRE 2 OR 3 ADDITIONAL BUSES (COST \$75,000)
- EXTENDS BUS REPLACEMENT CYCLE BY 1 YEAR

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

INTEROFFICE MEMORANDUM

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: November 2, 2016
RE: Retirement Incentive

This may be the year to consider implementing a retirement incentive once again. At my request, I had the Teacher's Guild survey the staff. Their survey resulted in twenty-one staff indicating that they were interested in retirement if an incentive was offered.

The purpose of such incentives is to benefit the employee and the District. The employee, via the incentive, has incentive funds to apply against insurance and other post-employment costs. The District has the opportunity to hire a replacement teacher at a lessor cost than the retiree who is most likely at the top of the pay scale.

Although twenty-one teachers have indicated an interest it would place a hardship on the District to allow that many teachers to retire in a single year. It makes the most sense to continue to make such decisions annually. I'd rather see a trickle of retirement incentives spread over several years rather than a torrent of retirees all at once. Enrollment decline K-8 is of paramount concern to me. If retirements coincide with enrollment decline, then layoffs can be minimized if not avoided.

As an example, Mr. Harrington projects Moharimet will be approximately 339 students in 2017-18. If this is the case, he will need one less teacher next year. An elementary retirement would result in a net loss of one teacher with no layoff. The District will save the full salary and benefits of the retiring teacher which is likely to be in the \$100,000 area.

Another example would be the retirement of a staff member who ultimately would be replaced, say at the high school level. Savings would come from the difference in salary between the retiring faculty member and her/his replacement, perhaps in the neighborhood of \$20,000.

The Proposal:

1. We establish five impact areas:
 - a. Illness;
 - b. K-5 Staff;
 - c. 6-8 Staff;
 - d. 9-12 Staff; and
 - e. Special Education Staff.
2. We Count Years of Service in the District.
3. Anyone considered must be NH Retirement eligible (60 years old or older by June 30, 2017).

The process would be to recognize one retiree from each impact area, then add the years of service in the District with their age (60 and above) and the person with the highest number in a given impact area would be the candidate chosen for the retirement incentive.

Example: Ms. Jones has applied for the retirement incentive. She has worked in the middle school for 35 years and she is 65 years old. Her score would be $35 + 65 = 100$. If 100 is the highest middle school score in the middle school impact area, then she is the candidate eligible for retirement.

We would use the same procedure for each impact area and by using this process could reduce our staff costs for 2017-18 by as much as \$180,000.

Thank you.



ORHS ATHLETICS
55 Coe Drive
Durham, NH 03824
603-868-2375 x1105
603-868-1355 Fax

OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

To: Dr. Jim Morse, Superintendent
From: Corey Parker
Date: 10/27/16
Re: 2016 HS/MS Coach and Volunteer Nominations

Message:

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

High School/Middle School Volunteer Positions:

Tim McNamara	Girls Ice Hockey
Paul Franz	Martial Arts Club
Jason Nifong	Boys Basketball
Ed Szccepanki	Boys Basketball
Ned Clarke	Ski Team
Scott Masi	Ski Team
Derek Hubbard	Boys Hockey
Leslie Gelsomini	Girls Hockey
Scott Barton	Girls Hockey
Andrea Biniszkievicz	MS Cheer Club
Sue Jackson	MS Cheer Club

Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Craig Randall	Boys JV Hockey	\$3,340	4	\$75	\$3,415
Griffin Richard	Boys Varsity Ice Hockey	\$5,139	23	\$375	\$5,514
Jamie Long	Girls Varsity Ice Hockey	\$5,139	4	\$75	\$5,214
Scott McGrath	Girls Indoor Track	\$3,558	0	\$0	\$3,558
Nick Ricciardi	Boys Indoor Track	\$3,558	14	\$375	\$3,933
William Reeves	Swimming	\$3,163	23	\$375	\$3,538
Lynn Santosuosso	Diving	\$2,055	12	\$375	\$2,430
Laura Fant	Girls Asst. Swimming	\$2,055	8	\$225	\$2,280
Lorne Lucas	Boys Varsity Basketball	\$5,139	2	\$0	\$5,139
Zach Lewis	Boys JV Basketball	\$3,340	0	\$0	\$3,340
Bill Sullivan	Boys Varsity Lacrosse	\$4,052	1	0	\$4,052
Craig Walfield	Varsity Baseball	\$4,052	5	\$150	\$4,202
Glen Miller	Varsity Softball	\$4,052	3	\$75	\$4,127
Emily Rodgers	Girls Varsity Lacrosse	\$4,052	1	\$0	\$4,052
Dan Watson	Boys Reserve Soccer	\$2,027	2	\$0	\$2,027

