

Oyster River Cooperative School District  
REGULAR MEETING

November 5, 2014

ORHS – C124

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: 10/15/14 regular and nonpublic minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS *{Will be presented at the first meeting of every month}***
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent's Report**
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other:**
    - Food Service Update – Doris Demers
- VII. DISCUSSION ITEMS**
  - Proposed warrant article language for Athletic field (Draft)
  - Pledge of Allegiance
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to extend ORMS Maternity Leave of Absence Request from November 14, 2014 – January 5, 2015.
    - Motion to adopt the 2015 -16 school calendar.
    - Motion to approve list of policies for first read.
    - Motion to approve two ORHS volunteer coaches.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 11/12/14 School Board Budget Workshops  
11/19/14, 12/3/14 regular meetings
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**  
**NON-MEETING SESSION: RSA 91-A:2 I :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  
Regular Meeting**

**October 15, 2014**

**ORHS**

**6:30 pm**

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Maria Barth, Ed Charle, Sarah Farwell and Student Representative Maegan Doody

**ADMINISTRATORS:** Superintendent James Morse, Sue Caswell, Todd Allen, Jay Richard, Dennis Harrington, Carrie Vaich

There were five members of the public present

**I CALL TO ORDER** by Tom Newkirk for Manifest Review

**II PLEDGE OF ALLEGIANCE**

**III PUBLIC COMMENTS:** Dean Rubine of Lee noted that it would be nice to have the older data, minutes, and budget reports available once again online.

**IV APPROVAL OF MINUTES**

**Denise Day moved to approve the October 1, minutes, 2<sup>nd</sup> by Al Howland. Revisions:** Page 7 Second paragraph should read: "David Taylor of Durham cautioned against having multiple warrant articles for the Facility Project."

Page 2 Paragraph 5 delete sentence and insert: "Todd Allen explained the discipline protocol and how it supports students with drug and alcohol issues. He discussed the proactive supports within the school that are utilized to prevent unfortunate circumstances like what occurred on September 26<sup>th</sup>. He added that they are in the process of reviewing their policies and looking at the concept of Spirit Week and looking ahead to how we address drug and alcohol

Page 2: Replace Dennis Harrington paragraph with "Dennis Harrington reported the "Science Fridays" opportunities will begin again for Moharimet fourth graders. He is working with UNH. Similar opportunities will be made available to Mast Way fourth graders in the spring."

Page 5 second line: replace "from the lawsuit" with "from the settlement of the LGC lawsuit:

Page 2 second line replace “public” with “faculty”

Page 6 last line replace “pillars for a green” with “the pillars for a green ribbon”

**Motion to approve the minutes with the above revisions passed 7-0 with the Student Representative voting in the affirmative.**

**Approval of Manifests:**

Vendor Manifest #9: \$484,919.04

Payroll Manifest #8: \$850,670.43

**V ANNOUNCEMENTS AND COMMENDATIONS**

**A District:** Lisa Huppe announced the bus drivers third annual food drive October 27-21 where drivers will be collecting food and nonperishables. They will be delivering it to the local pantries.

**B Board:** Sarah Farwell thanked the Mast Way staff for the sticks and stones program. It was a great program. The kids and staff participation was excellent.

Maria Barth commended the Sustainability club for attending the people climate march in NYC.

**Student Senate Report:** Maegan Doody reported that they are conducting a survey on the students’ opinions of the current block schedule. They have also been working on their rescheduled homecoming dance.

**NONMEETING SESSION:**

**Al Howland moved to enter into a nonmeeting under RSA 91-A:2 I(a) Strategies with Respect to collective bargaining, 2<sup>nd</sup> by Kenny Rotner. Upon roll call vote the motion passed 7-0 with the Student Representative voting in the affirmative.**

**DISCUSSION ITEMS:**

**ORBDA Negotiation Update:**

**Denise Day moved to accept the Oyster River Bus Driver’s Association Agreement, 2<sup>nd</sup> by Al Howland.**

Superintendent More reported that they have reached a tentative agreement with the Oyster River Bus Drivers' Association.

