

**Oyster River Cooperative School District**

**REGULAR MEETING**

**April 19, 2017**

**Oyster River High School**

**6:30 p.m.**

**SCHOOL BOARD MEMBERS:** Denise Day, Kenny Rotner, Maria Barth, Michael Williams, Tom Newkirk, and Al Howland Student Representative: H. Wilson  
Not Present: Dan Klein

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Dennis Harrington, and Catherine Plourde

There were two members of the public present.

**I. CALL TO ORDER:**

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

Tom Newkirk announced that this has been a week of sadness with the passing of teacher Pam Raiford. Kenny Rotner read a statement in her honor. The Board had a moment of silence to recognize her passing.

**APPROVAL OF MANIFESTS:**

Payroll Manifest #21: \$944,644.17

Vendor Manifest: #23: \$227,930.40

**II. APPROVAL OF AGENDA:**

Tom Newkirk suggested two changes for the agenda: Discussion to approve a workshop on the competency program and Patrick Mohan's audit report to be moved after announcements.

**Denise Day moved to approve the approval of the agenda with the above revisions, 2<sup>nd</sup> by Al Howland. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL OF MINUTES:**

**Motion to approve the minutes of April 5, 2017:**

**Denise Day moved to approve the minutes of April 5, 2017, 2<sup>nd</sup> by Al Howland. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**Motion to approve nonpublic minutes of April 5, 2017.**

**Denise Day moved to approve the nonpublic meeting minutes of April 5, 2017, 2<sup>nd</sup> by Al Howland. Motion passed 6-0.**

## **V. ANNOUNCEMENTS COMMENDATIONS and COMMENTS**

**A. District:** Dennis Harrington of Moharimet commented on the value of the zip line at the school. He has met with the incoming principal many times. It is a pleasure to work with him and it will make the transition at Moharimet smooth.

Catherine Plourde thanked fellow administrators and staff for helping while she recovered from surgery. It is great to be part of a District where everyone supports you.

Superintendent Morse announced that Doris Demers was awarded the School Nutrition 2017 Director of the Year in NH. Congratulations on a job well done. Doris feels that it wouldn't be possible without the support of the District and the staff she works with.

**B. Board:** Tom Newkirk noted that Corey Parker Athletic Director of the District has accepted a position in Bedford and will be missed. He has been great to work with.

Denise Day commented that Pam Raiford will be missed. She was great in accommodating different learning styles and we were fortunate to have her in the District. Denise saw the Seussical Production at Mast Way last evening. Pam Felber did a great job with the kids.

Maria Barth commented that there is a 80/20 split of houses with kids in the District. With more families moving in, how will this be changing? Superintendent Morse replied that the percentage is a very common New England issue and it is a reality of an aging population. Denise Day mentioned that the Long Range Planning Committee could look at this and gather information.

### **Audit:**

Patrick Mohan of Melanson Heath reviewed the Management Letter and Audit with the Board. The Oyster River Cooperative School District is in accordance with auditing standards. He reviewed the prior year recommendations with the Board. He also detailed that beginning in fiscal year 2018, the District will be required to implement the Government Accounting Standards Board Statement 75 Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions (OPEB). Patrick acknowledged that there is a lot of work in the audit and the financial office at Oyster River is a pleasure to work with.

Superintendent Morse thanked Patrick for his reporting tonight and he commended Sue Caswell and her staff for all their hard work.

**VI. DISTRICT REPORTS:**

**A. Assistant Superintendent Curriculum and Instruction Report:**

Todd Allen reported that Smarter Balanced Testing at the Middle School has begun and on May 4<sup>th</sup> will begin at the Elementary Schools. SAT and PSAT went very well. The freshman did a day long STEM Program and the seniors did a day of community service. It has gone smoothly.

Todd also mentioned that enrollments are up in the Summer Reach Camps. There are a wide range of activities run by Oyster River staff.

**B. Superintendent's Report:** Superintendent Morse thanked Kenny Rotner for his words about Pam Raiford. Superintendent Morse said that Pam Raiford was the best Educator that he has ever worked with.