Middle School Paid Positions:

Name	Team	Stipend	Years	Longevity	Total
Martha Soloman-Kies	Field Hockey	\$1,977	0	\$0	\$1,977
Sunny Sadana	Boys 7 th Grade Basketball	\$1,977	1	\$0	\$1,977
David Geschwendt	Girls 7 th Grade Basketball	\$1,977	1	\$0	\$1,977
Jason Duff	Boys 8 th Grade Basketball	\$1,977	2	0	\$1,977
Nate Grove	Girls 8 th Grade Basketball	\$1,977	11	\$375	\$2,352

Yours in Sport,
 Corey Parker
 Director of Athletics
 Oyster River Cooperative School District

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

Title	Code
Policies for First Read	
Staff Conduct with Students	GBEB
Extended Learning Opportunities/Plan/Proposal/Form	IHBH/R/R1/R2
Alternative Learning Plan	IHBI
Interdisciplinary Credit Toward Graduation	IKAA
Graduation	IKF
High School Graduation Competencies	ILBAA
High School Credit for 7/8 Grade Advanced Coursework	IMBD
Policies for Second Read/Adoption	
Policies for Deletion	

The October 26, 2016 policy minutes are attached to this packet as a reference to the proposed changes to the attached policy.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
Date of Adoption: May 2, 2007 Revision per Ann Chapman; January 27, 2010 to Policy Comm. Policy Committee Review: October 12, 2016 <u>School Board First Read: October 19, 2016</u> <u>Back to Policy Committee: October 26, 2016</u> <u>School Board First Read: November 2, 2016</u>	Page 1 of 2 <u>Category: Recommended</u>

STAFF CONDUCT WITH STUDENTS

The Oyster River School Board expects all staff members, including teachers, coaches, counselors, administrators and others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

1. Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the school board's discrimination and harassment policies;
2. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
3. Using their position to manipulate students for reasons that are prohibited by law.
~~3. for non-counseling staff, encouraging students to confide their personal or family problems and/or relationships for inappropriate reasons.~~ If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
4. Sexual banter, allusions, jokes or innuendoes with students;
5. Asking a student to keep a secret;
6. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- ~~7. addressing students in an overly familiar manner; and~~
- ~~8. permitting students to address you in any overly familiar manner.~~
- ~~9.7. "Friending" students on Limit social networking sites to (outside of any school-approved activity activities only)~~

Before engaging in the following activities without parents, staff members will review the activity with their building principal or supervisor, as appropriate:

1. Being alone with individual students out of public view;
2. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
3. Visiting a student at home, unless on official school business (this does not preclude a staff member or his/her child visiting a student's home at the parent's invitation for a social or other event);
4. Maintaining personal contact with a student outside of school by telephone, e-mail, Instant Messenger, Internet chat rooms or other technologies, or letters (beyond homework or other legitimate school business);

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GBEB
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STAFF CONDUCT WITH STUDENTS (continued)

5. Exchanging personal gifts (beyond the customary student-teacher gifts); and/or
6. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events. (This prohibition does not extend to community activities such as church or other events where there may be incidental social contact with students.)

In formulating this policy, the Board understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the principal (or other appropriate administrator) if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

Staff members are required to notify promptly the appropriate building administrator or superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and may result in referral to law enforcement, in accordance with the school board's policy on reporting child abuse and neglect and state law.

Dissemination

This policy shall be included in all employee, student and volunteer handbooks and located in the Policies link on the school district web site.