The changes to the agreement are outlined below:

- A three year agreement for school years 2015-16, 2016-17, and 2017-18;
- Sick and holiday pay will be based on home and regular runs;
- Added three personal days, reduced sick time from fifteen days advanced to twelve, earn 1.2 days per month;
- Deleted language from previous contract no longer relevant;
- Compressed and adjusted steps of Existing Salary Schedule from 30 steps to 21 steps with longevity bonus of \$250 for drivers beyond step 21;
- Added New Hire Salary Schedule with 10 steps and changed health benefit for 2 person and family coverage to lower percentage 90/75/60.

Cost:	Year One	Year Two	Yr. Three
Salary and Benefit Cost:	\$69,147	\$21,726	\$21,274

Estimated Savings to Bring Buses Home: -\$12,000

Total Cost:	\$57,147	\$21,726	\$21,274
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**Motion passed 7-0 with the Student Representative voting in the affirmative.**

**ORCSD Bus Drivers Proposal to Take Buses Home:**

Oyster River Bus Drivers and administrators have analyzed the current practice of keeping all buses at the bus garage. This calculation has shown that it is costing the District taxpayers more to have buses housed in one location at the bus garage. Aspects that contribute to this cost include, paid preparation time and the potential for overtime as a result of prep time for some drivers, miles driven without students, and the number of yard mechanics needed for summer maintenance and storms, plowing and electricity costs. These factors are weighed against the additional miles that would be accumulated if drivers were allowed to take their buses home. The Superintendent and the Business Administrator have reviewed the following figures and believe them to be an accurate representation of costs associated with centralized parking of buses.

When buses are housed in a single location, the District pays a prep time costs that was never paid before the centralized parking of buses. Drivers are provided 15 to 60 minutes daily at District expense to insure buses are ready to run. To calculate the cost of this item; 30 minutes was used and the result was a cost to the District of \$30,206. A survey of twenty eight drivers was completed with eighteen drivers wanting the privilege of taking their bus home. The District calculates the hours of prep time for these eighteen drivers at 2,013.75 hours which results in \$30,206 in savings.

**Al Howland moved to approve a pilot bus driver take buses home program that runs through the end of the school year, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Mini Retirement Incentive:**

Superintendent Morse discussed a mini-retirement incentive with the Board. He is asking for the Board's approval. The 2015 incentive will only be offered to teachers and administrators, and participation for this incentive will be limited to three.

**Al Howland moved to approve the mini retirement incentive that will be offered to teachers and administrators and participation for this incentive will be limited to three 2<sup>nd</sup> by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**VIII ACTIONS**

**Superintendent and Board Action Items:**

**Motion to approve ORHS Maternity Leave of Absence Request – February 11, 2015 – May 11, 2015: Kenny Rotner moved to approve ORHS Maternity Leave of Absence Request – February 11, 2015 – May 11, 2015, 2<sup>nd</sup> by Denise Day. The motion approved 7-0 with the Student Representative voting in the affirmative.**

**Motion to approve the Second Reading/Adoption of Strategic Plan – Academic Goals: Al Howland moved to approve the short term high school, middle school, elementary school Strategic Plan, and go back to their groups and have an opportunity to review action strategy timelines and take input into consideration from the entire staff; and that the**

**community based learning steam goal be rewritten, 2<sup>nd</sup> by Ed Charle. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Al Howland moved to approve the short term technology goal, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Authorization to Formulate Warrant Article Related to ORHS Athletic Field: Kenny Rotner moved to authorize to formulate a Warrant Article Related to ORHS Athletic Field, 2<sup>nd</sup> by Denise Day.**

Maria Barth feels that there are long term health concerns with using artificial turf. Todd Allen added that weed killers and pesticides as well as potentially more injuries sustained with natural grass also needed to be weighed.

**Motion approved 7-0 with the Student Representative voting in the affirmative.**

#### **SCHOOL BOARD COMMITTEE UPDATES:**

Al Howland reported that the Advisory Budget Committee met and they are ready to review the budget next week.

Maria Barth reported on the first meeting with the Wellness Committee. They are going to be reviewing the policy. She noted that the busing schedule has changed and thus prohibits kids from eating breakfast at the school.

Maria also reported that The 68 Hours of Hunger Advisory Committee met. They reviewed the right to know law at length

**PUBLIC COMMENTS:** None

#### **CLOSING ACTIONS:**

**Future Meeting Dates:** 10/23/14 and 10/29/14 School Board Budget Workshops

Sarah Farwell would like updates on 1) Chinese Program and 2) How are the changes to the music program going at a future meeting.