Superintendent Morse attended the Suessical Play last night. The musical was phenomenal and was truly inspiring.

Superintendent Morse reviewed the projected elementary enrollment with the Board:

**Mast Way 2017-18 Enrollment Projections:**

Kindergarten:	69
Grade 1:	61
Grade 2	72
Grade 3	63
Grade 4	66
Total:	331

**Moharimet 2017-18 Enrollment Projections:**

Kindergarten:	44
Grade 1:	55
Grade 2:	64
Grade 3:	83
Grade 4:	75
Total:	321

He will be coming to the Board for a discussion about potentially hiring an additional Kindergarten and second grade position at Mast Way. These would be the last two spaces for classrooms available at Mast Way. Superintendent Morse wants to review the budgets to see how we could allocate the resources for these two positions.

He also discussed the possibility of moving Board goals earlier in the year. He reviewed the goals from this past year and their status.

Oyster River Communication Protocol/Strategy: Status: Completed but needs to continue.

Inform the Public of the Condition of the Oyster River Middle School Facility and to engage in a Dialogue with all stake holders to determine community priorities. Status: He is recommending that the Board create a Facilities Committee as one of their goals for this year.

Expand World Language in Spanish, French to Grade 6 and Chinese in 2017-18 and explore in Grade 5 in 2018-19. Begin investigation of World Language expansion to Grades K-4 in 2018-19. Status: Completed but needs to continue.

Start Times for all Schools: Status: Completed for fall of 2017. Maria Barth asked how they will be able to measure the success of the late start time. Superintendent Morse said that the Wellness Committee will be surveying the students and they will be sharing the baseline data when it becomes available.

Mental Health and Wellness: They have worked very hard on this goal. Status: This goal needs to be continued and focus on student needs rather than community outreach.

Superintendent Morse summarized by saying how much administratively they appreciate the Board's focus on these goals.

**C. Business Administrator:**

**Business Card Resolution Form for School Board Approval**

Sue Caswell explained that they have had a difficult time getting these cards to work for them with only a \$5,000 limit. They are looking to extend these cards to a \$10,000 limit.

**Kenny Rotner moved to authorize signing the business Card Resolution Form to extend the limit from \$5,000 to \$10,000 2<sup>nd</sup> by Denise Day. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**D. Student Senate:**

Student Representative Hannah Wilson reported that the spring festival has been cancelled and they are working on class elections. Prom will be on May 20<sup>th</sup> at the Rivermill in Dover. This Thursday the Mouth of the River will be hosting a quarterly coffeehouse at 7:00 PM in the multi-purpose room. The students attended a distracted driving seminar which is an important topic that affects high school student. It was an informative guest speaker.

**E. Other:** None

**VII. DISCUSSION ITEMS**

**Manifest Review Process:** Tom Newkirk talked to the Board about the Manifest Review Process. Kenny Rotner suggested either involve establishing a dollar value threshold or whether they wanted to make it an informal process that two Board members go to the SAU and review them. Maria Barth feels that the process in place is transparent and is their obligation to the taxpayers. Denise Day feels that it is important and she learns a lot by reviewing them. Al Howland agrees that having it before the meeting is the best use of time. Kenny Rotner suggested that maybe two people review instead of four. Maria Barth noted that if a change is made to two people, then it will need to be changed in the policy.

**Kenny Rotner moved that as per guidelines RSA 197:23-A that we authorize that upon orders of two members of the school board appoint two members plus one alternate that are empowered by the SB to authorize payments, 2<sup>nd</sup> by Denise Day. Michael Williams would like to see the Policy Committee make the changes to the Manifest Policy before making decisions. Upon Board consensus, Kenny withdrew his motion and Denise withdrew her second to the motion.**

**School board Committee Assignments:**

Negotiations Committee: Tom Newkirk, Al Howland, Dan Klein

Policy Committee Maria Barth, Kenny Rotner, Denise Day

Facilities Committee: Maria Barth, Michael Williams, Kenny Rotner

Wellness Tom Newkirk

Long Range Planning Denise Day

Sustainability: Dan Klein

NHSBA Delegate: Tom Newkirk and Maria Barth

**Denise Day moved to approve the above list of committee assignments, 2<sup>nd</sup> by Michael Williams. Motion passed 6-0.**