[Cross Reference: IJOC – School Volunteers](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Drafts to Policy Committee: 3/9/16, 9/14/16, 10/26/16	Page 1 of 3
<u>School Board First Read: November 2, 2016</u>	Category: Recommended

EXTENDED LEARNING OPPORTUNITIES

Purpose

The Oyster River Cooperative School Board encourages students to pursue Extended Learning Opportunities (ELO) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology, ~~contingent upon~~ enhances student opportunity above and beyond available support and resources. Extended Learning Opportunities may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to engage in Extended Learning Opportunities that are engaging and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by State minimum standards and applicable Board policies, and incorporate ORHS 21st Century Learning Expectations.

Extended Learning Opportunities may be taken for high school credit. If the Extended Learning Opportunity is taken for credit, the provisions of Policy IMBC, Alternative Credit Options, will apply. The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, Assessment of Educational Programs and ILBAA, High School Graduation Competency. ~~{Highly Qualified Teachers}~~ must authorize the granting of credit for learning accomplished through Extended Learning Opportunities.

Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable Board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All Extended Learning Opportunities will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students wishing to pursue an Extended Learning Opportunity under these guidelines must first present their proposal to the school's ELO coordinator for approval. The designated ELO coordinator will assist students in preparing the application form and other necessary paperwork. All ELOs must have parent/guardian approval.

The Principal or his/her designee will have primary responsibility and authority for ensuring the implementation of Extended Learning Opportunities and all aspects of such programs. The Principal or his/her designee will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages and disadvantages to both the student and the District, contingent upon available support and resources.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Drafts to Policy Committee: 3/9/16, 9/14/16,10/26/16	Page 2 of 3
School Board First Read: November 2, 2016	Category: Recommend

The Principal or his/her designee will review and determine credits that will be awarded for Extended Learning Opportunities toward the attainment of a high school diploma. Parents/guardians and/or students may appeal decisions within the provisions below (see Appeal Process).

Students approved for an Extended Learning Opportunity must have parental/guardian permission to participate in such a program. Such permission will be granted in writing, and signed by the parent/legal guardian, and returned to the ELO coordinator before beginning the program.

All Extended Learning Opportunities shall be the financial responsibility of the student or his/her parent/legal guardian. Students electing independent study, college coursework, internships, or other Extended Learning Opportunities that are held off the high school campus will be responsible for providing their own transportation to and from the off-campus site.

Students approved for off-campus Extended Learning Opportunities are responsible for their personal safety and well-being. All community program partners must meet SAU#5 volunteer requirements which include a background check.

Application Process

1. The application is to be completed by the student/parent/guardian a minimum of two weeks prior to beginning of an Extended Learning Opportunity.
2. The application will be reviewed by the ELO teacher and administrator. If additional information is requested, the information must be submitted within one week of receipt of the request.
3. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program will jeopardize the student's ability to earn credit for the course. The student and parent/guardian recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course.
4. The District reserves the right to determine the number of credits to be awarded.
5. Any credits earned will be calculated towards the overall Grade Point Average. This determination will be made prior to the start of an ELO by the principal and/or his/her designee. The course name and grade earned will be noted on the student's official transcript.

Evaluation Criteria

The Principal or his/her designee will evaluate all applications. At a minimum, all applications must meet the following criteria:

- Provides for administration and supervision of the program.
- Provides that certified school personnel oversee and monitor the program.
- Requirement that each Extended Learning Opportunity meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBH
Drafts to Policy Committee: 3/9/16, 9/14/16, 10/26/16 School Board First Read: November 2, 2016	Page 3 of 3 Category: Recommend

Extended Learning Opportunity Approval Appeal Process

A student whose application has been denied may request, in writing, a meeting with the Principal to review the status of their proposal. The written request should include the rationale for reconsideration. At the conclusion of the appeal, the principal's decision is final.

Program Integrity

In order to insure the integrity of the Extended Learning Opportunity approved under this program, the student will be required periodically, or upon demand, to provide evidence of progress and attendance. The Principal and/or his/her designee will be responsible for certifying course completion and the award of credits consistent with the District's policies. If a student is unable to complete the Extended Learning Opportunity for valid reasons, the Principal, Principal's designee, or assigned Certified Teacher will evaluate the experience completed to date and make a determination for the awarding of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the Extended Learning Opportunity for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the Principal or his/her designee may determine that the student's transcript be adjusted to reflect the experience as a failure.

Students transferring from other schools who request acceptance of course credits awarded through similar Extended Learning Opportunity programs shall have their transcripts evaluated by the Principal or his/her designee.