**Maria Barth moved to discuss Dean Rubine idea/concept about changing goal to be based on tax burden, 2<sup>nd</sup> by Sarah Farwell.** Maria thinks that the current systems does not give the full picture as it does not include the revenue stream from Barrington students. **Motion passed 6-1 with Tom Newkirk voting against the motion and the Student Representative voting in the affirmative.**

**Maria Barth moved to include as an action item on the agenda to acknowledge public correspondence to the agenda format, 2<sup>nd</sup> by Kenny Rotner.** **Motion failed 1-6** with Maria Barth voting in the affirmative.

**Kenny Rotner moved to enter into nonpublic session under RSA 91-A:3 II (3) Matters that are likely to adversely affect the reputation of a person other than a member of the School Board, 2<sup>nd</sup> by Al Howland.** Upon roll call vote the motion passed 7-0.

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary



Oyster River Cooperative School Board  
October 15, 2014 ORHS-C-120  
Non Public Meeting Minutes

Attendees:

Ed Charle  
Maria Barth  
Tom Newkirk  
Kenny Rotner  
Al Howland  
Denise Day  
Sarah Farwell

Kenny Rotner made the motion to enter nonpublic session at 8:58 PM seconded by Al Howland. Under RSA 91-A:3 II (c) The Board reviewed and discussed a high school issue. Motion carried by roll call vote 7-0.


Motion made to leave nonpublic at 9:25 PM and return to public session at 9:26 PM by Kenny Rotner, second by Al Howland. Motion carried by roll call vote 7-0.

Al Howland made the motion to authorize the superintendent to administer an additional 10 day suspension when warranted, seconded by Maria Barth.

Motion made to adjourn at 9:30 PM by Denise Day, seconded by Maria Barth.

Respectfully Submitted,

Dr. James Morse  
Superintendent




OYSTER RIVER  
*Child Nutrition*

HEALTHY LOCAL FRESH

Child Nutrition Program  
School Board Update 11/5/14

- 4 Managers
  - 7 Hours per day
- 12 Kitchen assistants
  - 2-6 Hours per day



- Over 180 years of school nutrition experience

## Our Employees

- 2 Managers have Associates degrees in Culinary and Nutrition
- Most hold ServSafe Certification
  - Offered on site
- In-service trainings
  - Civil Rights
  - Knife skills
  - Using fresh herbs (school gardens)
  - Getting the best from spices
  - New Regulations



## Training

- Capital Improvement Plan
- Moharimet
  - Walk-in refrigerator
  - Tilt skillet
  - Double oven
- Mast Way
  - Dishwasher
  - Refrigeration
- Middle school
  - Dishwasher
  - Refrigeration



## Equipment

- National School Lunch Week
  - Themed decorations “Get in the game with School Lunch”
- Community Dinners
  - November 6
  - January 22
  - March 12
- Facebook
  - Daily menus
  - Pictures






## Marketing

- Newly formed Seacoast Buying Group
  - Change of prime vendor
    - More specific bid to district's needs
  - Paper bid
- Milk - statewide bid
- Produce
  - Farmers & local producers
  - Local distributor
  - School gardens





## Purchasing

- Local sources include
  - 3 in Lee
  - 2 in Nottingham
  - 1 in Louden
  - 1 in Pittsfield
  - 1 in Alfred, ME
  - 1 in Canterbury
  - 1 in Stratham



## Farm to School

- Sources
  - Meals
  - A la carte food sales
  - Catering
  - Vending
  - Federal & State reimbursement
  - General fund



## Revenues

- High School Vending
  - 1 Refrigerated machine - leased
  - 1 Snack machine - leased
  - 1 Beverage Machine - owned by beverage company
- Middle School Vending
  - 1 Snack machine - owned
  - 1 Beverage machine - owned by beverage company



## New Vending

- Staff meetings
- Community dinners
- Town voting days
- Student special events



## Catering

• Reimbursable	Lunches	Breakfasts
• Mast Way	40%	3%
• Moharimet	40%	5%
• Middle School	27%	2%
• High School	17%	4%



## Participation

- Increase local purchases
- Production gardens
- Increase participation
- Seek grant opportunities
- Continue involvement in Summer REACH
- Find hands-on cooking workshops for staff



## Future Plans





Questions?