**Workshop:** Tom Newkirk would like a workshop scheduled to review the competency reporting at the Middle School.

**Tom Newkirk moved to approve a Board workshop on May 10<sup>th</sup> at the ORHS Library, 2<sup>nd</sup> by Denise Day. Al Howland thinks that a workshop would let them delve deeper. Motion passed 6-0.**

#### **VIII. ACTIONS:**

**A. Superintendent's Action:** None

**B. Board Action Items:**

**Motion to accept the resignation of ORHS Athletic Director: Denise Day moved to approve the resignation of ORHS Athletic Director, 2<sup>nd</sup> by Kenny Rotner. Motion passed 6-0.**

**Motion to approve ORMS vacancies:**

**Clayton Cahoon - Math Teacher**

**Rheanna Cote - School Counselor**

**Jordan Hicks - Social Studies**

**Al Howland moved to approve the above ORMS vacancies, 2<sup>nd</sup> by Denise Day. Motion passed 6-0.**

**Al Howland moved to approve Alicia Hopkins 1:1 School Nurse at Moharimet and Ian Riddell - School Nurse at the High School, 2<sup>nd</sup> by Denise Day. Motion passed 5-0-1 with Kenny Rotner abstaining.**

**Mast Way Stipend Activity:**

**Al Howland moved to approve Mast Way Activity Stipend for Susan Leifer Science Friday's Coach \$400, 2<sup>nd</sup> by Michael Williams. Motion passed 6-0.**

**Motion to approve ORHS Volunteer Coaches and ORMS Coach:**

**Volunteer Position:**

**Nathaniel Morneault Boys Lacrosse, Deidre Brown Varsity Softball**

**Paid Position**

**Heather Concannon Middle School Track and Field**

**Denise Day moved to approve the above list of volunteer coaches and ORMS coach, 2<sup>nd</sup> by Al Howland. Motion passed 6-0.**

**Motion to approve the List of Policies:**

**Policies for Second Read**

**School Board Self Evaluation and Goal Setting: BA**

**Evaluation Questions/Individual Board Workshop: BA-R1 and R2**

**Roles and Duties of the School Board Chairperson BBAB**

**Kenny Rotner moved to approve the above list of policies, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0.**

**Denise Day moved to approve adjustments to Superintendent Contract: increase 2.5% salary, extend contract to 2023, and capping of payout for insurance 2<sup>nd</sup> by Maria Barth. Motion passed 6-0.**

**IX. SCHOOL BOARD COMMITTEE UPDATES:**

Kenny Rotner reported that the Policy Committee met. They discussed the field trip policy and will be bringing it forward to the Board.

**X. PUBLIC COMMENTS:** None

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:**

May 3<sup>rd</sup> Regular Meeting at Mast Way

May 10<sup>th</sup> Workshop – ORHS Library

May 17<sup>th</sup>: Regular Meeting at Moharimet

**XII. NON-PUBLIC SESSION RSA 91-A:3 II (a)(c)**

- Superintendent Contract (1)
- Personnel Matter (2)

**NON-MEETING SESSION: RSA91-A2 I : None**

**Kenny Rotner moved to enter into nonpublic at 9:15 PM under RSA 91-A:3 II (a) and (c) for superintendent contract (1) and personnel matter (2), 2<sup>nd</sup> by Al Howland. Upon roll call vote the motion passed 6-0.**

**Kenny Rotner made a motion at 9:24 PM to return to public session. The motion was seconded by Denise Day and passed 6-0.**

While in public session, **Kenny Rotner made a motion to seal the non-public minutes (2) as releasing information would adversely affect the reputation of a person other than a Board member, seconded by Allan Howland and passed 6-0 by a roll call vote.**

**XIII. ADJOURNMENT:**

**Maria Barth made a motion at 9:26 PM to adjourn and it was seconded by Denise Day. The motion passed 6-0.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary