

**Oyster River Cooperative School District  
REGULAR MEETING**

**August 20, 2014** **Oyster River High School, C-124** **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. PLEDGE OF ALLEGIANCE (7:00 pm)**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
  - Motion to approve: 07/09/14 manifest, 07/16/14 regular and 7/30/14 manifest meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent's Report**
    - Enrollment Update
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other:**
    - Strings Program vision and goals – Andrea von Oeyen
    - Strategic Plan - Finance/Operations -1<sup>st</sup> Read
    - ORCSD Bus Routes
- VII. DISCUSSION ITEMS**
  - Suggested Comparison List of School Districts
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to approve FY 15-16 Budget Goals
    - Motion to affirm the hiring of ORHS Speech and Language Pathologist.
    - Motion to affirm the hiring of ORMS Language Arts Teacher.
    - Motion to affirm the hiring of Moharimet Grade 4 Teacher for Leave of Absence coverage
    - Motion to amend previously approved Moharimet Maternity Leave of Absence to one year.
    - Motion to approve Moharimet Leave of Absence from BOY to October 20, 2014
    - Motion to approve Elementary Stipend Activities nominations
    - Motion to approve ORHS/ORMS Coach/volunteer nominations
    - Motion to approve ORMS/Activity Advisors for 2014-15 year
    - Motion to approve ORHS Department Head/Activity Advisors for 2014-15 year
    - Motion to approve list of policies.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 9/3/14, 9/17/14 regular meeting  
10/24/14 School Board Budget Workshop
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Needed}**  
**NON-MEETING SESSION: {If Needed}**

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

**Respectfully submitted,  
Superintendent**

**If you require special  
communication aids, please  
notify us 48 hours in  
advance.**

**Oyster River Cooperative School District  
SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes unless extended by the Chair. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed.

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

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

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

Oyster River Cooperative School District Members:

- |                  |                            |
|------------------|----------------------------|
| • Maria S. Barth | Term on Board: 2012 –2015  |
| • Thomas Newkirk | Term on Board: 2013 - 2016 |
| • Kenneth Rotner | Term on Board: 2013 - 2016 |
| • Sarah Farwell  | Term on Board: 2014 - 2017 |
| • Denise Day     | Term on Board: 2014 - 2017 |
| • Allan Howland  | Term on Board: 2012 - 2015 |
| • Edwin Charle   | Term on Board: 2012– 2015  |

**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  
Manifest Meeting  
July 9, 2014  
Oyster River High School C120

Administrators Present:

Sue Caswell, Business Administrator

School Board Member Present:

Al Howland,  
Kenny Rotner,  
Ed Charle,  
Denise Day

Meeting was called to order at 5:30 PM.

Manifest signed.

Kenny Rotner made a motion to adjourn at 5:50 PM seconded by Denise Day.  
Motion passed 4-0.

Respectfully submitted,

Al Howland

**Oyster River Cooperative School Board  
Regular Meeting**

**July 16, 2014**

**6:30 p.m.  
Draft**

**School Board Members:** Tom Newkirk, Al Howland, Maria Barth, Ed Charle, Kenny Rotner, Sarah Farwell, Denise Day and Student Representative Payal Nanda

**Administrators:** Superintendent Morse, Sue Caswell, Todd Allen, Dennis Harrington, Carolyn Eastman, Carrie Vaich

There was 1 member of the public present

**I CALL TO ORDER at 6:30. Review of Manifests 6:30 – 7:00**

**II PLEDGE of ALLEGIANCE**

**III PUBLIC COMMENTS:**

**IV APPROVAL OF June 18<sup>th</sup> Minutes: Kenny Rotner moved to approve the June 18<sup>th</sup> minutes, 2<sup>nd</sup> by Denise Day.**

Insert "The cost of the Chinese Program will be one way transportation from each elementary school and a possible aid for special education students."  
Sarah Farwall's concern "If foreign language gets expanded at some point it will have to be a discussion on which language will be added."

Page 2 2<sup>nd</sup> paragraph "End 68 hours of hunger program" instead of "Project 68"  
Page 5 and to get progress report of student achievement in Oyster River as compared to the comparison group that is decided on.

**The motion passed with the above revisions 7-0 with the Student Representative voting in the affirmative.**

**APPROVAL of MANIFESTS:**

Vendor Manifest #28: \$42,513.81

Vendor Manifest #3: \$652,326.96

**V ANNOUNCEMENTS AND COMMENDATIONS:**

Carolyn Eastman announced that the Summer Reach Program is up and running. It is a great successful collaboration!!

**VI DISTRICT REPORTS**

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

None

**B Superintendent's Report:**

**All Day Kindergarten Update:** Superintendent Morse reported that they have begun the organization of the All Day Kindergarten Committee. It will gear up with the addition of parents to the Committee in the fall.

**Enrollment Update:**

Middle School:

Grade 5: 158

Grade 6: 174

Grade 7: 171

Grade 8: 162

Total: 665

High School

Grade 9: 199 Tuition: 25

Grade 10: 187 Tuition: 21

Grade 11: 149 Tuition: 18

Grade 12: 194 Tuition: 17

Total: 729 81

Mast Way

Kindergarten: 49

Grade 1: 52

Grade 2: 58

Grade 3: 51

Grade 4: 73

Total: 283

Moharimet:

Kindergarten: 60

Grade 1	68
Grade 2:	93
Grade 3:	93
Grade 4:	81
Total:	395

**FY15-16 Budget Goals (first read):**

Sue Caswell discussed last year's Budget Goals for the Board for the Board's review for the August meeting discussion.

Using some estimating assumptions, Sue outlined what increases might look like for FY2016:

Teacher Salaries	\$441,969
ORPASS/ORBDA Negotiations	\$200,000
Facilities	\$200,000
Technology	\$200,000
Total:	\$1,041,969

**C Budget Calendar:**

August 20	School Board Goals FY16 Budget
October 17	Draft Budget Distribution
October 23	Workshop Session with the Board 8:00-4:00
October 29	Budget Workshop with Board 7:00
November 12	Budget Workshop with Board 7:00
November 19	Regular Board Meeting Budget Discussion
December 3	Regular Board Meeting Set Budget, Approval of Warrant Articles 7:00
January 14	Public Hearing 7:00 High School Auditorium
February 3	First Session/Deliberative Session 7:00
March 10	Second Session/Voting by Ballot

**Kenny Rotner moved to approve the Budget Process Calendar for 2015-2016, 2<sup>nd</sup> by Al Howland. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Computer Lease:** Sue Caswell detailed the financing proposal for the laptops as discussed during the budgeting process. Our budget has the funding to support a three year, thirty-six month lease for this hardware. This lease will provide 595 laptops for students and staff. Josh Olstad reviewed the details of the equipment to the Board.

**Al Howland moved to approve the thirty six month computer lease, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Student Senate Report:** Payal Nanda reported that once fall comes, the Student Senate will be planning Student Week.

**Facilities Update: Jim Rozycki**

Jim Rozycki gave a facilities update presentation to the Board:

**Custodial Services:**

Challenges:

3 employee turnovers this year at the Middle School  
Other employee long term outages for personal health reasons  
Event coverage at the High School  
Safety training  
2 workplace injuries in July 2014

Accomplishments

Careful placement of new staff thorough interviews with building principal  
SpaceCare cleaning system implemented at Moharimet and Mast Way, MS & HS fall 2014  
Regular head custodian meetings  
Custodial inspections performed by supervisor and head custodian  
Daily safety briefs  
No workplace injuries the entire school year  
Strong attendance at Facility Masters Conference  
Custodians identifying facilities repair needs. Performing light maintenance with new tools

Moral boost through Strategic Planning sessions

**Grounds Services:**

Challenges:

Keeping up with District mowing schedule around High School athletic needs  
Fertilizing products and schedule  
Vehicle/equipment longevity  
Mulch bed maintenance  
Graduation set up week  
Field wear and tear  
Plowing

Accomplishments:

Grounds staff performing corrective maintenance over winter season  
New seasonal groundskeeper to continue mowing schedule and mulch bed maintenance  
Positive feedback with athletic field upkeep  
In-house repairs and maintenance of machinery and vehicles, Snow blower replacement plan  
Reduction in snow removal OT and supplies mostly due to contracting  
Moharimet and increased communication  
Varsity field prep for new sod done in-housing saving \$1,000  
Grounds staff replaced Moharimet Gate opener saving \$1,500  
In-depth playground inspections planned.

**Maintenance Services:**

Challenges:

Staff turnover in January  
Quality of completed work  
Vehicle issues, vans not practical  
Work order repair response time and attitude of staff  
Ambition to tackle larger repairs, many items contracted out



Accomplishments:

Maintenance technician hired for second shift, increased response time and productivity

Positive feedback on quicker response time and quality

Maintenance attended Siemens training free of charge

New utility van \$20,000 Aramark cash grant

2 major plumbing repairs at the Middle School saving \$1200

In house staff rebuilt two circulator pumps at high School savings 1,000

In house staff repaired fire pump water line at Mast Way saving \$2,100

Jamie and staff replaced compressor on High School A/C unit saving \$3,000

Unit vent motor install by in house staff at Middle School saving \$700

**Items of Mention:**

Project managing the restroom renovation at the Middle School (CIP)

Anticipated savings of \$30,000

(\$90,000 budgeted). Using in-house staff and vendor discounts.

In-house staff assisted in removing wall items and equipment for Moharimet Café/gym addition.

Grounds crew power washed Mast Way exterior in prep for contract wall repairs and painters resulted in meeting our budgeted amount

Self-Identified work orders.

Monthly meetings with Siemens

Routine Principal meetings

Coordination with Middle Schools' Service Palooza

Staff engagement has increased, Strategic Planning

Employee appreciation cook-out

The Board thanked Jim for his presentation and all his hard work in the District.

**DISCUSSION ITEMS:** None

**ACTIONS**

**Motion to accept the resignation of ORHS Speech and Language**

**Pathologist: Al Howland moved to accept the resignation of ORHS Speech**

**and Language Pathologist, 2<sup>nd</sup> by Kenny Rotner. Motion approved unanimously with the Student Representative voting in the affirmative.**

**Motion to affirm the hiring of two ORHS Teachers for .6 Science and Special Education: Al Howland moved to affirm the hiring of two ORHS Teachers for .6 Science and Special Education, 2<sup>nd</sup> by Kenny Rotner. Motion approved unanimously with the Student Representative voting in the affirmative.**

**Motion to affirm the hiring of Assistant Director of Special Services: Al Howland moved to affirm the hiring of Assistant Director of Special Services, 2<sup>nd</sup> by Kenny Rotner. Motion approved unanimously with the Student Representative voting in the affirmative.**

**Motion to affirm the hiring of two ORMS Grade five teachers: Kenny Rotner moved to affirm the hiring of two ORMS Grade five teachers, 2<sup>nd</sup> by Al Howland. Motion approved unanimously with the Student Representative voting in the affirmative.**

**Motion to affirm the hiring of ORMS School Psychologist: Al Howland moved to affirm the hiring of ORMS School Psychologist 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.**

The Board discussed with the Superintendent recording in the minutes when teachers or personnel switch positions within the District.

**Policies:**

**Al Howland moved to approve Policy GCCBC Family and Medical Leave Act, Policy DIA Fund Balance, Policy DID Fixed Assets, and Policy DM Cash in School Buildings for a first read, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**School Board Committees:**

Denise Day reported that the Long Range Planning Committee met. The Building Principals attended as well as Allison Mueller a local realtor attended.

The number of home sales are on par as last year's sales. Their next meeting is August 4<sup>th</sup>.

Maria Barth reported that the Policy Committee met and they are going to schedule an additional Board meeting on the Class Size Policy.

**PUBLIC COMMENT:**

None

**CLOSING ACTIONS**

**Future Meeting Dates:** August 20, 2014 Regular Meeting

The Board went into a recess nonmeeting to discuss the strategy or negotiations with respect to collective bargaining for ORPaSS and ORBDA.

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

Oyster River Cooperative School District  
Manifest Meeting  
July 30, 2014  
Oyster River High School C120

Administrators Present:

Sue Caswell, Business Administrator

School Board Member Present:

Tom Newkirk,  
Kenny Rotner,  
Ed Charle,  
Sarah Farwell

Meeting was called to order at 5:30 PM.

Manifest signed.

Tom Newkirk made a motion to adjourn at 5:50 PM seconded by Kenneth Roner.  
Motion passed 4-0.

Respectfully submitted,

Susan Caswell

# Mast Way 2014-15 Registration Numbers

8/14/2014

Total 284

K	49
1st	54
2nd	58
3rd	49
4th	74

**Total 2014-15** 284 0 284

Kindergarten	Total	Female	Male	Madbury	Lee	Durham	Total
Parsons AM	16	7	9		9	7	32
Parsons PM	16	8	8		7	9	32
Korjolbsen AM	17	6	11		14	3	34
Needs placement							1
	<b>49</b>	<b>21</b>	<b>28</b>		<b>30</b>	<b>19</b>	<b>98</b>
<b>1st Grade</b>							
Burke	17	8	9		11	6	17
Desroches	18	10	8		12	6	36
Handwork	18	11	7		13	5	36
Needs placement	1		1		1		
	<b>54</b>	<b>29</b>	<b>25</b>		<b>37</b>	<b>17</b>	<b>108</b>
<b>2nd Grade</b>							
Jones	19	10	9		10	9	38
Moulton	20	9	11		15	5	40
Yerkes	19	10	9		12	7	38
Needs placement							2
	<b>58</b>	<b>29</b>	<b>29</b>		<b>37</b>	<b>21</b>	<b>116</b>
<b>3rd Grade</b>							
Drew	16	9	7		13	3	32
Paquette	15	8	7		9	6	30
McCormick 3rd	8	3	5		6	2	16
Webb 3rd	10	6	4		4	6	20
Needs placment							
	<b>49</b>	<b>26</b>	<b>23</b>		<b>32</b>	<b>17</b>	<b>98</b>
<b>4th Grade</b>							
Buswell	19	9	10		17	2	38
Bowden-Gerard	20	8	12		11	9	40
George	18	8	10		13	5	36
McCormick 4th	9	4	5		3	6	18
Webb 4th	8	4	4		5	3	16
Needs placment							2
	<b>74</b>	<b>33</b>	<b>41</b>		<b>49</b>	<b>25</b>	<b>148</b>
					185	Lee	
					99	Durham	
					<b>284</b>	<b>Total</b>	

# Moharimet 2014-15 Registration

	6/17/2014	7/9/2014	7/15/2014	7/22/2014	7/24/14	8/1/2014	8/14/2014
K	60	60	62	64	65	65	63
1st	67	68	69	69	71	72	74
2nd	92	93	93	94	94	94	93
3rd	91	93	93	93	93	93	94
4th	78	81	81	81	81	83	85
<b>Total</b>	<b>388</b>	<b>395</b>	<b>398</b>	<b>401</b>	<b>404</b>	<b>407</b>	<b>409</b>

Kindergarten	Total	Boys	Girls
Chartrand AM	15	10	5
Chartand PM	16	10	6
Raspa AM	15	9	6
Lapierre PM	16	10	6
Need Placement	1		1
	<b>63</b>	<b>39</b>	<b>24</b>
<b>1st Grade</b>			
Hall	22	10	12
Bradley	21	11	10
Dolcino	21	10	11
Need Placement	0	0	0
	<b>74</b>	<b>36</b>	<b>38</b>
<b>1st/2nd Grade</b>			
Torr 1st	10	5	5
2nd	11	7	4
<b>2nd Grade</b>			
Hoff	21	11	10
Nadeau	19	9	10
Reilly	21	13	8
Winsor	21	10	11
Need Placement			
	<b>93</b>	<b>50</b>	<b>43</b>
<b>3rd Grade</b>			
McManus	22	12	10
O'Byrne	21	10	11
Schmitt	22	11	11
Larson-Dennen	21	11	10
Need Placement	0	0	0
	<b>94</b>	<b>48</b>	<b>46</b>
<b>3rd/4th Grade</b>			
Swift 3rd	8	4	4
4th	15	8	7
<b>4th Grade</b>			
Lee	23	12	11
Fitzhenry	23	10	13
Van Ledtje	23	10	13
Need Placement	1		1
	<b>85</b>	<b>40</b>	<b>45</b>

# Oyster River High School

## Enrollment Update

August 14, 2014

<b>Grade</b>	<b>Resident</b>	<b>Tuition/Barrington</b>	<b>Total by Grade</b>
9 <sup>th</sup>	174	24	198
10 <sup>th</sup>	165	20	185
11 <sup>th</sup>	124	20	144
12 <sup>th</sup>	173	18	191
<b>Total</b>	<b>636</b>	<b>82</b>	<b>718</b>

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# Oyster River Middle School

## Enrollment Update

August 14, 2014

<b>Grade</b>	<b>Total</b>
5 <sup>th</sup>	161
6 <sup>th</sup>	178
7 <sup>th</sup>	173
8 <sup>th</sup>	167
	<b>679</b>

STRATEGIC ACTION PLAN

<p><u>LONG TERM GOAL</u> {What is the goal for the next 3 – 5 school years?}</p> <p><b>Goal #1</b>                      The education, health,, and safety of our children are our top priorities. Decisions made regarding transportation, food service, technology &amp; facilities shall support this priority.</p>				
<p><u>SHORT TERM GOAL</u> {What is the goal for the next school year?}</p> <p><b>ORCSD Maintenance and Custodial Staff will Improve Safety/Problem Areas/Communications</b></p>				
<p><u>ACTION STRATEGIES</u>                      What specific actions will be taken to achieve this goal?</p>	<p><u>RESOURCES NEEDED</u>                      What financial &amp; human resources are needed to do this work?</p>	<p><u>PERSON RESPONSIBLE</u>                      Who will oversee the completion of this piece of the work?</p>	<p><u>TIMEFRAME</u>                      Estimated date for completion of this action step within the next year.</p>	<p><u>PROGRESS INDICATORS</u>                      What is the evidence we would accept that this action has successfully been completed?</p>
1. Train Staff How to Handle Materials used to clean 2. Review Injury Reports 3. Block Problem Areas in Buildings with Gates to limit Access. 4. Train to Improve Communications/ Awareness among staff and Community 5. Create signs to identify Location and Procedures for using Eye Wash Stations 6. Create Guidelines for Painting/Building Use and Determine How to Distribute Them	Jamie/Jim Accident Reports \$1,000/Catalogues Newsletter to Staff Principal Newsletters Website Guidelines Signage Appoint Committee Outside Groups/Staff	Sue JLMC Jamie/Jim Sue Jamie/Jim Committee of Custodians	6-30-15 1-1-15 10-1-14 8-15-14 1-1-15 6-30-15	Training Calendar Minutes Follow Up with Staff Draft by 7-30-14 Follow Up with Staff Final Guidelines



STRATEGIC ACTION PLAN

LONG TERM GOAL {What is the goal for the next 3 – 5 school years?}  
**Goal #1**  
 The education, health, and safety of our children are our top priorities. Decisions made regarding transportation, food, service, technology & facilities shall support this priority.  
 (Continued page 2)

SHORT TERM GOAL {What is the goal for the next school year?}  
**Improve Safety/Problem Solving/Communications**

<u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?	<u>RESOURCES NEEDED</u> What financial & human resources are needed to do this work?	<u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?	<u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.	<u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?
7. Improve Operational Efficiencies	Guidelines	Jim	6-30-15	Increase in Work Completion

STRATEGIC ACTION PLAN

<p><u>LONG TERM GOAL</u> {What is the goal for the next 3 – 5 school years?}</p> <p>Goal #2                      Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.</p>				
<p><u>SHORT TERM GOAL</u> {What is the goal for the next school year?}</p> <p>ORCSD Maintenance and Custodial Staff will work to apply the principles of sustainability in the conduct and operations of the schools.</p>				
<p><u>ACTION STRATEGIES</u>                      What specific actions will be taken to achieve this goal?</p>	<p><u>RESOURCES NEEDED</u>                      What financial &amp; human resources are needed to do this work?</p>	<p><u>PERSON RESPONSIBLE</u>                      Who will oversee the completion of this piece of the work?</p>	<p><u>TIMEFRAME</u>                      Estimated date for completion of this action step within the next year.</p>	<p><u>PROGRESS INDICATORS</u>                      What is the evidence we would accept that this action has successfully been completed?</p>
<p>1. Remove Carpet from all Buildings.</p>	<p>Funding to replace, Inventory of Carpets, Replacement Plan</p>	<p>Jim/Jamie</p>	<p>9-30-14 Identify all rooms with Carpet</p>	<p>Detailed List</p>
<p>2. Use Greener Products</p>	<p>Identify what we are currently using</p>	<p>Jamie/Jim/Staff</p>	<p>6-30-15</p>	<p>Plan for Replacement</p>
<p>3. Control Heat Loss in Buildings</p>	<p>Identify Areas of Concern</p>	<p>Head Custodians</p>	<p>6-30-15</p>	<p>Plan for Improvements</p>
<p>4. Implement Integrated Pest Management</p>	<p>Sample Plans/Procedures</p>	<p>Jim/Jamie</p>	<p>6-30-15</p>	<p>District Plan</p>

STRATEGIC ACTION PLAN

<p><u>LONG TERM GOAL</u> {What is the goal for the next 3 – 5 school years?}</p> <p>Goal #3 Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.</p>				
<p><u>SHORT TERM GOAL</u> {What is the goal for the next school year?}</p> <p>ORCSD Maintenance and Custodial Staff will be involved in decisions related to any capital improvement efforts.</p>				
<p><u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?</p>	<p><u>RESOURCES NEEDED</u> What financial &amp; human resources are needed to do this work?</p>	<p><u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?</p>	<p><u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.</p>	<p><u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?</p>
<p>1. Prepare to Support Potential Athletic Field Upgrades</p>	<p>Design/Plan for Field</p>	<p>Jim</p>	<p>6-30-17</p>	<p>Results of Engineering Study</p>
<p>2. Revise and Update the Capital Improvements Plan as Designated by the Facilities Study</p>	<p>Current Outline for CIP/All Items with Davis &amp; Goudreau Study</p>	<p>Jim/Sue</p>	<p>6-30-15</p>	<p>CIP Plan</p>
<p>3. Participate in Committee to Investigate Future Options for Middle School Improvement</p>	<p>Committee to Investigate Options</p>	<p>Dr. Morse</p>	<p>6-30-15</p>	<p>Minutes from meetings</p>
<p>4. Address Mast Way Parking Lot Water Retention Problem</p>	<p>Engineering Study/Consultant</p>	<p>Jim/Sue</p>	<p>10-30-14</p>	<p>Options Summary for 2015-16 Budget</p>

STRATEGIC ACTION PLAN

LONG TERM GOAL {What is the goal for the next 3 - 5 school years?}  
**Goal #3**  
 Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.

SHORT TERM GOAL {What is the goal for the next school year?}  
 ORCSD Maintenance and Custodial Staff will be involved in decisions related to any capital improvements efforts.  
 (Continued page 2)

<u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?	<u>RESOURCES NEEDED</u> What financial & human resources are needed to do this work?	<u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?	<u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.	<u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?
5. Oversee Moharimet cafeteria expansion project.	Contractors/Architects Meetings	Jim	10-31-14	Meeting minutes
6. Increase Budget for Capital Improvements until we reach 3% of Total Budget	School Board/Community Support	Jim/Sue	3-5 Years	Gradual Budget Increases

STRATEGIC ACTION PLAN

<p><u>LONG TERM GOAL</u> {What is the goal for the next 3 – 5 school years?}</p> <p><b>Goal #1</b>                      The education, health, and safety of our children are our top priorities. Decisions made regarding transportation, food, service, technology &amp; facilities shall support this priority.</p>				
<p><u>SHORT TERM GOAL</u> {What is the goal for the next school year?}</p> <p>ORCSD Transportation Department will Improve Communications and Safety Throughout the Department.</p>				
<u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?	<u>RESOURCES NEEDED</u> What financial & human resources are needed to do this work?	<u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?	<u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.	<u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?
1. Create Communications Team that will Meet Regularly.	Volunteers	Lisa	September 2014	Minutes of Meetings
2. Create Safety Team.	Volunteers-JLMC	Lisa	October 2014	Minutes of Meeting
3. Create Newsletter	Emails for all Drivers	Lisa	September 2014	Copies of Newsletters
4. Revise the System for Assigning Extra Trips	List of Trips Available	Lisa/Nancy	October 2014	Feedback from Drivers

LONG TERM GOAL {What is the goal for the next 3 – 5 school years?}

Goal #2

Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.

SHORT TERM GOAL {What is the goal for the next school year?}

ORCSD Transportation Department will Work to Apply the Principals of Sustainability in the Conduct and Operations of Transportation.

<u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?	<u>RESOURCES NEEDED</u> What financial & human resources are needed to do this work?	<u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?	<u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.	<u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?
1. Increase Ridership	Campaign, Establish the Walking Zones, Change Policies	Lisa/Sustainability	January 2015	Track Ridership
2. Coordinate Kindergarten Schedule for AM/PM	Discussion with Administration	SAU	January 2015	Analysis or Number of Buses Used

STRATEGIC ACTION PLAN

LONG TERM GOAL {What is the goal for the next 3 – 5 school years?}

Goal #3

Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.

SHORT TERM GOAL {What is the goal for the next school year?}

ORCSD Transportation Department will be Involved in the Decisions made Related to Bus Replacement and Maintenance.