Proposed Warrant Article Language for November 5, 2014 School Board Meeting

Shall the District raise and appropriate the sum of \$ x.xxx.xxx for the renovation and construction of athletic fields at Oyster River High School, and to authorize the issuance of not more than \$ xxx,xxx of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA Chapter 33) and to authorize the District officials to issue and negotiate such bonds or notes and to determine the term and rate of interest thereon; furthermore, to raise and appropriate the additional sum of \$xx,xxx for the first year's principal and interest payment on the bonds or notes, and authorize the School Board to apply for, accept and expend federal, state or other aid which may be available for the project and to comply with all laws applicable to the project and take any other action necessary to carry out this vote. The School Board recommends this appropriation with a three-fifths (3/5) ballot vote of those in attendance and voting at the annual meeting.

# Oyster River Cooperative School District

## SCHOOL CALENDAR

2015-2016 **DRAFT**

Approved by School Board:

Deliberative Session: February 3, 2015\*

Voting Day: March 10, 2015

\*Subject to Change

AUGUST/ SEPTEMBER 2015					
M	T	W	Th	F	
					TW TW
△	1	2	3	4	
X	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

S(22)  
T(24)

OCTOBER 2015					
M	T	W	Th	F	
			1	2	
5	6	7	8	TW	
X	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

S(20)  
T(21)

NOVEMBER 2015					
M	T	W	Th	F	
2	3	*4	5	TW	
9	10	X	12	13	
16	17	18	19	20	
23	24	X	X	X	
30					

S(16)  
T(17)

DECEMBER 2015					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	X	X	
X	X	X	X		

S(17)  
T(17)

JANUARY 2016					
M	T	W	Th	F	
				X	
4	5	6	7	8	
11	12	13	14	15	
X	19	20	21	22	
TW	*26	27	28	29	

S(18)  
T(19)

8/27 & 8/28... Teacher Workshop Days  
 8/31 ..... 1st Day for Students Gr. 1-12  
 9/1 ..... 1st Day for Kindergarten  
 9/2..... 1st Day Preschool  
 9/7..... Labor Day Observance

10/9..... Teacher Workshop  
 10/12..... Columbus Day

11/6 ..... Teacher Workshop  
 11/11..... Veterans' Day  
 11/25 - 11/27.. Thanksgiving Recess

12/24-1/1..... Holiday Recess

1/18 ..... Martin Luther King Day  
 1/25 ..... Teacher Workshop

2/22 - 2/26..... Winter Recess

3/18..... Teacher Workshop

4/25 - 4/29... Spring Recess

5/20..... Teacher Workshop  
 5/30..... Memorial Day

TBD..... ORHS Graduation  
 6/22..... With 5 Built In - Snow Days

△ First Day of School for Students  
 △ Last Day of School (*unless more than 5 make-up days are required*)

TW Teacher District Workshop Days  
 (no school for students)

X School Closed - Holiday/Vacation

\* End of Quarter

SD Snow Days (5 Built in)

Anticipated last day for students is 6/22. The calendar allows for five student cancellation days. If less or more than five days are needed to cover cancellations, the schedule will be adjusted accordingly.

FEBRUARY 2016					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
X	X	X	X	X	
29					

S(16)  
T(16)

MARCH 2016					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	TW	
21	22	23	24	25	
28	29	30	31		

S(22)  
T(23)

APRIL 2016					
M	T	W	Th	F	
				1	
4	5	6	*7	8	
11	12	13	14	15	
18	19	20	21	22	
X	X	X	X	X	

S(16)  
T(16)

MAY 2016					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	TW	
23	24	25	26	27	
X	31				

S(20)  
T(21)

JUNE 2016					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	SD	SD	
SD	SD	SD/△			

S(11)  
T(11)

178 Student Days

185 Teacher Days

Policies for  
 First/Second Read/Adoption/Deletion  
**SB Meeting of  
 November 5, 2014**

Title	Code
<b>Policies for First Read</b>	
Instructional Needs of Students with Different Talents	IFA
Curriculum Development	IGA
Career Education	IGAD
Curriculum Adoption	IGD
Instructional Program	IF
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion</b>	
Physical Education	IHAE
Buildings and Grounds Maintenance	ECB

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IFA
Date of Adoption: December 19, 1985 Date of Revision: July 19, 1989 School Board 2 <sup>nd</sup> Read Adoption August 11, 2010 Previously -- IGBB Policy Committee: October 22, 2014 School Board First Read: November 5, 2014	Page 1 of 1 Category: Priority

### **Instructional Needs of Students with Different Talents**

The Oyster River Cooperative School Board, in its continuing search for ways to extend and improve the learning experiences of children under the umbrella of individualized instruction, recognizes that all students have different interests and talents. The school district, therefore, reaffirms its commitment to provide for the uniqueness of individual talents and potential, and to meet the academic, emotional, physical, and social needs of each student.