It shall be incumbent upon the students or his/her parent/legal guardian to request that copies of the student's official transcript be sent from the former school.

Cross Reference:

IHBH-R-R1-R2 -ELO Plan/ELO Proposal/VLAC

[IHBI – Alternative Learning Plan](#)

[IKAA – Interdisciplinary Credit Toward Graduation](#)

[IKF – Graduation](#)

ILBA - Assessment of Educational Programs

ILBAA - High School Competency Assessments

IMBC - Alternative Credit Options

[IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)

Legal References:

RSA 193:1 – Alternative Learning Plans

NH Code of Administrative Rules, Section Ed 306.04(a)(13), Extended Learning Opportunities

NH Code of Administrative Rules, Section Ed 306.26(f), Extended Learning Opportunities –

Middle School NH Code of Administrative Rules, Section Ed 306.27(b)(4), Extended Learning Opportunities – High School

**Extended Learning Opportunity Plan
Oyster River High School**

Focus	
<i>Focus:</i> What is the broad focus of the study?	
<i>Goal:</i> What is the goal to be met?	
<i>Reason:</i> Why is this study interesting and important?	
<i>Essential question:</i> What broad question will drive your learning?	
Methods	
What resources do you plan to use? Include people, experiences, research materials, equipment, software, etc.	
How will you demonstrate your learning? What tangible evidence will you submit?	
How will you document your reflection?	
How will you communicate your progress to the school?	
How will you communicate with your community partner?	
Standards	
What academic discipline does your study address?	
Which standards will you meet?	
Which competencies	

will you meet?	
What credit will you hope to receive for this ELO?	
Assessment	
How will competencies be assessed during the final presentation?	
Which rubrics and/or other methods will be used to assess reflection, research, product, and presentation?	
If this ELO will receive a grade, what specific criteria will be used to calculate the student's grade?	
Calendar	
Beginning and ending dates	
Specific due dates	
Date of final presentation	
Follow-Up	
What do you need to do to make sure this ELO will appear on your transcript?	
How will you evaluate the ELO process?	
Do you need to thank or recognize anyone?	

Extended Learning Opportunity Proposal

This form should be completed to propose an Extended Learning Opportunity. Please fill it out completely and return it to the ELO coordinator. Use additional paper as necessary.

Date of ELO Proposal: _____ Anticipated Date of ELO Completion: _____

Student's Name:

Grade:

Email used most frequently:

1. Describe the Extended Learning Opportunity you plan to complete.

2. Will anyone else be involved (a teacher, community partner, etc.)? Please include contact information.

3. Why is this ELO important to you? Is it needed for graduation?

4. Would you like to receive a grade for this ELO, or would you prefer to receive Pass/Fail?

Graduation Verification:

This ELO proposal **Does / Does not** support the students' 4-year graduation plan for the following reasons:

School Counselor Signature: _____

The purpose of extended learning opportunities is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. I agree to engage fully in the ELO process and follow all guidelines.

Student Signature: _____

Parent Signature: _____

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBI
Date of Adoption: May 19, 1976 Previously - IGBH Date of Review: March 1979 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: October 26, 2016</u> <u>School Board First Read: November 2, 2016</u>	Page 1 of 3 <u>Category: Recommend</u>

ALTERNATIVE LEARNING PLANS

Purpose

In an effort to ~~reduce~~ maximize the number of students who do ~~not~~ complete the requirements to graduate from high school and earn a diploma, the Board establishes a program for alternative learning plans for students to obtain a high school diploma or its equivalent. The Oyster River Cooperative School District, through an Alternative Learning Plan team comprised of teachers, administrators, and ~~guidance~~ school counselors, are directed to identify students who may be at risk for dropping out of high school, for developing alternative learning plans consistent with this policy, and for assisting students who are participating in alternative learning plans.

Alternative learning plans may include, but are not limited to, extended learning opportunities, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses/distance education, or other opportunities approved by the Superintendent or his/her designee, in conjunction with Board policies.

The purposes of alternative learning plans are to provide students with educational experiences that are meaningful, to provide students with opportunities to explore and achieve at high levels, and to meet State and District requirements to obtain a high school diploma or its equivalent. In order to maximize student achievement, this policy permits students to employ alternative learning plans that fulfill or exceed the expectations set forth by State minimum standards and applicable Board policy.

Alternative learning plans may include extended learning opportunities taken for credit or taken to supplement regular academic courses. If the alternative learning plan includes extended learning opportunities taken for credit, the provisions of *Policies IMBC, Alternative Credit Options* and *IHBH, Extended Learning Opportunities*, will apply. ~~The granting of credit shall be based on a student's mastery of course competencies, as defined by Policies ILBA, Assessment of Educational Programs and ILBAA, High School Competency Assessments. Highly Qualified Teachers and the Principal must authorize the granting of credit for learning accomplished through extended learning opportunities. If credit is not granted, the extended learning opportunity may be used to fulfill prerequisite requirements for other courses.~~

Roles and Responsibilities

~~Alternative learning plan components shall have specific instructional objectives aligned with the State minimum standards and District curriculum standards. All alternative learning plans will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.~~

~~Teachers, Guidance Counselors and Administrators should inform students of the District's promotion of alternative learning plans and similar programs. District employees who believe a student may be at risk for dropping out of high school should inform either the Principal or the Guidance Counselor of the Teacher's concerns. The Principal will then schedule a meeting with the student, the Principal, the Guidance Counselor, and the student's parent/guardian to discuss the student's participation in an alternative learning program. Students expressing interest in pursuing such a plan or program should be referred to the Guidance Counselor, Principal, or the Principal's designee.~~

~~The Guidance Counselor or Principal's designee is responsible for assisting students and their parents/guardians in preparing application forms and other necessary paperwork for alternative learning plans. The alternative learning plan components will be determined through a team consisting of the student, school personnel, parent/guardian and other appropriate people based on the individual student need.~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBI
Date of Adoption: May 19, 1976 Date of Review: March 1979 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: October 26, 2016</u> <u>School Board First Read: November 2, 2016</u>	Previously - IGBH Page 2 of 3 <u>Category: Recommend</u>

~~The Principal or Principal's designee and the designated team will have primary responsibility and authority for approval and implementation of alternative learning plans and will oversee all aspects of such programs. The Principal will be responsible for reviewing and approving alternative learning plans and credits awarded toward the attainment of a high school diploma or its equivalent.~~

~~Parents/guardians and/or students may appeal decisions rendered by the Principal within the provisions set forth below (see Appeal Process).~~

~~Students approved for alternative learning plans must have parent/guardian permission to participate in such a program. Such permission will be granted through a Memorandum of Understanding for Educational Services signed by the parent/legal guardian and returned to the district before beginning the program. For alternative learning plans that require off-campus attendance, the District will require a signed agreement among the school, the student, and a designated agent of the third-party host. The agreement should specify the roles and responsibilities of each party.~~

~~Students engaged in alternative learning plans will remain as enrolled students of their district. Alternative learning plans that are approved by the District become the responsibility of the District to facilitate implementation, including associated costs and transportation.~~

~~Approval Process~~

- ~~1. The student/parent/guardian seeking an alternative learning plan shall meet with the guidance counselor or principal to discuss alternative learning plan options and initiate the formation of an alternative learning plan team. The team, including the student and parent/guardian, will meet to design the alternative learning plan designed to enable the student to remain enrolled in school and complete educational requirements.~~
- ~~2. The Superintendent or Superintendent's designee will review the paperwork and will determine whether or not to approve the alternative learning plan. The Superintendent or designee's decision will be made within ten (10) days of receipt of the paperwork. The student and parent/guardian will be notified in writing of the decision. If additional information is requested, the information must be submitted within ten (10) days of receipt of the request.~~
- ~~3. It is the student's responsibility to maintain academic standing and enrollment in the approved program. Any failure to complete an approved program may jeopardize the student's ability to remain in the program and receive credit towards obtaining a high school diploma or its equivalent. The student and parent/guardian recognize that in the event the student withdraws from an approved program, the District cannot guarantee placement in an equivalent District-offered course.~~
- ~~4. The District reserves the right to determine the number of credits to be awarded. The course name and actual grade earned will be noted on the student's official transcript.~~