<u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?	<u>RESOURCES NEEDED</u> What financial & human resources are needed to do this work?	<u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?	<u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.	<u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?
1. Follow Current Plan for Bus Replacement.  2. Investigate Options to Lease Buses.  3. Investigate Other Options for Office Location. Bring Buses Home Hire Own Mechanic	Bus Inventory  Vendors who Lease Buses.  Other Locations	Lisa  Lisa  SAU	October 2014  October 2014  January 2015	Replacement Plan  Proposals for Lease Options

<p><b>LONG TERM GOAL</b> {What is the goal for the next 3 – 5 school years?}</p> <p>Goal #1 The education, health, and safety of our children are our top priorities. Decisions made regarding transportation, food, service, technology &amp; facilities shall support this priority.</p>				
<p><b>SHORT TERM GOAL</b> {What is the goal for the next school year?}</p> <p>ORCSD Food Service Department will Improve Communications and Safety Through Training and Professional Development.</p>				
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve this goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>TIMEFRAME</b> Estimated date for completion of this action step within the next year.	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Market the Food Service Program	Powerpoint to explain Program Operation to Staff/PTO/Parents	Doris, Managers, Sue	12-31-14	Notes from Meetings
2. Provide Training for Staff	Funds for Workshops/Courses	Doris	6-30-15	Schedule for Trainings



LONG TERM GOAL (What is the goal for the next 3 - 5 school years?)

Goal #2

Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.

SHORT TERM GOAL (What is the goal for the next school year?)

ORCSD Food Service Department will Continue to Support Sustainability by Purchasing Local Foods and Utilize Produce from School Gardens

<u>ACTION STRATEGIES</u> What specific actions will be taken to achieve this goal?	<u>RESOURCES NEEDED</u> What financial & human resources are needed to do this work?	<u>PERSON RESPONSIBLE</u> Who will oversee the completion of this piece of the work?	<u>TIMEFRAME</u> Estimated date for completion of this action step within the next year.	<u>PROGRESS INDICATORS</u> What is the evidence we would accept that this action has successfully been completed?
1. Reach Out to Local Chefs to Help Showcase Local Foods	Coordinator/Grant Funds	Doris/Leadership	Ongoing 6-30-15	Event Held at Schools
2. Advertise for Program	Website/School Messenger Ads	Doris/Leadership	Ongoing	Copies of Ads/Script
3. Increase Farm to School Program/School Gardens	Coordinator/Grant Funds	Doris/Sustainability Committee	11-30-14	Report of Produce Used in Program

STRATEGIC ACTION PLAN

<p><b>LONG TERM GOAL</b> {What is the goal for the next 3 – 5 school years?}</p> <p><b>Goal #3</b> Financial prudence should guide all decisions to be among the best performing schools in New Hampshire.</p>				
<p><b>SHORT TERM GOAL</b> {What is the goal for the next school year?}</p> <p>ORCSD Food Service Department will Develop an Equipment Replacement Plan for each School</p>				
<b>ACTION STRATEGIES</b> What specific actions will be taken to achieve this goal?	<b>RESOURCES NEEDED</b> What financial & human resources are needed to do this work?	<b>PERSON RESPONSIBLE</b> Who will oversee the completion of this piece of the work?	<b>TIMEFRAME</b> Estimated date for completion of this action step within the next year.	<b>PROGRESS INDICATORS</b> What is the evidence we would accept that this action has successfully been completed?
1. Create an Inventory of Current Equipment	Existing Inventory Lists	Managers/Doris	9-30-14	Inventory List
2. Develop Equipment Replacement Plan	List of Needs	Managers/Doris	9-30-14	Plan for Replacement Equipment

BUS STOPS HAVE BEEN PULLED OUT OF MOST DEAD END ROADS AND CUL-D-SACS TO EASE RIDERSHIP TIME. PLEASE LOOK YOUR BUS UP.

**CHANGES ARE INDICATED IN RED**

ORCSD BUS ROUTES 2015

**MAST WAY AND MOHARIMET ELEMENTARY**

## MASTWAY ELEMENTARY ROUTES

**BUS NUMBER: 1**

DRIVER: **MS. CAROL**

<u>START TIME</u>	<u>BUS ROUTE</u>
8:15 AM	HIGH RD JCT OF BIRCH HILL RD & HIGH RD CAMPGROUND RD (LEE WADLEIGH FALLS RD FROM CAMPGROUND RD TO JAN LN AND BACK
8:41 AM	<b>MAST WAY ELEMENTARY SCHOOL</b>

**BUS NUMBER: 6**

DRIVER: MS. SMALL

<u>START TIME</u>	<u>BUS ROUTE</u>
8:20 AM	CALEF HWY FROM GEORGE BENNET RD HEADING SOUTH TO EPPING TOWN LINE DARBYFIELD COMMONS WITH GROUP STOP INSIDE PARKING LOT (TURN AROUND POINT FOR BUS) <b>JCT OF CALEF HWY &amp; PIPER LN</b> JCT OF WADLEIGH FALLS RD & PLUMMER LN <b>THURSTON DRIVE WITH GROUP STOPS AT:</b> <b>JCT OF THURSTON DR &amp; HALEY CT</b> <b>JCT OF THURSTON DR &amp; DEPOT LN</b> <b>JCT OF THURSTON DR &amp; MARGARET LN</b> <b>JCT WADLEIGH FALLS AND 2<sup>ND</sup> EARLE DRIVE</b>
8:43 AM	<b>MAST WAY ELEMENTARY SCHOOL</b>

**BUS NUMBER: 21**

DRIVER: MS. KIM

<u>START TIME</u>	<u>BUS ROUTE</u>
8:05 AM	FOREST PARK GROUP BUS STOP ON COLLEGE AVE MAST RD FROM DURHAM TO LEE JCT OF MAST RD & SWAAN DR CAPTAIN PARKER DR (TURN AROUND POINT FOR BUS) GARRITY RD <b>JCT OF TURTLE POND RD &amp; SACKETT RD</b> TURTLE POND RD FROM SACKETT RD TO MAST RD <b>STEPPING STONES RD STARTING AT TURTLE POND RD END</b> <b>JCT OF STEPPING STONES RD &amp; SHEEP RD</b> JCT OF STEPPING STONES RD & MORGAN LN TURN AROUND AT ROUTE 125 AND RETURN BACK DOWN STEPPING STONES RD JCT OF STEPPING STONES RD & SHEPPARD LN <b>JCT OF MAST RD AND ELDER OSBORNE RD</b>
8:37 AM	<b>MAST WAY ELEMENTARY SCHOOL</b>

**BUS NUMBER: 22**

DRIVER: MR. BILL

START TIME BUS ROUTE

8:10 AM **KELSEY RD AT THE NOTTINGHAM TOWN LINE**  
**TAMARACK RD WITH GROUP STOPS AT:**  
#20  
#36  
#51  
**KELSEY RD (LEE)**  
**FOX GARRISON RD**  
**JCT FOX GARRISON RD & THORNTON LN**  
**WADLEIGH FALLS RD FROM FOX GARRISON RD TO ROUTE 125**  
**JCT OF WADLEIGH FALLS RD & SPENCER LN**  
**DEMERITT AVE**  
**NORTH RIVER RD FROM ROUTE 152 TO CENTER OF LEE**  
**JACOB LANE**  
**FURBER DR**  
8:33 AM **MAST WAY ELEMENTARY SCHOOL**

**BUS NUMBER: 23**

DRIVER: MR. HARVEY

START TIME BUS ROUTE

8:15 AM **DAVIS LN (LEE)**  
**NORTH RIVER RD FROM ROUTE 125 TO RTE 152**  
**RIVERSIDE FARM DR GROUT STOPS AT:**  
JCT OF RIVERSIDE FARM DR & DUFF THOMPSON  
#37  
#42  
#17  
#3  
**HOBBS RD & SAWYER RD NEIGHBORHOOD BUS STOPS AT:**  
#24 SAWYER RD GROUP STOP  
#11 HOBBS RD GROUP STOP  
**BELLE LN GROUP STOP AT #60 & #11**  
**JCT OF LEE HOOK RD & KELSEY DR (DURHAM)**  
**LEE HOOK RD FROM NEWMARKET TOWN LINE TO CENTER OF LEE**  
8:37 AM **MAST WAY ELEMENTARY SCHOOL**

**BUS NUMBER: 24**

DRIVER: MS. COTTON

START TIME BUS ROUTE

8:10 AM **GEORGE BENNETT RD**  
**JCT OF CALEF HWY & ABENAKI TRAIL**  
**CALEF HWY FROM GEORGE BENNETT RD TO LEE CIRCLE**  
**WHEELWRIGHT DRIVE**  
**JCT OF MITCHELL RD & PINE KNOLL VILLAGE**  
**MITCHELL RD TURNING AROUND AT STEPPING STONES RD AND RETURN**  
**JCT OF GEORGE BENNETT RD & DURGIN DR**  
**MAST RD FROM CENTER OF LEE TO LIVE & LEARN EARLY LEARNING CENTER**  
**JCT OF MAST RD & ALDER BROOK WAY**  
**JAMES FARM GROUP STOP AT THE ENTRANCE LOOP**  
**LIVE & LEARN EARLY LEARNING CENTER**  
**MAST RD BACK TOWARD MAST WAY ELEMENTARY**  
**JCT OF MAST RD & NORTHSIDE DR**  
**JCT OF MAST RD & EVERGREEN TERRACE**  
8:35 AM **MAST WAY ELEMENTARY SCHOOL**

**BUS NUMBER: 27**

DRIVER: MS. MARION

START TIME      BUS ROUTE

8:05 AM    **JCT OF PACKERS FALLS RD & WISWALL RD**  
PACKERS FALLS RD FROM WISWALL RD TO NEWMARKET TOWN LINE; TURNING AROUND  
JCT OF PACKERS FALLS RD & LITTLE JOHN RD  
JCT OF PACKERS FALLS RD & CONSTABLE RD  
JCT OF PACKERS FALLS RD & SULLIVAN FALLS RD  
PACKERS FALLS RD FROM NEWMARKET TOWN LINE TO CARRIAGE WAY  
**JCT OF PACKERS FALLS RD & SURREY LN**  
CARRIAGE WAY ONE GROUP STOP  
GRIFFITH DR ONE GROUP STOP (PM STOPS AT EACH END OF GRIFFITH DR)  
**JCT OF WEDNESDAY HILL RD & PACKERS FALLS RD**  
WEDNESDAY HILL ROAD  
**JCT OF WEDNESDAY HILL RD & TOON**  
JCT OF WEDNESDAY HILL RD, JENKINS LN & OSPREY LN  
**JCT OF WEDNESDAY HILL RD & GRANGER DR**  
**JCT OF WEDNESDAY HILL RD & LAMPREY LN**  
**ALLENS AVE**  
8:35 AM    **MAST WAY ELEMENTARY SCHOOL**

**BUS NUMBER: 31 (REDISTRICTING - MAST WAY ONLY)**

DRIVER: MS. DOTTIE

START TIME    BUS ROUTE

8:00 AM    **WILLEY RD (MAST WAY)**  
**FFROST DR (MAST WAY)**  
**DENBOW RD (MAST WAY)**  
**PINECREST LN (MAST WAY)**  
**FFROST DR (MAST WAY)**  
**SANDY BROOK DR (MAST WAY)**  
**LONGMARSH RD (MAST WAY)**  
**NEWMARKET RD FROM LONGMARSH TO MILL POND RD**  
**JCT OF MILL POND RD & CHESLEY DR**  
**JCT OF MILL POND RD & FACULTY RD**  
**JCT OF FACULTY RD & THOMPSON LN**  
**JCT OF FACULTY RD & GARDEN LN**  
**MILL RD TOWARD PACKERS FALLS RD (MAST WAY STUDENTS ONLY)**  
**PACKERS FALLS RD PICKED UP ON MILL RD SIDE**  
**PACKERS FALLS RD FROM MILL RD TO JENKINS RD**  
**JENKINS RD (LEE)**  
8:40 AM    **MAST WAY ELEMENTARY SCHOOL**

**BUS NUMBER: 35**

DRIVER: MS. HOLLY

START TIME    BUS ROUTE

8:05 AM    **BENNETT RD**  
NEWMARKET RD FROM BENNETT RD TO NEWMARKET TOWN LINE  
STAGECOACH RD  
**ROSS RD WITH GROUP STOPS AT:**  
    **JCT OF ROSS RD & STAGECOACH RD**  
    **#11 ROSS RD**  
    **JCT OF ROSS RD & ROSS RD**  
    **JCT OF ROSS RD & ELLISON LANE**  
    **JCT OF ROSS RD & MEADER LN**  
BENNETT RD  
COLD SPRING RD GROUP STOP AT THE CIRCLE  
8:35 AM    **MAST WAY ELEMENTARY SCHOOL**