Consistent with the district's goals, the schools endeavor to foster in their students:

- 1) an excitement for learning,
- 2) self-discipline in pursuing a task,
- 3) competence in communicating new information and ideas,
- 4) the ability to explore and develop alternative hypotheses, strategies, and solutions to a problem, and
- 5) a sense of self-determination and awareness of their own strengths and needs.

Administrators, ~~and~~ teachers, **and counselors** ~~should~~**will** collaborate to consider and address students' different talents, interests and academic development when planning the district's educational programs and curriculum.

In order to meet the instructional needs of students with different talents, administrators and staff should explore alternative learning programs such as extended learning opportunities, alternative learning plans, distance education, vocational/technical education, and others.

Cross Reference:

Policy IGAD – Career Education

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(6), Instructional Needs of Students With Different Talents  
NH Code of Administrative Rules, Section Ed 306.04(j), Instructional Needs of Students With Different Talents

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGA
Date of Adoption: August 17, 1988 - Code Change from IF SB First Read: August 17, 2011 SB Second Read/Adoption: September 7, 2011 <a href="#">School Board First Read: November 5, 2014</a>	Page 1 of 2 <a href="#">Category: Priority</a>

## CURRICULUM DEVELOPMENT

The Oyster River Cooperative school board will encourage and support the professional staff in its efforts to investigate new curricular ideas, develop and improve programs, and evaluate results.

The superintendent will direct and/or delegate curriculum development for the school system. The superintendent will establish curriculum committees for the study of curriculum improvements, including the selection of new instructional materials, as found necessary and desirable.

Teacher obligations to the school beyond regular classroom duties include work on curriculum committees. It is expected that all teachers will make contributions to curriculum development.

The superintendent will submit to the board recommendations developed by the curriculum committees and the professional staff. Recommendations will be submitted to the board for its consideration and adoption, as appropriate.

### Curriculum ~~Maps & Scope & Sequences~~ Guides

Curriculum guides shall be ~~provided~~ [developed](#) for ~~the various~~ [all](#) subject areas. These guides shall present at least a minimal outline for instruction [which will include the scope and sequence](#) and a basis for future development of the particular course.

The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, and variations of approaches and materials.

#### 1) Development of Guides:

- a) Curriculum guides should be initially developed by the staff and teachers who are to use them.
- b) Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form committees for study, creation, and revision of any particular guide.
- c) When work is completed on a guide, the committee responsible for its development shall present it through the office of the superintendent.

#### 2) Use of the Guides ~~Curriculum Maps~~:

- a) Curriculum guides are to serve as a framework from which a teacher will develop units of study, individual lesson plans, and approaches to instruction which will serve the pupils' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
- b) The principal is responsible for monitoring optimum use of available curriculum guides.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGA
Date of Adoption: August 17, 1988 First Read to SB: August 17, 2011 Second Read to SB: September 7, 2011 School Board First Read: November 5, 2014	Page 2 of 2 Category: Priority

## CURRICULUM DEVELOPMENT

Curriculum Guides ~~Maps~~ will be developed for all courses and will contain the following three parts:

- 1) A listing of the instructional standards and/or competencies of the course consistent with the goal of continuous progress and stated as far as possible in measurable behavior.
- 2) A suggested method of assessment for stated instructional standards/competences in order to measure when and to what degree learning has been accomplished.
- 3) Suggested learning activities such as workbook pages, selected readings, activity cards, games, etc. to accompany each objective.

The board recognizes that curriculum is not static and, therefore, expects that curriculum guides will be updated on a regular basis ensuring alignment with standards adopted by the New Hampshire Department of Education.

Copies of all relevant guidelines will be on file in the Central office, District web-site, principal's office, and as appropriate the school library.