~~Evaluation Criteria~~

~~The Superintendent or designee will evaluate all applications of students wishing to participate in an alternative learning plan or program. At a minimum, any alternative learning plans must meet the following criteria:~~

~~Provides for proper administration and supervision of the program or plan~~

- ~~• Provides that certified school personnel oversee and monitor the program~~
- ~~• Requirement that each extended learning opportunity, if included in the alternative learning plan, meets rigorous standards, including the minimum standards established by the State Board of Education and all other applicable District standards~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHBI
Date of Adoption: May 19, 1976 Date of Review: March 1979 Date of Code Revision Adoption: June 16, 2010 <u>Policy Committee: October 26, 2016</u> <u>School Board First Read: November 2, 2016</u>	Previously - IGBH Page 3 of 3 <u>Category: Recommend</u>

- Includes age-appropriate academic rigor and the flexibility to incorporate the student's interests and manner of learning
- Are developed and amended, if necessary, in consultation with the student, a school Guidance Counselor, the school Principal and at least one parent/guardian of the student

Appeal Process

If the submitted plan is rejected, the Superintendent or designee will provide the student/parents with a rationale as to why the proposal was rejected. Students whose application has been denied by the Superintendent may appeal that decision to the School Board. The School Board will place the item on its agenda for its next regularly scheduled meeting. Alternatively, if scheduling and time constraints do not allow for the matter to be placed on the agenda at the Board's next meeting, the Board may hold a separate meeting to hear the matter. The matter will be discussed in non-public session, pursuant to RSA 91-A:3, II, unless the parents request the Board hear the matter in public session, in which case the request will be honored. If the School Board upholds the Superintendent's determination, the decision of the School Board may be appealed to the State Board of Education, consistent with applicable law. The School Board will inform the student/parents of their appeal rights.

Program Integrity

In order to insure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress. The Principal will be responsible for certifying completion of the plan or program and the award of credits, consistent with the District's policies on graduation.

If a student is unable to complete the alternative learning plan for valid reasons, the Principal will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience. The Principal will determine the validity of such reasons on a case-by-case basis.

If a student ceases to attend or is unable to complete alternative learning plan for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the Principal may determine that the student's transcript be adjusted to reflect the experience as a failure.

In order to certify completion of curricular programs and activities based upon specific instructional objectives aligned to the standards, the Principal will develop appropriate mechanisms to document student progress and program completion on student personnel records.

Cross Reference:

- IHBH, R, R1, R2 – Extended Learning Opportunities
- IKAA – Interdisciplinary Credit Toward Graduation
- IKF – Graduation
- ILBAA – High School Graduation Competencies
- IMBC,R – Alternative Credit Options
- IMBD – High School Credit for 7/8 Grade Advanced Coursework

Legal References:

- RSA 193:1, Duty of Parent; Compulsory Attendance by Student
- NH Code of Administrative Rules, Section Ed 306.04(a)(13), Extended Learning Opportunities
- NH Code of Administrative Rules, Section Ed 306.27(b)(4), Extended Learning Opportunities – High School

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKA
Draft to Policy Committee: January 27, 2016 School Board First Read - February 10, 2016 School Board Second Read/Adoption: March 2, 2016 Policy Committee Review: October 26, 2016 School Board First Read: November 2, 2016	Page 1 of 1

Interdisciplinary Credit Toward Graduation

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

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

Cross Reference:

- [IHBH, R, R1, R2 - Extended Learning Opportunities](#)
 - [IHBI - Alternative Learning Plan](#)
 - [IKF - Graduation](#)
 - [ILBAA - High School Graduation Competencies](#)
 - [IMBC, R - Alternative Credit Options](#)
 - [IMBD - High School Credit for 7/8 Grade Advanced Coursework](#)
- Oyster River High School Current Program of Studies

Legal Reference:

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

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKF
Date of Adoption: December 10, 1986 Date of Revision: May 1, 1996; August 9, 2006 First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 Policy Committee: October 26, 2016 School Board First Read: November 2, 2016	Page 1 of 1 Category: Recommended

GRADUATION

Graduation from our public schools implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with the State of New Hampshire Code of Administrative Rules (Ed. 306.27m) standards for credit and course requirements and in accordance with their respective abilities to achieve and that they have satisfactorily passed any examinations and other requirements set by the faculty. In addition, students shall have maintained a satisfactory record of citizenship during their progression through the instructional program of the schools.

The faculty will establish their detailed requirements to agree with the goals of our schools as adopted by the board. It is expected that insofar as possible the faculty will apply measures of achievement to provide evidence that each student has progressed far enough toward school goals to warrant his/her graduation according to the terms of the above paragraph.

At the beginning of the final examination period, students who are expected to earn all credits by the end of their senior year, as determined by the principal, may be allowed to participate in graduation and commencement exercises. If, after final exams, such students fall short in their credit requirements, they will not be allowed to participate in the ceremony. The deficiencies must be correctable no later than the beginning of the fall school term which immediately follows in order to receive their same year diploma. Total required credits for graduation are 22.

The staff will arrange each spring for appropriate awards and recognition programs and graduation exercises. There will be no formal graduation exercises for elementary and middle schools.

The following credit hour distributions are required for graduation and must be successfully completed to earn an Oyster River High School diploma:

English	4 credits
Social Studies	2 ½ credits
Mathematics	3 credits
Science	2 credits
Physical Education and Health	2 credits
Fine and Practical Arts	½ credit
Economics	½ credit
Computer Science	½ credit
Electives	7 credits

[Note: 14 of the 22 credits must be achieved in ORCSD courses. Transfer students and other accredited high school courses will be reviewed on a case by case basis at the discretion of the building principal or designee.](#)

Electives – Each student shall elect the remainder of credits from among electives suited to individual needs, interests, abilities, and plans for the future.

Cross Reference:

- [IHBH,R,R1,R2 – Extended Learning Opportunities](#)
- [IHBI – Alternative Learning Plan](#)
- [IKAA – Interdisciplinary Credit Toward Graduation](#)
- [ILBAA – High School Graduation Competencies](#)
- [IMBC,R – Alternative Credit Options](#)
- [IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILBAA
School Board First Read: April 15, 2015 School Board Second Read/Adoption: May 6, 2015 Policy Committee: October 26, 2016 School Board First Read: November 2, 2016	Page 1 of 2 Category: Priority

HIGH SCHOOL GRADUATION COMPETENCIES

The following definitions are established for the purposes of assessment of Oyster River High School course work through the demonstration of student mastery of course competencies:

1. "Competencies" means student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains. Specific and required types of competencies include course level competencies, district competencies and graduation competencies.
2. "District competencies" mean specific types of competencies that are common across the district and organized in developmental progressions that lead to achievement of graduation competencies.
3. "Graduation competencies" means specific types of competencies that are common across the district and define learning expectations for each student for graduation from high school.
4. "Mastery" means a high level of demonstrated proficiency with regard to a competency.

Course credit will be awarded through the demonstration of a student's mastery of the competencies of the course. Course credit granted through demonstration of mastery will be recorded on the official student transcript. Grades and credit granted through demonstration of mastery will be included in the student's grade point average. Students must be enrolled in the particular course in order to receive course credit.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or in part shall demonstrate mastery ~~through a method or methods as approved by the course instructor,~~ as specified in Policy IHBH.

Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

The Superintendent shall establish rules for implementing this policy in cooperation with the high school Principal, and shall be responsible for ensuring that all high school courses include appropriate competency assessments. Competency Assessments will be selected, conducted, and reviewed in conjunction with the provisions of Policy ILBA.

Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve. Assessment standards, tasks, procedures, and uses shall be fair to all students.

Cross References:

IHBH – Extended Learning Opportunities
[IHBI – Alternative Learning Plan](#)
[IKAA – Interdisciplinary Credit Toward Graduation](#)
[IKF - Graduation](#)
 IL – Evaluation of Curricular Programs
 ILBA – Assessment of Educational Programs
 IMBC – Alternative Credit Options
[IMBD – High School Credit for 7/8 Grade Advanced Coursework](#)
 ORHS – Student Handbook

Legal References:

Ed 306.02(d), Competencies, Ed 306.02(g) District competencies, Ed 306.02(j) Graduation competencies
 Ed 306.04(l) Mastery, Ed 306.04(a)(16) Tracking Achievement of Graduation Competencies,
 Ed 306.04(a)(25)(26) Graduation competencies, Ed306.141(a)(6) Achievement of District and Graduation Competencies

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IMBD
New Policy School Board Adoption: September 22, 2010 <u>Policy Committee: October 26, 2016</u> <u>School Board First Read: November 2, 2016</u>	Page 1 of 1 <u>Category: Optional</u>

HIGH SCHOOL CREDIT FOR 7th AND 8th GRADE ADVANCED COURSEWORK

Students in 7th or 8th grade may take ~~advanced~~ approved high school courses and apply the credit of those courses toward high school graduation, ~~provided the course demonstrates content requirements consistent with related high school courses~~ and the student achieves satisfactory standards of performance. School Board policies relative to assessment, mastery and competency shall apply.

The high school principal shall approve such course work and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation.

Cross Reference:

IHBH, R, R1, R2 – Extended Learning Opportunities

IHBI – Alternative Learning Plan

IKAA – Interdisciplinary Credit Toward Graduation

IKF – Graduation

ILBAA – High School Graduation Competencies

IMBC,R – Alternative Credit Options

Legal References:

N.H. Code of Administrative Rules, Section Ed 306.26(e), Applying Credit Toward High School Graduation

Policy Committee Meeting Minutes

Wednesday, October 26, 2016 @ 3:30 PM

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

Visitors: Suzanne Filippone, Heather Machanoff, Sonny Sadana

Called to order at 3:30 by Maria Barth.

Jim began by explaining that at the last meeting the ELO policy and all the interconnecting policies relating to Extended Learning Opportunities (ELO's) would be discussed first, as Suzanne and Heather are in attendance to answer any additional questions that may come up.

Suzanne shared some backup information pertaining to the number of students that are currently utilizing ELO's at the high school through VLACS and other alternative credits. It was also mentioned the amount of additional work that the school counseling office is doing to try and keep track of the various courses and follow up that is needed. Mention was made of the critical need of an ELO Coordinator be added to oversee this program. As this is a budgetary issue, additional discussion will be had at the School Board Workshop on November 10. A very lengthy discussion ensued with questions asked and answered by all present. It was decided that this policy would go to the School Board with revisions as a first read, but will not go into effect until the 2017-2018 school year with the hope for the position of an ELO Coordinator to oversee the program. In the event the budget does not allow for this coordinator; the proposed ELO policy will need to be revisited for further discussion and action. Nearly 300 ORCSD students are currently taking advantage of ELO's. Once this policy passes that number will increase geometrically. ORHS ELO program will be severely hampered without an ELO Coordinator to monitor and to meet student demand.

Policy IHBI – Alternative Learning Plans – This policy was reviewed in conjunction with the proposed ELO policy {IHBH} and was revised and is ready for first read.

Policy ICAA – Interdisciplinary Credit Toward Graduation – As this policy was recently reviewed and complies with the proposed ELO policy {IHBH}, cross references were added and is ready for first read.

Policy IKF – Graduation – This policy was also reviewed in comparison to the proposed ELO policy {IHBH}, the addition of language clarifying credit amounts and cross references were added and is ready for first read.

Policy ILBAA – High School Graduation Competencies – Review and comparison to the proposed ELO policy {IHBH} was discussed and a minor deletion was made and is ready for first read by the School Board.

Policy IMBC,R – Alternative Credit Options will be placed on hold from deletion until the proposed ELO policy {IHBH} comes into effect. No additional action was taken on this policy.

Policy IMBD – High School Credit for 7/8 Grade Advanced Coursework – This is another policy being reviewed in conjunction with the proposed ELO policy {IHBH} which had revisions made and cross references added. Ready for first read.

Policy GBEB – Staff Conduct with Students – The policy was pulled by the School Board and sent back to the policy committee for additional revisions. A minor deletion and addition to the language was made. This will return to the School Board for a first read.

Policy GBCD – Background Investigation and Criminal Records Check – A discussion ensued with the committee asking for additional legal interpretation before moving forward. This policy is placed on hold.

Policy IJOC – School Volunteers – Committee suggested that as this policy is connected to the Background policy, that it also be placed on hold for additional legal interpretation.

Meeting ended at 4:55 PM – Next meeting December 14, 2016.

Respectfully submitted,
Wendy L. DiFruscio