# MOHARIMET ELEMENTARY ROUTES

## **BUS NUMBER: 2**

DRIVER: MS. CINDY

<u>START TIME</u>	<u>BUS ROUTE</u>
8:00 AM	CONCORD RD FROM BARRINGTON TOWN LINE TO LEE CIRCLE CALEF HWY & PINECREST ESTATES CALEF HWY & CEDARWOOD ESTATES PINKHAM RD OLD MILL RD CONCORD RD FROM LEE CIRCLE TO ROUTE 155 OFF RAMP LIVE & LEARN EARLY LEARNING CENTER JCT OF TURTLE POND RD & JOE FORD RD SHERBURNE RD SPINNEY LN
8:35 AM	MOHARIMET ELEMENTARY SCHOOL

## **BUS NUMBER: 3**

DRIVER: MS. BRENDA

<u>START TIME</u>	<u>BUS ROUTE</u>
8:05 AM	JCT OF DOVER RD & BAYVIEW RD SANDY BROOK DRIVE WITH GROUP STOPS AT: JCT OF LONGMARSH RD & SANDY BROOK DR #43 #38 # 3 FFROST DR WITH GROUP STOPS AT: #38 #21 CUTTS RD WITH GROUP STOPS AT: #15 LONGMARSH RD JCT OF LONGMARSH RD & TIMBERBROOK LN BEECH HILL RD
8:40 AM	MOHARIMET ELEMENTARY SCHOOL

## **BUS NUMBER: 4**

DRIVER: MS. BONNIE

<u>START TIME</u>	<u>BUS ROUTE</u>
8:00 AM	CANNEY RD DOVER RD WHICH CHANGES OVER TO DURHAM RD; TURNING AROUND AT DOVER TOWN LINE AND RETURNING JCT OF BAGDAD RD & SOPHIE LN PERKINS RD FROM PENDEXTER RD TO EVANS RD EVANS RD CHERRY LN (MADBURY) PM ONLY (BUS 5 AM) KNOXMARSH RD BUS STOP ON NICCO RD PM ONLY (BUS 8 IN THE AM)
8:40 AM	MOHARIMET ELEMENTARY SCHOOL

**BUS NUMBER: 5**

**DRIVER: MS. LINDA**

START TIME BUS ROUTE

8:05 ADDRESS SPECIFIC STOPS

8:30 CHERRY LN (MADBURY) AM ONLY; BUS 4 PM

**8:40 AM MOHARIMET ELEMENTARY SCHOOL**

**BUS NUMBER: 8**

**DRIVER: MS. JANET**

START TIME BUS ROUTE

8:15 AM FOGG DR

MILL RD FROM FOGG DR TO WOODRIDGE RD

WOODRIDGE RD WITH GROUP STOPS AT:

JCT WOODRIDGE RD & BARTLETT RD

STOP SIGN AT WOODRIDGE RD & WOODRIDGE RD

JCT OF MILL RD AND HEMLOCK

JCT OF MILL RD & FOSS FARM

JCT OF COWELL DR

MADBURY RD FROM ROUTE 4 LIGHTS TO ROUTE 155

TASKER LN WITH ONE GROUP STOP INSIDE

LEE RD (MADBURY) WHICH CHANGES OVER TO KNOX MARSH RD; TURNING AROUND AT NICCO LN

**8:40 AM MOHARIMET ELEMENTARY SCHOOL**

**BUS NUMBER: 25**

**DRIVER: MS. BARB**

START TIME BUS ROUTE

7:55 AM JCT OF SNELL RD & RANDALL RD

SNELL RD

NEWTOWN PLAINS RD

HAYES ROAD

MOHARIMET DR WITH GROUP STOPS AT:

THE "Y" IN THE ROAD

# 25 MOHARIMET DR

HAYES RD

NUTE RD

HAYES RD

**8:25 AM MOHARIMET ELEMENTARY SCHOOL (8:40 AM HS VOCATIONAL SHUTTLE BUS TO SOMERSWORTH)**

**BUS NUMBER: 26**

**DRIVER: MR. CHUCK**

START TIME BUS ROUTE

8:10 AM DURHAM POINT RD

JCT OF DURHAM POINT RD & LANGLEY RD

DEER MEADOW ROAD BUS STOPS AT:

#10

JCT OF DEERMEADOW RD & FOX HILL RD

FOX HILL RD

DURHAM POINT RD BACK DOWN TO SUNNYSIDE DR

**8:40 AM MOHARIMET ELEMENTARY SCHOOL**

**BUS NUMBER: 29**

**DRIVER: MR. JOY**

**START TIME BUS ROUTE**

**8:15 AM** JCT OF DENNISON RD & WOODMAN RD  
COE DR  
BEARDS LNDG  
JCT OF BAGDAD RD & STROUT LN (INCLUDING NOBEL K PETERSON DR AND BAGDAD RD STUDENTS)  
JCT OF CANNEY RD & SUMAC LN  
PERKINS RD FROM DURHAM TOWN LINE TO PENDEXTER RD  
PENDEXTER RD  
**8:40 AM** MOHARIMET ELEMENTARY SCHOOL

**BUS NUMBER: 30**

**DRIVER: MR. MIKE**

**START TIME BUS ROUTE**

**8:00 AM** PISCATAQUA RD/ROUTE 4; STARTING AT ROUTE 108 ON RAMP HEADING EAST  
RIVERVIEW RD  
JCT OF RIVERVIEW RD & RIVERVIEW CT  
CEDAR POINT RD  
PISCATAQUA BRIDGE RD TURNING AROUND AT BAYVIEW RD AND RETURNING TO PISCATAQUA RD/ROUTE 4  
JCT OF PISCATAQUA BRIDGE RD & WATSON RD  
MORGAN WAY BUS STOP AT #1 PARKING LOT  
SHEARWATER ST WITH GROUP STOPS AT:  
#16  
JCT OF SHEARWATER ST & RAZORBILL CIR  
PISCATAQUA RD/ROUTE 4 WEST FROM SHEARWATER STREET TO DURHAM LIGHTS  
**8:29 AM** MOHARIMET ELEMENTARY SCHOOL

**BUS NUMBER: 32 (MOHARIMET ELEMENTARY ONLY)**

**DRIVER: MS. DILL**

**START TIME BUS ROUTE**

**8:05 AM** DURHAM POINT RD FROM NEWMARKET RD TO SUNNYSIDE DR  
JCT OF SUNNYSIDE & PINECREST LN (MOHARIMET BUS STOP FOR MAST WAY RESIDENTS ATTENDING MOHARIMET)  
JCT OF SUNNYSIDE DR & YORK DR  
WILLEY RD  
JCT OF FFROST DR & DENBOW RD  
PINECREST LANE  
JCT OF PINECREST LN & DENBOW RD  
LOOP CUL-DE-SAC OF PINECREST LN WITH BUS STOP AT THE Y IN THE ROAD  
JCT OF PINECREST LN & SUNNYSIDE DR  
DURHAM POINT RD FROM SUNNYSIDE DR TO NEWMARKET RD/ROUTE 108  
JCT OF DOVER RD & OLD LANDING RD  
**8:31 AM** MOHARIMET ELEMENTARY SCHOOL



**BUS NUMBER: 36**

DRIVER: MS. JENNIFER

**START TIME BUS ROUTE**

8:05 AM PUDDING HILL RD/FRESHET RD  
JCT OF PUDDING HILL RD & GARRISON LN  
JCT OF FRESHET RD & HOYT POND RD  
FRESHET RD TOWARD DOVER TOWN LINE  
BUNKER LN WITH GROUP STOPS AT:  
JCT OF JENKINS & FIRST STREET  
JCT OF JENKINS & SECOND STREET  
JCT OF JENKINS & THIRD STREET  
JCT OF JENKINS & FOURTH STREET  
JCT OF FOURTH STREET AND SECOND STREET (NEAR #8)  
DREW RD  
FRESHET RD FROM DOVER TOWN LINE TOWARD KNOX MARSH RD/ROUTE 155  
KNOX MARSH RD TO DOVER LINE; TURNING AROUND AND CONTINUING BACK ON KNOX MARSH RD

**8:37 AM MOHARIMET ELEMENTARY SCHOOL**

**BUS NUMBER: 38**

DRIVER: MS JODY

**START TIME BUS ROUTE**

8:15 AM MADBURY ROAD FROM 4-WAY STOP TO BAGDAD RD  
JCT MADBURY RD & WOODSIDE RD (INCLUDING BRIARWOOD LN)  
BAGDAD RD  
JCT BAGDAD RD/BAGDAD RD/EMERSON RD  
JCT OF EMERSON RD & LITTLEHALE RD  
JCT OF EMERSON RD & FITTS FARM DR  
JCT OF EMERSON RD & EDGEWOOD RD  
EDGEWOOD RD  
JCT OF DAVIS AVE & ADAMS CIR GROUP STOP  
JCT OF FAIRCHILD DR & ROCKY LN GROUP STOP  
MADBURY RD GROUP STOP ON MAPLE STREET @ 77 MADBURY RD  
MADBURY RD HEADING TOWARD ROUTE 4 LIGHTS  
HAMPSHIRE AVE & LUNDY LN & WOOD RD GROUP STOP

**8:35 AM MOHARIMET ELEMENTARY SCHOOL**

**BUS NUMBER: 39**

DRIVER: MS. JODI

**START TIME BUS ROUTE**

8:00 AM MILL HILL RD  
LITTLEWORTH RD FROM OLD STAGE RD TOWARD DOVER LINE AND BACK  
FRENCH CROSS RD  
LITTLEWORTH RD TO BARRINGTON TOWN LINE AND BACK TO OLD STAGE RD  
CHAMPERNOWNE GROUP STOP AT THE CIRCLE  
HUCKINS RD  
JCT OF OLD STAGE RD & MOSS LN  
JCT OF OLD STAGE RD & FERN WAY  
JCT OF OLD STAGE RD & ANDREW WAY  
JCT OF OLD STAGE RD & FITCH RD  
JCT OF OLD STAGE RD & FANCY HILL RD  
CAMPGROUND RD (MADBURY) ONE GROUP STOP AT:  
JCT OF RAYNES FARM RD/COLE CIR

**8:36 AM MOHARIMET ELEMENTARY SCHOOL**

BUS STOPS HAVE BEEN PULLED OUT OF MOST DEAD END ROADS AND CUL-D-SACS TO EASE RIDERSHIP TIME. PLEASE LOOK YOUR BUS UP.

**CHANGES ARE INDICATED IN RED**

ORCSD BUS ROUTES 2015

HS MS

**BUS NUMBER: 1**

DRIVER: **MS. CAROL**

<u>START</u>	<u>ROUTE</u>
6:55 AM	JCT OF BIRCH HILL RD & HIGH RD DARBYFIELD COMMONS GROUP STOP INSIDE THE PARKING LOT CALEF HIGHWAY (EPPING TOWN LINE TO ROUTE 152) JCT OF CALEF HWY & PIPER LN JCT MAST RD EXT & SPINNEY LN
7:20 AM	<b>OYSTER RIVER HIGH SCHOOL</b> <b>OYSTER RIVER MIDDLE SCHOOL</b>

**BUS NUMBER: 2**

DRIVER: MS. CINDY

<u>START</u>	<u>ROUTE</u>
6:55 AM	LITTLEWORTH RD (DOVER TOWN LINE TO FRENCH CROSS RD) FRENCH CROSS RD (TO DOVER TOWN LINE & BACK) JCT OF OLD STAGE RD & FITCH RD JCT OF OLD STAGE RD & FANCY HILL RD JCT OF OLD STAGE RD & CAMPGROUND RD KNOX MARSH RD (DOVER TOWN LINE TO PUDDING HILL RD) EVANS RD PERKINS RD (EVANS RD UP TO PENDEXTER RD)
7:20 AM	<b>OYSTER RIVER HIGH SCHOOL</b> <b>OYSTER RIVER MIDDLE SCHOOL</b>

**BUS NUMBER: 3**

DRIVER: MS. BRENDA

<u>START</u>	<u>ROUTE</u>
6:50 AM	CONCORD RD (BARRINGTON TOWN LINE TO LEE CIRCLE) JCT OF CALEF HWY & PINECREST ESTATES PINKHAM RD JCT OF SNELL RD & HILLS ACRES SNELL RD <b>ANGELL RD BUS STOP</b> CHERRY LN (MADBURY)
7:20 AM	<b>OYSTER RIVER HIGH SCHOOL</b> <b>OYSTER RIVER MIDDLE SCHOOL</b>

**BUS NUMBER: 4**

DRIVER: MS. BONNIE

<u>START</u>	<u>ROUTE</u>
6:50 AM	DAME RD (NEWMARKET TOWN LINE TO DURHAM POINT RD) BAY RD (DAME RD TO NEWMARKET TOWN LINE AND BACK) JCT DURHAM POINT RD & ADAMS POINT RD DURHAM POINT RD DOWN TO COLONEY COVE RD <b>WALK ZONE GROUP STOP AT JCT BAGDAD RD &amp; BUCKS HILL RD</b>
7:20 AM	<b>OYSTER RIVER HIGH SCHOOL</b> <b>OYSTER RIVER MIDDLE SCHOOL</b>

**BUS NUMBER: 6**

DRIVER: MS. SMALL

<u>START</u>	<u>ROUTE</u>
6:45 AM	CALEF HWY SOUTH (FROM GEORGE BENNETT RD TO ROUTE 152) TAMARACK RD GROUP STOPS AT THE "Y" #40 JCT WADLEIGH FALLS RD & PLUMER LN THURSTON DR WITH GROUP STOPS AT: JCT OF THURSTON DR & HALEY CT JCT OF THURSTON DR & MARGARET LN EARLE DR GROUP STOP AT #22 CONCORD RD/ROUTE 4 (LEE TRAFFIC CIRCLE TO DURHAM LIGHTS) AM ONLY
7:18 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 8**

DRIVER: MS. JANET

<u>START</u>	<u>ROUTE</u>
7:00 AM	MAST RD FROM CENTER OF LEE TO EVERGREEN TERRACE/NORTHSIDE RD BUS STOP MAST RD & EVERGREEN TER/NORTHSIDE RD TURTLE POND RD FROM ROUTE 4 OVERPASS TO MADBURY LEE RD IN MADBURY TO MADBURY RD JCT OF LEE RD & TASKER LN MADBURY RD JCT OF MADBURY RD & SARAH PAUL HILL RD PENDEXTER RD PERKINS RD FROM PENDEXTER RD TO DURHAM TOWN LINE WALK ZONE GROUP STOP AT MADBURY/DURHAM TOWN LINE ON PERKINS/CANNEY RD
7:25 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 21**

DRIVER: MS. KIM

<u>START</u>	<u>ROUTE</u>
6:50 AM	CAMPGROUND RD (LEE) RIVERSIDE FARM DRIVE WITH THREE GROUP STOPS AT: JCT OF RIVERSIDE FARM DR DUFF THOMPSON LN & #27 #4 NORTH RIVER RD MAST RD (ALDER BROOK WAY TO DURHAM) JCT OF MAST RD & ALDER BROOK WAY JCT OF MAST RD & ELDER OSBORNE DRIVE JCT OF MAST RD & CAPTAIN PARKER DR JCT OF MAST RD & SWAAN DR
7:20 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 22**

DRIVER: MR. BILL

<u>START</u>	<u>ROUTE</u>
6:45 AM	JCT OF NORTH RIVER RD & JACOB LN WADLEIGH FALLS RD (NORTHRIVER RD TO ROUTE 125) JCT OF WADLEIGH FALLS RD & SPENCER LN DEMERRITT AVE FOX GARRISON RD JCT OF FOX GARRISON RD & THORNTON LN FOX GARRISON RD FROM CALEF HWY/ROUTE 125 TO CARTLAND RD CARTLAND RD JCT OF CARTLAND RD & LITTLE RIVER RD LEE HILL RD TURTLE POND RD (MAST RD TO SHERBURN RD) SHERBURNE RD MAIN ST (FROM SHERBURNE RD UP TO ROUTE 4 ON RAMP)
7:21 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 23**

DRIVER: MR. HARVEY

<u>START</u>	<u>ROUTE</u>
6:55 AM	JCT OF GEORGE BENNETT RD & DURGIN DR GEORGE BENNETT RD WEDNESDAY HILL RD (MAST RD END) JCT OF WEDNESDAY HILL RD/ALLENS AVE/ DECATO DR JCT OF WEDNESDAY HILL RD & 1 <sup>ST</sup> LAMPREY LN JCT OF WEDNESDAY HILL RD & 2 <sup>ND</sup> GRANGER DR WEDNESDAY HILL RD TOWARD JENKINS LN JCT OF WEDNESDAY HILL RD & OSPREY LN & JENKINS LN JCT OF WEDNESDAY HILL RD & TOON LN JCT OF WEDNESDAY HILL RD & GRIFFITHS DR WEDNESDAY HILL RD TO END PACKERS FALLS RD (WEDNESDAY RD TO MILL RD) JCT OF PACKERS FALLS RD & GRIFFITH DR
7:21 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 24**

DRIVER: MS. COTTON

<u>START</u>	<u>ROUTE</u>
6:40 AM	TUTTLE RD JCT OF TUTTLE RD & MURRAY RD JCT OF TUTTLE RD & 1 <sup>ST</sup> BELLE LN JCT OF TUTTLE RD & 2 <sup>ND</sup> BELLE LN JCT OF TUTTLE RD & HOBBS RD/SAWYER RD WADLEIGH FALLS RD (TUTTLE RD TO LEE HOOK RD) LEE HOOK RD TO END JCT OF LEE HOOK RD & KELSEY DRIVE JCT OF LEE HOOK RD & TALL PINES RD
7:16 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 25**

DRIVER: MS. BARB

START    ROUTE  
6:41 AM    OLD MILL RD (LEE)  
              NEWTOWN PLAINS RD  
              JCT OF NEWTOWN PLAINS RD & CLAY LN – GROUP STOP  
              HAYES RD  
              MOHARIMET DR GROUP STOPS AT:  
                  THE “Y”  
                  #23  
              NUTE RD (TO BARRINGTON TOWN LINE & BACK)  
              JCT OF NUTE RD & HOOK MILL RD  
              HAYES RD (TO END AT HAYES RD/MILL HILL RD/TOWN HALL RD)  
              TOWN HALL RD  
              JCT OF TOWN HALL RD & MADBURY WOODS RD &  
7:16 AM    OYSTER RIVER HIGH SCHOOL  
              OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 26**

DRIVER: MR. CHUCK

START    ROUTE  
6:50 AM    PISCATAQUA RD/ROUTE 4 EAST (MADBURY LIGHTS TO DOVER LINE)  
              RIVERVIEW RD  
              CEDAR POINT RD  
              PISCATAQUA BRIDGE RD; TURNING AROUND AND RETURNING TO PISCATAQUA RD/ROUTE 4  
              JCT OF PISCATAQUA RD & WATSON RD  
              PISCATAQUA RD/ROUTE 4 (WEST FROM DOVER LINE TO ROUTE 108 EXIT)  
              MORGAN WAY AT JCT OF MORGAN WAY & WILLIAMS WAY (BUS TURN AROUND AT END OF WILLIAMS WAY ON MORGAN LN)  
              SHEARWATER ST GROUP STOP AT:  
                  #16  
                  JCT OF SHEARWATER ST & RAZORBILL CIR  
              DOVER RD (FROM ROUTE 4 OVERPASS TO CANNEY RD) AM (PM BUS 36 FROM CANNEY RD TO BAGDAD RD)  
              WALK ZONE GROUP STOP AT JCT BAGDAD RD & BUCKS HILL RD  
7:17 AM    OYSTER RIVER HIGH SCHOOL  
              OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 27**

DRIVER: MS. MARION

START    ROUTE  
7:00 AM    BENNETT RD (DURHAM)  
              LONGMARSH RD (ROUTE 108 END)  
              JCT OF LONGMARSH RD & WINE CELLAR RD  
              JCT OF LONGMARSH RD & 2<sup>ND</sup> SANDY BROOK DR  
              SANDYBROOK DR WITH STOPS AT:  
              FFROST DR GROUP BUS STOP AT #27 (PM STOP AT LONGMARSH RD & FFROST DR)  
              JCT OF CUTTS RD & FFROST DR (AM ONLY)  
              CUTTS RD GROUP BUS STOP AT #22 (PM STOP AT LONGMARSH RD & CUTTS RD)  
              JCT OF LONGMARSH RD & TIMBERBROOK LN  
              WALK ZONE GROUP STOP AT JCT OF DENNISON RD & WOODMAN RD  
7:25 AM    OYSTER RIVER HIGH SCHOOL  
              OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 29**

**DRIVER: MR. JOY**

<u>START</u>	<u>ROUTE</u>
6:50 AM	LITTLEWORTH RD (FRENCH CROSS RD/OLD STAGE RD TO BARRINGTON TOWN LINE) CHAMPERNOWNE ONE GROUP BUS STOP AT THE CIRCLE (OR CENTRALLY LOCATED) HUCKINS RD LITTLEWORTH RD (BARRINGTON TOWN LINE TO FRENCH CROSS RD/OLD STAGE RD) JCT OF OLD STAGE RD & MOSS LN JCT OF OLD STAGE RD & FERN WAY OLD STAGE RD MILL HILL RD WALK ZONE GROUP STOP AT MADBURY RD & LUNDY LN
7:25 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 30**

**DRIVER: MR. MIKE**

<u>START</u>	<u>ROUTE</u>
6:45 AM	JCT OF MITCHELL RD & PINE KNOLL LN (INCLUES ENTIRE PARK) MITCHELL RD (ROUTE 125 TO STEPPING STONES RD) STEPPING STONE RD (MITCHELL RD, THROUGH BARRINGTON, TO ROUTE 125 - LEE ONLY) JCT OF STEPPING STONE RD & LANGELLEY DR WHEELWRIGHT DRIVE GROUP STOP INSIDE ENTRANCE JCT OF CALEF HWY & ABENAKI TRAIL JCT OF CALEF HWY & LAYNE DR STEPPING STONES RD FROM CALEF HWY/ROUTE 125 END JCT OF STEPPING STONES RD & MORGAN LN & STAIGERS LN JCT OF STEPPING STONES RD & SHEPPARD LN JCT OF STEPPING STONES RD & SHEEP RD JCT OF STEPPING STONE RD & CAVERNO DR CONCORD RD/ROUTE 4 (LEE TRAFFIC CIRCLE TO DURHAM LIGHTS) PM ONLY WALK ZONE GROUP STOP AT JCT OF EDGEWOOD RD & DAVIS LN
7:20 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 31**

**DRIVER: MS. DOTTIE**

<u>START</u>	<u>ROUTE</u>
6:50 AM	JCT LITTLE HOOK RD/WISWALL RD & YORK LN WISWALL RD JCT OF COLD SPRING RD & COURSON LN TURNING AROUND AT COURSON LN PACKERS FALLS RD (BENNETT RD TO NEWMARKET TOWN LINE & BACK) JCT OF PACKERS FALLS RD & SULLIVAN FALLS RD JCT OF PACKERS FALLS RD & LITTLE JOHN RD JCT OF PACKERS FALLS RD & CONSTABLE RD JCT OF PACKERS FALLS RD & FALLS WAY PACKERS FALLS RD (NEWMARKET TOWN LINE TO MILL RD) JCT OF PACKERS FALLS RD & SURREY LN JCT OF PACKERS FALLS RD & CARRIAGE WAY MILL RD (PACKERS FALLS RD TO RR TRACK BRIDGE ON MILL RD) JCT OF MILL RD & BARTLETT RD WALK ZONE GROUP STOP AT JCT OF MILL RD AND FACULTY RD
7:26 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 32**

DRIVER: MS. DILL

<u>START</u>	<u>ROUTE</u>
6:55 AM	DURHAM POINT RD (ROUTE 108 TO COLONEY COVE RD) EDGERLY GARRISON RD (BUS TURN AROUND POINT) COLONY COVE RD DURHAM POINT RD (COLONEY COVE RD TO ROUTE 108) JCT OF DURHAM POINT RD & MATHES COVE RD DEER MEADOW RD FOX HILL RD
7:22 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 35**

DRIVER: MS. HOLLY

<u>START</u>	<u>ROUTE</u>
6:55 AM	NEWMARKET RD/ROUTE 108 AT NEWMARKET TOWN LINE SIMONS LN GROUP STOP AT #16 STAGECOACH RD JCT OF STAGECOACH RD & ROSS RD ROSS RD WITH THREE GROUP STOPS AT: #11 JCT OF ROSS RD & ELLISON LN JCT ROSS RD & MEADER LN NEWMARKET RD/ROUTE 108 (NEWMARKET TOWN LINE TO LONGMARSH RD)
7:16 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 36 (FORMERLY BUS NUMBER 86)**

DRIVER: MS. JENNIFER

<u>START</u>	<u>ROUTE</u>
6:55 AM	PUDDING HILL RD FROM ROUTE 155 TOWARD ROUTE 108 JCT OF PUDDING HILL RD & GARRISON LN FRESHET RD JCT OF FRESHET RD & HOYT POND ROAD CROSS OVER ROUTE 108 CONTINUING ON FRESHET RD BUNKER LN WITH TWO GROUP STOPS AT: THE BEGINNING OF FIRST STREET NEAR JENKINS JUST AFTER #8 BUS STOP JUST BEFORE ENTERING SECOND STREET JCT OF DREW RD & JENKINS RD DREW RD TOWARD FRESHET RD FRESHET RD DURHAM RD/ROUTE 108; CHANGES TO DOVER RD DOVER RD/ROUTE 108 (MADBURY TOWN LINE TO CANNEY RD) DOVER RD FROM BAGDAD RD TO CANNEY RD AM (PM BUS 26) DOVER VOCATIONAL BUS FROM ORHS TO DHS AT 7:22 FIRM DEPART
7:15AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 38**

DRIVER: MS. JODY

<u>START</u>	<u>ROUTE</u>
6:55 AM	JCT OF DOVER RD & BAYVIEW RD NEWMARKET RD/ROUTE 108 (DURHAM TO LAUREL LN & BACK) LAUREL LN (BUS TURN AROUND POINT) JCT OF SUNNYSIDE DR & PINECREST LN JCT OF SUNNYSIDE DR & YORK LN WILLEY RD GROUP STOP AT #7 JCT OF FFROST DR & DENBOW RD PINECREST LN GROUP STOPS AT: JCT OF PINECREST LN & DENBOW RD GROUP STOP IN CUL-DE-SAC JCT OF PINECREST LN & SUNNYSIDE DR 1 <sup>ST</sup> END JCT OF DOVER RD & SCHOOLHOUSE LN JCT OF DOVER RD & OLD LANDING RD
7:25 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL

**BUS NUMBER: 39**

DRIVER: MS. JODI

<u>START</u>	<u>ROUTE</u>
6:55 AM	JAMES FARM RD GROUP STOP AT ENTRANCE JCT OF TURTLE POND RD & SACKETT RD GARRITY RD PACKERS FALLS RD (MAST RD TO MILL RD) JCT OF PACKERS FALLS RD & JENKINS RD (LEE) JCT OF PACKERS FALLS RD & OTIS LANE JCT OF FOGG DR & FOGG LN WOODRIDGE RD GROUP STOPS AT: JCT OF MESERVE RD & WOODRIDGE RD #12 STOP SIGN AT WOODRIDGE & WOODRIDGE JCT OF MILL RD & HEMLOCK WAY JCT OF MILL RD & FOSS FARM RD WALK ZONE GROUP STOP AT THE JCT OF MILL RD & OYSTER RIVER RD
7:20 AM	OYSTER RIVER HIGH SCHOOL OYSTER RIVER MIDDLE SCHOOL



To: ORCSD School Board  
From: Jim Morse, Superintendent  
Re: Suggested Comparison List of School Districts  
Date: August 20, 2014

Board Members,

Below please find a suggested listing of comparable school districts for your review:

- Bow
- Exeter
- Hampton-Winnacunnet
- Hanover-Dresden
- Hollis-Brookline
- Portsmouth
- Souhegan-Amherst

Thank you.

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
BUSINESS ADMINISTRATOR'S OFFICE

SAU #5  
36 COE DRIVE  
DURHAM NH 03824

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

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To: School Board & Superintendent  
From: Sue Caswell, Business Administrator  
Date: July 16, 2014, August 20, 2014  
Re: FY2016 Calculations

This memorandum is written to provide budget information to you as you begin a discussion regarding FY2016 budget goals setting.

The approved Guild contract estimated an increase of \$441,969 to the FY16 budget. This year we will be negotiating with two of our unions, ORESPA, paraprofessionals and food service, and ORBDA, transportation. A reasonable estimate for these contracts could increase the budget by another \$200,000. Our goal for facilities has been to continue to increase our efforts to address our capital needs. Last year we added an additional \$161,731 to this effort. The proposed Technology plan requires and increased financial commitment to the budget each year.

Using some estimating assumptions, below I have outlined what our increases might look like for FY2016.

Teacher Salaries	\$441,969
ORPASS/ORBDA Negotiations	\$200,000
Facilities	\$200,000
Technology	\$200,000
Total	\$1,041,969

It should be noted that this estimate does not include increases for non-bargaining unit employees which includes program directors, central office, maintenance and technology staff. It also does not include increases for insurances and retirement rate increases.

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**

**OFFICE OF THE SUPERINTENDENT**

**36 Coe Drive**

**Durham, New Hampshire 03824**

**Telephone: 603-868-5100**

**Facsimile # 603-868-6668**

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**Fiscal Year 2015 Budget Goals**

**Revised 9/9/13**

1. The ORCSD 2014-15 Budget will not exceed the cost of living as established by U.S. Government for 2013. Health Insurance, negotiated contracts and State cost shifts/mandate not subject to COLA.
2. Class size will be in accordance to Policy IIB in order to meet the needs of students both for acceleration and remediation.
3. The proposed 2014-15 budget will be analyzed to see if staff reassignment, the reassignment of funds, or other savings can be determined before adding new staff or programs.
4. Tuition funds will be used to maintain and enhance programs, offset capital costs and to lower tax impact on District taxpayers.
5. The 2014-15 budget will support state and local standards, to create a predictable resource acquisition cycle, and to provide assessments that give common reports to staff, parents and community based on the aforementioned state and local standards.
6. The proposed 2014-15 budget will account for unique costs associated with the implementation of common core, the draft strategic plan, proposed technology plan and the cost of equalization for the elementary student population.

**SAU#5**

**DURHAM, LEE, MADBURY**


**Oyster River Cooperative School District**  
**Nomination Summary**  
**Confidential**

Name:	Kelsey Hall
Date:	7-31-2014
Position:	Speech-Language Pathologist
Person Replacing:	Kristen Tevanian
Budgeted Amount:	\$75,233
Recommended Step/Salary:	2 MAST Step 4 \$52,365
Interviewed By:	Misty Lowe, Dagmar Lamberts, Jennifer McGuinness, Jon Peterson, Catherine Plourde, Todd Allen, Dr. James Morse
# Interviewed:	4
Education:	Master's Degree in Speech Language Pathology (Certificate in Leadership Education in the field of Neurodevelopmental and related Disabilities/Dual focus in Early Childhood and Language & Literacy Disorders), University of New Hampshire  Master's Degree in Deaf Education, Boston University  Master's Degree in Speech Language Pathology, University of Massachusetts
Certification:	Speech-Language Pathologist Teacher of the Deaf
Related Experience:	1 year Speech-Language Pathologist 1 year American Sign Language Instructor 1 year Teacher of the Deaf Various other related educational experience
Comments:	Ms. Hall was the top finalist recommended by the ORHS interview committee. She comes to ORHS with strong foundations and experience in language, literacy, and assistive technology. Ms. Hall completed an internship at ORHS in 2012-2013 and she also provided educational consultation to staff in the ORCSD special education department for the alternative state assessment. She has worked with students of all ages, has excellent knowledge of Response to Instruction, and is currently enrolled in the Orton-Gillingham (research based reading intervention) teacher training program.
Date: 7-31-14	Authorized Signature: <i>Catherine Plourde</i>

**REQUIRED Attachments:**

Resume  3 Letters of Recommendation  Copy of Certification


Oyster River Cooperative School District  
Nomination Summary  
**Confidential**

Name:	Emily Geltz
Date:	8/5/14
Position:	Middle School Grade 6 Language Arts
Person Replacing:	Diana Pelletier moved to grade 5
Budgeted Amount:	\$69,520
Recommended Step/Salary:	MA Step 2 \$44,339
Interviewed By:	Bill Sullivan, Linda Rief (Grade 8 LA), Susie Renner (Grade 8 LA), Jen Snow (Grade 6 LA), Deb LaChance (Grade 6 Math), Nellie Dinger (Grade 5/6 SPED), Kristin Forselius (Parent) Jay Richard and Dr. Morse
# Interviewed:	5
Education:	University of New Hampshire BA English Teaching University of New Hampshire M.A. in Teaching; English, Secondary
Certification:	English Education (Grades 5-12)
HQT Status	
Related Experience:	Just completed her first year of teaching Language Arts at Laconia Middle School. Has also coached and supervised extra-curricular activities.
Comments:	Emily had exceptional references from Laconia administrators due to her strong instructional strategies and work ethic.
Date: <u>8/5/14</u>	Authorized Signature: 

**REQUIRED Attachments:**

Resume  3 Letters of Recommendation  Copy of Certification

Oyster River Cooperative School District  
Nomination Summary  
**Confidential**

Name:	Michelle Fitzhenry
Date:	8/13/14
Position:	4 <sup>th</sup> Grade Teacher
Person Replacing:	Sarah Curtin
Budgeted Amount:	\$46,570
Recommended Step/Salary:	Masters Step 3 \$46,570
Interviewed By:	James Morse, Matt Van Ledtje
# Interviewed:	3
Education:	BS from WPI MEd from UNH in Elementary Ed
Certification:	General Special Ed.
HQT Status	Elementary Ed (HQT)
Related Experience:	2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Grade teaching positions
Comments:	Michelle was selected by Superintendent Morse and teacher Matt Van Ledtje as the preferred candidate because of her experience. There were 35 resumes and they interviewed 3 candidates that were selected by Dennis Harrington.
Date: <u>8/14/14</u>	Authorized Signature: 

**REQUIRED Attachments:**

Resume  3 Letters of Recommendation  Copy of Certification

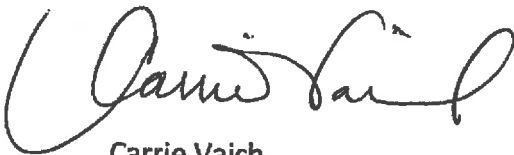
To: Dr. James Morse  
From: Carrie Vaich  
Date: July 28, 2014  
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2014-2015 school year:

**Stipend Activities**

Name	Activity	Stipend	Longevity	Total
Cathy Baker	Jump Rope for Heart Coordinator	\$400		\$400
Pam Felber	Musical Director	\$479.50	187.50	\$667
Felicia Sperry	Musical Assistant	\$450		\$450

Respectfully Submitted,



Carrie Vaich

Principal

Mast Way School

To: Dr. James Morse

From: Dennis Harrington, Principal

Date: August 12, 2014

RE: Nomination for Moharimet Musical Activity Stipends 2014-2015

Contracted Services Other Co-curricular Account #10-103-1410-53290-33-13-00000

Name	Activity	Stipend	Longevity	Total
Pam Felber	Moharimet Musical Director	\$479.50	\$187.50	\$667
Felicia Sperry	Moharimet Musical Assistant Director	\$450	\$0	\$450

Approved by:







**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:** 7/23/14  
**Re:** Fall 2014 Coach Nominations

**Message:**

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

**High School:**

**Volunteer Positions:**

Meg Wiley	Girls Soccer
Leslie Samo	Girls Soccer
Eric Travis	Cross Country
Greg Tucker	Boys Soccer
Bev Cole	Girls Soccer
Sean Stewart	Girls Volleyball
Nicholas Ricciardi	Boys Soccer
Jennifer Mosher	Athletic Trainer
Emma Wilson	Cross Country
Kayla Waldron	Unified Soccer
Dan Brodeur	Girls' Volleyball

**Paid Positions:**

Name	Team	Stipend	Years	Longevity	Total
Greg Gephart	Boys Cross Country	\$3,488	16	\$375	\$3,863
Fergus Cullen	Girls' Cross County	\$3,488	3	\$75	\$3,563
Charles Crull	Boys Varsity Soccer	\$3,972	12	\$375	\$4,347
Danny Watson	Boys Reserve Soccer	\$1,987	1	\$0	\$1,987
James Thibault	Boys JV Soccer	\$2,582	10	\$300	\$2,882
Cassandra Sweatt	Girls Varsity Volleyball	\$3,488	4	\$75	\$3,563
	Girls JV Volleyball				
Lynda Nelson	Girls Varsity Soccer	\$3,972	19	\$375	\$4,347
Cyd Scarano	Girls JV Soccer	\$2,582	0	\$0	\$2,582
Eric Foster	Varsity Golf	\$1,938	3	\$75	\$2,013
Mark Smallwood	Varsity Field Hockey	\$3,972	12	\$375	\$4,347
Anne Golding	Junior Varsity Field Hockey	\$2,582	0	\$0	\$2,582
	Junior Varsity Golf				

**Continued:**

**Middle School:**

**Paid Positions:**

<b>Name</b>	<b>Team</b>	<b>Stipend</b>	<b>Years</b>	<b>Longevity</b>	<b>Total</b>
Dave Montgomery	MS Cross Country	\$2,325	2	\$0	\$2,325
Chris Hall	MS Cross Country	\$2,325	1	\$0	\$2,325
Kim Wesson	MS Cross Country	\$2,325	3	\$75	\$2,400
Ben Halsey	MS Cross Country	\$2,325	1	\$0	\$2,325
Nate Grove	MS Boys Soccer – Gr 8	\$1,938	8	\$225	\$2,163
Jen Snow	MS Girls Soccer – Gr 8	\$1,938	1	0	\$1,938
Emma Hewson	MS Field Hockey	\$1,938	2	\$0	\$1,938

Yours in Sport,

Corey Parker  
Director of Athletics  
Oyster River Cooperative School District



## ORMS

1 Coe Drive  
Durham, NH 03824  
603-868-2820

### OYSTER RIVER MIDDLE SCHOOL

**From:** Jay Richard  
**Date:** 8/11/2014  
**Re:** Clubs and Extra-curricular Nominations

**Message:**

Please accept the following names for nomination for ORMS clubs and activities.

**Positions:**

Name	Activity	Years	Stipend	Longevity	Total
Ruth Gehling	MS Math Counts	14	\$1,938	\$375	\$2,313
Sunny Sadana	Outing Club	5	\$582	\$150	\$732
Chris Hall	Outing Club	3	\$582	\$75	\$657
Michelle Martin	Science Club	4	\$582	\$75	\$657
Jennifer Snow	MS News	4	\$969	\$75	\$1,044
Julia Widelski	MS Musical .5 FTE	10	\$484.50	\$150	\$634.50
Cindy Douglass	MS Musical .5 FTE	5	\$484.50	\$37.50	\$522
Laurie Gaylord	MS Yearbook	5	\$1,938	\$75	\$2,013
David Ervin	MS Jazz Band	17	\$2,325	\$375	\$2,700
Susan Mathison	Afterschool Games	1	\$582	\$0	\$582
Nellie Dinger	Afterschool Games	1	\$582	\$0	\$582
Susan Bissell	MS Club	1	\$582	\$0	\$582

Jay Richard  
Principal

To: Dr. James Morse

From: Principal Todd Allen

Date: August 6, 2014

Subject: Nominations of department heads and advisors for 2014-15

Please accept the nominations of the following people for department head and activity advisors at ORHS for the 2014-15 school year.

### Department Heads

Name	Department	Stipend
Jon Bromley	Science	\$2,500
Stephen Lord	World Language	\$2,500
Kara Sullivan(.5 time)	English	\$1,250
Shauna Horsley(.5 time)	English	\$1,250
Don Maynard	PE/Health	\$2,500
Pam Raiford	Social Studies	\$2,500
Pam Carr	Fine Arts/Business	\$2,500
Brendan Whalen	Math	\$2,500
Jon Peterson	Special Education	\$2,500

### Advisors

Name	Activity	Years	Stipend	Longevity	Total
Nate Oxnard	SPARC/Project First/Robotics	3	\$3,101	\$75	\$3,176
Derek Cangelo	Student Senate Advisor	2	\$3,101	\$0	\$3,101
Andrea Drake	Math Team Coach	6	\$3,101	\$150	\$3,251
Meredith Freeman-Caple	Fall/Spring Musical	6	\$3,101	\$150	\$3,251
Kathy Fink	Stage Management Spring Musical	6	\$2,015	\$150	\$2,165
Heather Healy	Senior Class Advisor	10	\$3,101	\$300	\$3,401
Barbara Milliken	Junior Class Advisor	0	\$2,325	\$0	\$2,325
Matt Pappas	Sophomore Class Advisor	17	\$1,938	\$375	\$2,313
Stephen Lord	Freshmen Class Advisor	12	\$1,938	\$375	\$2,313
Corey Blais	Yearbook	1	\$3,488	\$0	\$3,488
Shawn Kelly	Journalism/Mouth of the River	3	\$1,938	\$75	\$2,013
Celeste Best(.5 time)	National Honor Society	9	\$1,163	\$150	\$1,313
Pam Carr (.5 time)	National Honor Society	9	\$1,163	\$150	\$1,313
Marc LaForce	Music Activities	4	\$2,325	\$75	\$2,400
Mike Troy	Fall stage management	17	\$1,511	\$375	\$1,886
Susan Wilkinson	Community Service Club	3	\$2,325	\$75	\$2,400

Policies for  
First/Second Read/Adoption/Deletion  
**SB Meeting of  
August 20, 2014**

Title	Code
<b>Policies for First Read</b>	
Concussions and Head Injuries	JLCJ
Drug and Alcohol Use by Students	JICH
<b>Policies for 2<sup>nd</sup> Read/Adoption</b>	
Family and Medical Leave Act	GCCBC
Fund Balance	DIA
Fixed Assets	DID
Cash in School Buildings	DM

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCJ Category: Priority
Policy Committee: June 11, 2014 Back to Policy Committee: July 9, 2014/August 6, 2014 First Read School Board: August 20, 2014	Page 1 of 2

### Concussions and Head Injuries

The Oyster River School Board recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges that the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. The Board recognizes that the majority of concussions will occur in "contact" or "collisions" sports. However, ~~in order to ensure this policy applies to the safety of all District students. -athletes, this policy will apply to all competitive athletic activities as identified by the board and administration~~

#### Academic Issues in Concussed Students

In the event a student is concussed, regardless of whether the concussion was a result of a school-related or non-school-related activity, school District staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers and administrators should be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and District staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.

Section 504 accommodations may be developed in accordance with applicable law and Board policies.

Consistent with the National Federation of High School (NFHS) and the New Hampshire Interscholastic Athletic Association (NHIAA), the District will utilize recommended guidelines, procedures and other pertinent information to inform and educate coaches, youth athletes, and parents/guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury.

Annually, the district will distribute a head injury and concussion information sheet to all parents/guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

For purposes of this policy, "student-athlete" means a student involved in any intramural or competitive sports program, sponsored by ORCSD conducted outside the regular teaching day between schools in grades 5 through 12, including all NHIAA sanctioned activities, or any other District-sponsored sports or activities as determined by the Board or administration. ~~or competitive student sports program between schools in grades 4 through 12.~~

~~For purposes of this policy, "student sports" means intramural sports programs conducted outside the regular teaching day for students in grades 4 through 12 or competitive athletic programs between schools for students in grades 4 through 12, including all NHIAA sanctioned activities, including cheer/dance squads, or any other district-sponsored sports or activities as determined by the board or administration.~~

All coaches, including volunteers, will complete training as recommended and/or provided by NHIAA, New Hampshire Department of Education and/or other pertinent organizations. Additionally, all coaches of competitive sport activities will comply with NHIAA recommended procedures for the management of head injuries and concussions.

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### **Athletic Director or Administrator in Charge of Athletic Duties**

**Updating:** Each spring, the athletic director or designee shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the NHIAA or the District's on-call physician, if applicable. If there are any updated procedures, they will be adopted and used for the upcoming school year.

**Identified Sports:** Identified sports include all NHIAA-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.

**Coach Training:** All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the NHIAA sport-specific rules clinic; or (2) through viewing the NHIAA concussion clinic found on the MHSa Sports Medicine page at [www.mhsa.org](http://www.mhsa.org).

**Parent Information Sheet:** On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent/guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet that allows students to participate in extracurricular athletics.

**Coach's Responsibility:** A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.

**Administrative Responsibilities:** The Superintendent or his/her designee will keep abreast of changes in standards regarding concussion, explore staff professional development programs relative to concussions, and will explore other areas of education, training and programs.

### **Removal From Play and Protocol For Return To Play**

Any coach, official, licensed athletic trainer, or health care provider who suspects that a student-athlete has sustained a concussion or head injury in a practice or game shall immediately remove the student-athlete from play. A student-athlete who has been removed from play shall not return to play on the same day or until he/she is evaluated by a ~~health care provider~~ [physician, physicians' assistant in consultation with a physician, or nurse practitioner](#) and receives medical clearance and written authorization from ~~that health care provider~~ [the aforementioned health professionals](#) to return to play. The student-athlete shall also present written permission from a parent/guardian to return to play. [The athletic director will then review and make the final decision if the athletic student can return to play. In the event of multiple concussions, the athletic trainer will speak with the medical providers to ensure family and students understand all risks for continuation.](#)

~~The District may limit a student-athlete's participation as determined by the student's treating health care provider.~~

### **Concussion Awareness and Education**

To the extent possible, the Board encourages the administration to implement concussion awareness and education into the District's physical education and/or health education curriculum. The administrative decision will take into account all relevant considerations, including time, resources, access to materials, and other pertinent factors.

### **Academic Issues in Concussed Students**

~~In the event a student is concussed, regardless of whether the concussion was a result of a~~

~~school-related or non-school-related activity, school district staff should be mindful that the concussion may affect the student's ability to learn. In the event a student has a concussion, that student's teachers will be notified. Teachers should report to the school nurse if the student appears to have any difficulty with academic tasks that the teacher believes may be related to the concussion. The school nurse will notify the student's parents and treating physician. Administrators and district staff will work to establish a protocol and course of action to ensure the student is able to maintain his/her academic responsibilities while recovering from the concussion.~~

Section 504 accommodations may be developed in accordance with applicable law and board policies.

**Legal References**

- RSA 200:49, Head Injury Policies for Student Sports
- RSA 200:50, Removal of Student-Athlete
- RSA 205:51, School Districts; Limitation of Liability
- RSA 200:52, Definitions



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JICH
First Reading School Board: 3/18/09 Second Reading & Adoption 5/6/09 Review by Policy Committee: August 6, 2014 First Read School Board: August 20, 2014	Page 1 of 2

~~STUDENT TOBACCO, ALCOHOL AND DRUG USE~~  
**DRUG AND ALCOHOL USE BY STUDENTS**

The Oyster River School District is committed to maintaining schools that are free of tobacco, alcohol and drug use. In order to promote the highest possible standards of learning, as well as the physical, social and emotional well-being of students, this policy is designed to: aid students in abstaining from the unlawful use of tobacco, alcohol and drugs; provide for early intervention when use is detected; and provide disciplinary action when necessary. Compliance with this policy is mandatory.

Any school staff member who has reason to suspect that a student has violated this policy is expected to report the incident to the appropriate administrator immediately.

**A. Prevention**

The Oyster River Cooperative School District ("ORCSD") will provide students with information and activities focused on abstaining from the use of tobacco, e-cigarettes, alcohol and drugs. Such information and activities will address the legal, social and health consequences of tobacco, alcohol and drugs and will provide information about effective techniques for resisting peer pressure to use tobacco, alcohol and drugs. ORCSD will work in partnership with students, parents/guardians, local law enforcement officials, and other organizations as appropriate to eliminate these risks for students.

**B. Intervention**

ORCSD has Licensed Drug and Alcohol Counselors to provide substance abuse assessments and referrals, assist students in addressing their harmful involvement with tobacco, alcohol and/or drugs, and in continuing their educational program. Information will be provided, as appropriate, about tobacco, alcohol and drug counseling and treatment programs available to students.

**C. Rules and Sanctions**

Students are prohibited from consuming, smoking, possessing, furnishing, selling, receiving, buying, manufacturing, administering, dispensing or being under the influence of prohibited substances before, during and after school hours; at school in any school building, on school property or within 1,000 feet of any school property; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function (such as a field trip or athletic event) where students are under the jurisdiction of ORCSD; or at any time or place if the conduct directly interferes with the operation, discipline or welfare of the schools.

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The term "prohibited substance" shall include, but not be limited to:

1. ~~Cigarettes or any product containing tobacco~~ **Tobacco products mean cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, e-cigarettes, liquid nicotine, products containing tobacco and tobacco in any other form;**
2. Alcohol;
3. Controlled drugs or their analogs (as defined in RSA 318-B:1);
4. Controlled substances (as defined the federal Controlled Substances Act, 21 USC § 812);
5. Prescription drugs not prescribed for the student and/or not in compliance with the Board's policy on student medications (see Policy JLCD);
6. Any substance which can affect or change a student's mental, physical or behavioral condition, including but not limited to volatile materials such as glue, paint or aerosols (when possessed for the purpose of inhalation);
7. Steroids or other performance-enhancing substances;
8. Paraphernalia – implements used for production, distribution or consumption of a prohibited substance; or
9. Any look-alike or counterfeit drug or substance that is described as or is purported to be a prohibited substance.

Any violation of the terms of this policy shall constitute sufficient grounds for student discipline, including suspension or expulsion from school, at the appropriate discretion of the administration and the Board. The School Resource Officer or other appropriate law enforcement authority shall also be notified of violations of this policy.

#### **D. Additional Sanctions and Rules for Students Participating in Extra-Curricular and Co-Curricular Activities**

Students participating in extra-curricular and co-curricular activities carry a responsibility to themselves, their fellow students, coaches/advisors, parents and school to set the highest possible example of conduct, sportsmanship and training, which includes avoiding any involvement with tobacco, ~~e-cigarettes~~, alcohol and drugs. Therefore, students engaging in these activities are subject to additional rules and sanctions as described in Policy JICI – Extra-Curricular and Co-Curricular Activities Code of Conduct for Middle and High School Students.

Legal References: 21 USC § 812 (Controlled Substances Act); 21CFR Part 1300.11-15  
20 USC § 7101 et seq. (Safe Drug-Free Schools and Communities Act)  
42 USC § 290dd-2; 42 CFR 2.1 et seq.  
RSA ~~126k:2, 126k:6, 126k:7~~, 175:1; 318-B:1; 318-C; 193:13; 193-B; 193-D;  
571-C:2

Cross References:

JICH-R – Student Tobacco, Alcohol and Drug Use Administrative Procedure  
~~JICI – Extra-Curricular and Co-Curricular Code of Conduct for Middle and High School Students~~  
 JLCD – ~~Student Medications~~ **Administering Medication to Students**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCCBC
First Reading School Board 6/17/09      Previously: GBN Second Reading & Adoption 7/1/09 Code Change Adopted School Board: May 2, 2012 <a href="#">School Board First Read: July 16, 2014</a> <a href="#">School Board Second Read Adoption: August 20, 2014</a>	Page 1 of 2

**FAMILY AND MEDICAL LEAVE ACT**

Oyster River Cooperative School District Employees are entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 ("FMLA") when they meet all of the eligibility requirements of the law. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. The Superintendent and his/her designees are authorized to administer the federal law and accompanying regulations consistent with this policy.

More information concerning family and medical leave can be obtained from Oyster River Cooperative School District Central Office.

**A. Employee Eligibility Period**

**1. 12-Month Period for Birth, Adoption or Foster Care; Serious Health Condition Purposes; Qualifying Exigency**

There is a 12-month eligibility period for FMLA leave taken for the following qualifying purposes:

- a. Birth and care of the newborn child of the employee;
- b. Placement with the employee of a ~~son or daughter~~ **child** for adoption or foster care;
- c. Care for an immediate family member (spouse, child, or parent) with a serious health condition;
- d. Medical leave when the employee is unable to work because of a serious health condition; or
- e. Qualifying exigency leave for an employee whose spouse, child or parent in the National Guard, Reserves or retired military is on active duty or called to active duty status.

The 12-month period used to determine employee eligibility for FMLA for the purposes described above shall be:

- ~~The A "rolling" 12-month period measured forward~~ **backwards** from the date any ~~employee's first leave~~ **FMLA leave usage** begins.

**2. 12-Month Period for Military Caregiver Leave**

There is a separate 12-month period for employees eligible for military caregiver leave of up to 26 weeks. Such leave may be taken to care for a spouse, child, parent or next of kin of a service member with a serious injury or illness. This leave is calculated from the first day that leave is taken for this purpose and does not track the employer's customary 12-month FMLA tracking period. Any military caregiver leave that is not taken with the specific 12-month period is forfeited.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCCBC Previously: GBN
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3. The Family and Medical Leave Act (FMLA) entitles eligible employees who work for covered employers to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for a "qualifying exigency" arising out of the foreign deployment of the employee's spouse, child, or parent. FMLA leave for this purpose is called qualifying exigency leave.

**B. Notice by Employee**

Employees requesting leave shall provide at least 30 days' notice to the Superintendent or his/her designee whenever the need for such leave is foreseeable. The employee shall provide appropriate medical certification (or other certification appropriate to the particular request) supporting the leave request.

When the Superintendent or his/her designee has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the Superintendent or designee should request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

**B. Coordination with Other Leave**

When leave is taken that qualifies both as FMLA and as permitted leave under any employment contract, collective bargaining agreement or policy, the employee shall use FMLA and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave. Types of leave that shall run concurrently with FMLA include, but are not necessarily limited to: personal and/or family sick leave, unpaid leave, disability leave, absence for work-related injuries, vacation and any other applicable types of leave.

**Example:** An employee with a chronic illness qualifies for both sick leave and family medical leave. The employee has 25 days (five weeks) of accumulated paid sick leave. For the first five weeks, the employee is on paid sick leave and family and medical leave; the two types of leave run concurrently. Once the sick leave is exhausted, the employee has seven more weeks of unpaid family medical leave until her 12-week federal FMLA entitlement is used up.

**C. Fitness for Duty Certificate**

Before returning to work, employees taking FMLA for their own serious health condition shall submit a certificate from a health care provider indicating that they are able to return to work and perform the essential functions of the position.

**Legal Reference:** 26 USC § 2601 et seq.  
29 CFR Part 825 (2008)  
National Defense Authorization Act (P.L. 110-181)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DIA
First Read to SB: September 21, 2011 Second Read/Adoption to SB: October 5, 2011 Review Policy Committee: July 9, 2014 School Board First Read: July 16, 2014 School Board Second Read/Adoption: August 20, 2014	Page 1 of 4 Category: Recommended

### FUND BALANCES

The Oyster River Cooperative School Board in order to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. This policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

### FUND TYPE DEFINITIONS

The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The general fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than capital projects. Examples include, but are not limited to, the Food Service Fund; Federal and State Grant Fund; and Private Grant Fund.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the District's purposes.

### FUND BALANCE REPORTING IN GOVERNMENTAL FUNDS

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

#### Nonspendable fund balance

Definition – includes amounts that cannot be spent because they are either:

- a. not in spendable form, or
- b. legally or contractually required to be maintained intact.

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Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- The District will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of the District)
- The District will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance)
- The District will maintain a fund balance equal to the corpus (principal) of any permanent funds (if any) that are legally or contractually required to be maintained intact
- The District will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale

#### Restricted Fund Balance

Definition – includes amounts that can be spent only for the specific purposes stipulated by applicable state and local laws and regulations, external resource providers, or through enabling legislation (for example, but not limited to, actions authorized by the voters at school district meetings).

#### Committed Fund Balance

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the District’s highest level of decision – making authority (i.e., School Board).

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the School Board.

#### Assigned Fund Balance

Definition – includes amounts intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign – The School Board delegates to the Superintendent of Schools or his/her designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

The Board will authorize said expenditures as included in the facilities plan, an emergency situation or unique opportunity.

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### Unassigned Fund Balance

Definition – includes the residual classification for the District’s general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

### OPERATIONAL GUIDELINES

The following guidelines address the classification and use of fund balance in governmental funds:

Classifying fund balance amounts – Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54. For compliance with state statutory requirements, encumbrance accounting for budgetary and financial reporting to the Department of Education and the Department of Revenue Administration, and as reported in the Required Supplementary Information (RSI) section of the annual financial statements, encumbrances are determined in accordance with RSA 32:7(I).

### Chapter 32 Municipal Budget Law – Appropriations

#### 32:7 Lapse of Appropriation

*“Annual meeting appropriations shall cover anticipated expenditures for one fiscal year. All appropriations shall lapse at the end of the fiscal year and any unexpended portion thereof shall not be expended without further appropriation, unless: 1. The amount has, prior to the end of that fiscal year, become encumbered by a legally-enforceable obligation, created by contract or otherwise, to any person for the expenditure of that amount;”*

Prioritization of fund balance use - When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the District that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

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Unassigned fund balance - For compliance with state statutory requirements, encumbrance accounting for budgetary and financial reporting to the Department of Education and the Department of Revenue Administration, the statutory based General Fund “unreserved-undesignated” fund balance will be used towards funding the appropriations of the subsequent year in accordance with the historical practices of the Commissioner of the Department of Revenue Administration under RSA 198:4-a (III):

Chapter 198 School Money – District Taxes

198:4-a Report of Appropriations Voted

*“III The commissioner of revenue administration shall examine such certificates and delete any appropriation which is not made in accordance with the law, and adjust any sum which may be used as a set off against the amount appropriated when it appears to the commissioner of revenue administration such adjustment is in the best public interest.”*

198:4-b Contingency Fund

*“II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 2.5 percent of the current fiscal year’s net assessment pursuant to RSA 198:5, for the purpose of having funds on hand to use as a revenue source for emergency expenditures and over expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.”*

Unassigned fund balance in the Food Service Fund will be limited to “maximum amounts” as per federal and state regulations.

REPLENISHING DEFICIENCIES

Year-end deficits and any Special revenue fund (including, but are not limited to, the Food Service Fund) will be replenished by year end transfer (journal entry or other method) from the General Fund if the General Fund has available unassigned fund balance (for financial reporting purposes) and “unreserved-undesignated fund balance (for statutory compliance purposes).

Legal References:

- RSA 32, Municipal Budget Law
- RSA 33, Municipal Finance Act
- RSA 35, Capital Reserve Funds
- [RSA 198:4-a Report of Appropriations Voted](#)
- [RSA 198:4-b Contingency Fund](#)
- Governmental Standards Board Statement 54 (GASB 54)



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## FIXED ASSETS POLICY

### A. Objective

The Governmental Accounting Standards Board (GASB) issued Statement 34, significantly changing the content and layout of the annual financial statements. The objective of this policy is to facilitate compliance by the School District with GASB 34.

### B. Overview

Fixed assets are specific item(s) of property that: (1) are tangible in nature; (2) have a life longer than three years; and (3) have a significant value. The significant value test is important because the ORCSD has individual assets that are tangible and long-lived, but whose value is so small that the time and expense incurred in maintaining the detailed accounting and inventory records for these item(s) are not justified.

The District's administration is responsible for establishing an accounting and internal control structure designed to maintain a complete and accurate accounting of fixed assets with significant value. This is important for several reasons. Adequate accounting procedures and records for fixed assets are essential to effective asset management and control as well as reporting fixed assets to conform with generally accepted accounting principles (GAAP). The responsibility involved in safeguarding such a large public investment is of importance to sound management and financial administration. The internal control structure is designed to provide reasonable, but not absolute, assurances that these objectives are attained.

### C. Capitalization Policy

"Fixed Assets" are all items purchased that have a useful life of more than three years, are of a tangible nature and have a value of \$10,000 or more, gross cost, not including trade-ins or any taxes, licenses, etc.

Items of less than \$10,000 are not to be considered as fixed assets unless they form an integral and essential part of another piece of equipment or structure considered to be a fixed asset or a part of a Capital Project.

Land and Buildings will be considered to be a fixed asset regardless of cost.

### D. Classification of Fixed Assets

1) Land and improvements: Purchased land will be carried on the Fixed Assets Schedule at acquired cost. All costs for legal services incidental to the acquisition and other charges incurred in preparing the land for use shall be included in the cost. In order for improvements to be capitalized, the improvement should be considered permanent and should add value or improve the use of the land. Examples of improvements are fences, retaining walls, landscaping, drainage systems, sewer or water lines, utilities, etc. All land will be considered a fixed asset, regardless of the value.

2) Buildings: All buildings will be valued at purchase price or construction cost. Cost should include all charges applicable to the building acquisition including fees for brokers, appraisers, engineering consultants, legal services, and architects.

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3) Equipment and Machinery: All items of tangible property not permanently affixed to real property, which are needed in carrying out the operations of the District, are considered fixed assets. Installation cost should be included in the capitalized amount. Examples are furniture, machinery, heavy equipment, computers, etc. that have an individual item acquisition cost of \$10,000 or more and a life expectancy of three years or more.

4) Construction Work in Progress: This is primarily used in conjunction with Capital Projects. Capital Project costs are accumulated until completion, when cumulative costs are transferred to the appropriate fixed asset account. The capitalization policy does not apply in these cases, and all costs must be recorded to give accurate values.

5) Infrastructure: The construction of new street(s), sewer and bridge infrastructure and the improvements to the existing infrastructure are added to the fixed asset schedule.

6) Additions and Modifications to Existing Assets: Costs are often incurred in connection with fixed assets after the original acquisition cost has been established. In general, any expenditure which is an addition to a fixed asset, or an integral part of it, that significantly increases the value of, enhances the performance of or changes its useful life, should be classified as a capital expenditure and the original acquisition cost adjusted. The addition to a building or a dump body to a truck chassis where none existed before are some examples. When modifications, which enhance the performance or life of an asset, are made, the value of the asset should be adjusted by the difference in cost between the original and the modification.

#### E. Disposal of Fixed Assets/School Property

No equipment or supplies shall be disposed of until permission has been received from the Business Administrator's office. The Business Administrator and or designee will determine whether the material involved has salable value, and if such shall be the case, authorize the sale of the material. If the material does not have salable value, the proper disposal of the books, equipment, and/or supplies shall be determined by the Business Administrator, and disposed of in such a way as to be environmentally safe.

- Single items up to \$500 in value may be sold by the Business Administrator.
- Single items, which may exceed \$500 in value, are to be sold by sealed bids presented to the ~~School Board~~ Business Administrator.
- The above guidelines may be waived by the School Board in lieu of a public auction conducted by the District.
- Items remaining unsold after advertising and/or an auction shall be declared non-salvageable and shall be disposed of in the most expeditious manner, and whenever possible items will be disposed in an environmentally safe manner.

#### School Properties Disposal Procedure

The Board authorizes disposition of obsolete items according to the following priority actions:

- By selling to the highest bidder or whatever other business arrangement is in the best interest of the Oyster River Cooperative School District.
- When practicable, the Board shall donate such items to charitable organizations and schools.
- By public auction.
- By removal to a town transfer station and/or environmental safe facility.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DM
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### CASH IN SCHOOL BUILDINGS

Monies collected by [Oyster River Cooperative School District](#) school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the ~~proper location of deposit~~ [District bank](#).

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Insurance - The School Board shall procure and maintain fidelity bonds in reasonable amounts, in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises. Such coverage will include a commercial blanket bond covering employee dishonesty, and may include a comprehensive dishonesty, disappearance and destruction bond, with optional coverage depending on the exposures at various locations.