**Cross Reference:**

- IL – Evaluation of Curricular Programs
- IGD – Curriculum Adoption

**Legal Reference:**

- NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents
- NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGAD
Date of Adoption: August 17, 1988 Reviewed/Added Cross Reference: May 25, 2011 Policy Committee: October 22, 2014 School Board First Read: November 5, 2014	Page 1 of 2 Category: Optional

## CAREER EDUCATION

The [Oyster River Cooperative School Board](#) board embraces the concept that career education is the totality of learning experiences through which a person learns about and prepares to engage in work as part of her or his way of living. Such education should start in early childhood and continue throughout a person's life. It may be viewed as consisting of the following phases: a) career awareness, b) career exploration, c) career decision making, d) career preparation, e) career guidance and counseling, and f) career placement, follow-up, and advancement.

The board believes that the district should develop career education programs that provide experiences, occupational preparation, and services that will assist individuals to develop an understanding of the world of work, make decisions about careers, prepare for them, find them, and advance in them. [Students should be encouraged to pursue their passions.](#) For example:

- 1) Career awareness should be woven into early childhood and elementary school programs to develop and enlarge children's understandings of the working world, to promote a positive attitude about the personal and social significance of work, and to help children think about their own interests and abilities and aspirations. Only after children develop self-awareness can they begin to think about themselves in relation to work and careers.
- 2) Career exploration should begin in the middle school. Students should be provided with information about careers and some first-hand experiences in the world of work. Learning experiences should include examination of careers, observation of work, and actual work experiences; and then evaluation by the individual of his or her own interests, abilities, and aptitudes in relation to these experiences.
- 3) Career decision making [begins to taking place at the high school level](#) when the student has examined the career information and experiences provided and has considered them in the context of his/her own values, interests, abilities, and aptitudes. At this time students should feel ready to make some tentative choices and consider alternatives as to their career and/or career area. [Students should be prepared to move more deeply into their career choice and to leave the school system for entry into a program of further education and training or with an entry level employment skill. This can be accomplished through various educational programs and occupational/vocational training. Students should be given an opportunity to participate in work study, internships, and job shadowing experience programs designed to give on the job training and/or career awareness.](#)
- ~~4) Career preparation begins in high school. Students should be prepared to move more deeply into their career choice and to leave the school system for entry into a program of further education and training or with an entry level employment skill. This can be accomplished through various educational programs and occupational/vocational training. Students should be given an opportunity to participate in work study experience programs designed to give on the job training.~~
- 5-4) Career guidance and counseling should be an ongoing part of career education in order to give adequate assistance to students involved in making a decision about careers. Counseling



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGAD
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## CAREER EDUCATION

should help the student combine knowledge of self, a knowledge of work opportunities, and a knowledge of alternatives for education and training. Career Guidance should involve the participation of teachers, professional counselors, and parents.

- 6-5) Career placement, follow-up, and advancement are critical in career education. Along with the traditional function of guidance-school counselors in placing students in colleges, job placement services should be provided for students who desire either part-time employment while attending school or full-time employment after graduation. Efforts must be made to follow-up our students to discover how well their schooling has served them in their jobs and career preparation. Through adult programs, the schools should provide retraining and career advancement, for advances in technology continually require new skills and society continually demands new services. We can only make guesses about job needs in the future -- but change is certain. Therefore, students should be encouraged to view career education as a lifelong process requiring continued study and training.

Realizing that there must be a cooperative effort between the schools and community, the board supports the establishment of career education advisory committees consisting of school and community leaders and the involvement of community resource persons at all school levels.

Cross Reference:

JLD – School Guidance and Counseling Program  
 IFA – Instructional Needs of Students with Different Talents



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IGD
Date of Policy Committee Review: August 17, 2010 First Read to SB: August 17, 2011 Second Read/Adoption to SB: September 7, 2011 Review Policy Committee: September 10, 2014 School Board First Read: November 5, 2014	Page 1 of 1 Category: Recommended

## CURRICULUM AND/OR PROGRAM ADOPTION

It is the policy of the [Oyster River Cooperative School Board](#) that no basic program of study shall be eliminated or added without approval of the Board, nor shall any significant alteration or reduction of a course of study be made without such approval.

New programs of study shall not be acted upon by the Board until the meeting following their presentation by the administration so that Board members may have opportunity to review the proposed program.

**Cross Reference:**

IGA – Curriculum Development

**Legal Reference:**

NH Code of Administrative Rules, Section Ed. 302.02(f), Substantive Duties of Superintendents

NH Code of Administrative Rules, Section Ed. 303.01(g), Substantive Duties of School Boards

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IF
Review by Policy Committee: September 10, 2014 School Board First Read: November 5, 2014	Page 1 of 1 Category: Recommended

## INSTRUCTIONAL PROGRAM

It is the policy of the [Oyster River Cooperative School Board](#) that instruction will be aligned with the ~~goals~~ [vision](#), mission and policies of the School District. Additionally, the District's instructional program will comply with the rules of the NH Department of Education and all applicable state statutes and federal law.

Instruction will be focused on meeting the [individual instructional needs of students using heterogeneous grouping as appropriate to the needs of ORCSD students.](#) ~~needs of students with different talents, interests, and development.~~

[In accordance with ORCSD vision to personalize instruction, teachers will provide a rigorous program and adapt the content in order to meet the unique needs of students.](#)

The instructional program will include:

1. Procedures for diagnosing learner needs
2. Methods and strategies for teaching that incorporate learner needs
3. Resource-based learning opportunities
4. Techniques for evaluating student outcomes
5. The provision of remedial [and accelerated](#) instruction as needed

Instruction will also include, where possible, consideration of all available community resources, including but not limited to organizations, businesses, talented individuals, natural resources, and technology to engage each student in achieving the necessary skill and knowledge.

### Legal References:

- Ed 306.14(b), Instructional Program (July 1, 2015)
- Ed 306.141(a), Instructional Program (after July 1, 2015)

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IHAE
Date of Adoption: August 17, 1988 Policy Committee Review: 8/4/11 Code Change Adopted School Board: May 2, 2012 Previously: IGAF Policy Committee: October 22, 2014 TO BE DELETED SCHOOL BOARD: November 5, 2014	Page 1 of 1 Category: <a href="#">Optional</a>

## PHYSICAL EDUCATION

Physical education shall be required of all [Oyster River Cooperative School](#) pupils on a regularly scheduled basis. No child shall be excused from physical education except on the advice of a registered physician of the state. Temporary excuses on a day-to-day basis may be granted by the teacher upon the request of the parents.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ECB
Date of Adoption: June 29, 1988 TO BE DELETED SCHOOL BOARD: 11/5/14	Page 1 of 1

*BUILDINGS AND GROUNDS MAINTENANCE*

The board will develop and execute a continuing program of maintenance of all district-owned buildings and grounds. This program of maintenance will be administered in such a manner as to preserve the capital investment of the district and to prevent deterioration due to lack of proper care.

The Superintendent will carry out the above policy through providing for:

1. Buildings and ground improvements and additions as established by capital outlay line items approved by the board.
2. An adequate custodial program for all schools.
3. Improvement and maintenance of school grounds and fields.
4. Repairs, including repairs of equipment, and painting.
5. Determination of obsolete equipment.



**ORHS  
ATHLETICS**

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

**OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT**

**From:** Corey Parker  
**Date:** 11/05/14  
**Re:** Winter Coach Volunteer Nominations  
**Message:**

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

**Volunteer Positions:**

Robert Fauci, Jr.	Boys Basketball
Edward Szczepanil	Boys Basketball

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Robert Fauci Jr.	School: Oyster River High School
Position: Volunteer Boys Basketball Coach	Paid      or <input type="checkbox"/> Unpaid

**Athletic Director Narrative:**

Please accept this nomination for Robert Fauci Jr. as a boys' basketball volunteer assistant coach. Robert who most recently has been the freshman coach at Somersworth High School will help out greatly with practice environments allowing for additional coach instruction. He comes with high praise for the Somersworth program and we are excited to have him joining our program.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

10/27/14  
\_\_\_\_\_  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Edward Szczepanik	School: Oyster River High School
Position: Volunteer Boys Basketball Coach	Paid      or <input type="checkbox"/> Unpaid

Athletic Director Narrative:

Please accept this nomination for Ed Szczepanik as a volunteer coach with our boys' basketball program. Ed has extensive experience organizing and coaching at the youth level and comes with high praise for his tireless work ethic in teaching the game of basketball to student-athletes. He will be a great addition to our practices and game environment.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

10/27/14  
\_\_\_\_\_  
Date