

**Oyster River Cooperative School District
REGULAR MEETING**

May 3, 2017

Mast Way School - Cafeteria

6:30 PM

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
 - I.a. PUBLIC HEARING:** *Pursuant to Chapter 20 (HB 329) of the 2017 legislative session, hereby legalizes, ratifies and confirms all actions, votes and proceedings held at the 2017 annual School District meeting which was postponed due to a weather emergency.*
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve 4/19/17 regular and non-public meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - Update on current 2016-17 Operations Administrative School Board Goals
 - C. Business Administrator**
 - Insurance Contribution Assurance Agreement Cap Extension
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
 - Draft 2017-18 Master Schedule of School Board Meetings
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion for the Board to adopt the resolution to take action to ratify the actions, votes and proceedings at this year's Annual School District meeting.
 - Motion to approve Insurance Contribution Assurance Cap for three additional years.
 - Motion to approve Moharimet Vacancies for the 2017-18 school year.
 - Motion to approve ORMS Vacancies for the 2017 -18 school year.
 - Motion to approve ORHS Vacancies for the 2017-18 school year.
 - Motion to Approve ORMS Volunteer Coach.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 5/10/17 – Workshop – ORHS Library, 5/17/17 @ Moharimet
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}**
NON-MEETING SESSION: RSA 91-A2 I {If Needed}
- XIII. ADJOURNMENT:**

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

Respectfully submitted,
Superintendent

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

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

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

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

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

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

Oyster River Cooperative School District Members:

- | | |
|--------------------------|----------------------------|
| • Maria S. Barth | Term on Board: 2015 - 2018 |
| • Thomas Newkirk, Chair | Term on Board: 2016 - 2019 |
| • Kenneth Rotner | Term on Board: 2016 - 2019 |
| • Denise Day, Vice-Chair | Term on Board: 2017 - 2020 |
| • Michael Williams | Term on Board: 2017 - 2020 |
| • Allan Howland | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

Information Regarding Nonpublic Session

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- a. The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- e. Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

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

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Todd Allen *T.A.*
DATE: May 3, 2017
RE: Public Hearing Documentation

Dear School Board Members,

At the recommendation of legal counsel, attached to this memo, please find the resolution requiring a public hearing for House Bill 329, Chapter 20 of 2017.

This public hearing pertains to the postponed voting on March 14, 2017 due to the weather; and addresses the steps the School Board needs to follow to ratify and affirm the results of the 2017 Annual School District meeting.

The legislature has adopted this procedure for Towns and Districts to follow to resolve any doubt about postponed meeting and to affirm their results.

Thank you.



RESOLUTION OF THE OYSTER RIVER COOPERATIVE SCHOOL BOARD

The School Board of the Oyster River Cooperative School District, pursuant to Chapter 20 (HB 329) of the 2017 legislative session, hereby legalizes, ratifies and confirms all actions, votes and proceedings held at the 2017 annual School District meeting which was postponed due to a weather emergency.

This action is taken after a properly noticed public hearing, said notice having been published in the Fosters Daily Democrat and having been posted on the School District's website 72 hours prior to this action.

A true attested copy of this Resolution will be posted at the place of the annual School District meeting, with like copies to be posted at Oyster River Middle School, Mast Way Elementary School, Moharimet Elementary School and on the School District's website, with the original to be delivered to the School District Clerk.

Given under our hands on May 3, 2017.

OYSTER RIVER
COOPERATIVE SCHOOL BOARD

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

Oyster River Cooperative School District

REGULAR MEETING

April 19, 2017

Oyster River High School

6:30 p.m.

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

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

There were two members of the public present.

I. CALL TO ORDER:

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

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

APPROVAL OF MANIFESTS:

Payroll Manifest #21: \$944,644.17

Vendor Manifest: #23: \$227,930.40

II. APPROVAL OF AGENDA:

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

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

III. PUBLIC COMMENTS: None

IV. APPROVAL OF MINUTES:

Motion to approve the minutes of April 5, 2017:

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

Motion to approve nonpublic minutes of April 5, 2017.

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

V. ANNOUNCEMENTS COMMENDATIONS and COMMENTS

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

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

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

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

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

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

Audit:

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

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

VI. DISTRICT REPORTS:

A. Assistant Superintendent Curriculum and Instruction Report:

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

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

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

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

Superintendent Morse reviewed the projected elementary enrollment with the Board:

Mast Way 2017-18 Enrollment Projections:

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

Moharimet 2017-18 Enrollment Projections:

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

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

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

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

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

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

Start Times for all Schools: Status: Completed for fall of 2017.

Maria Barth asked how they will be able to measure the success of the late start time. Superintendent Morse said that the Wellness Committee will be surveying the students and they will be sharing the baseline data when it becomes available.

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

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

C. Business Administrator:

Business Card Resolution Form for School Board Approval

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

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

D. Student Senate:

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

E. Other: None

VII. DISCUSSION ITEMS

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

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

School board Committee Assignments:

Negotiations Committee: Tom Newkirk, Al Howland, Dan Klein

Policy Committee Maria Barth, Kenny Rotner, Denise Day

Facilities Committee: Maria Barth, Michael Williams, Kenny Rotner

Wellness Tom Newkirk

Long Range Planning Denise Day

Sustainability: Dan Klein

NHSBA Delegate: Tom Newkirk and Maria Barth

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

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

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

VIII. ACTIONS:

A. Superintendent's Action: None

B. Board Action Items:

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

Motion to approve ORMS vacancies:

Clayton Cahoon - Math Teacher

Rheanna Cote - School Counselor

Jordan Hicks - Social Studies

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

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

Mast Way Stipend Activity:

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

Motion to approve ORHS Volunteer Coaches and ORMS Coach:

Volunteer Position:

Nathaniel Morneault Boys Lacrosse, Deidre Brown Varsity Softball

Paid Position

Heather Concannon Middle School Track and Field

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

Motion to approve the List of Policies:

Policies for Second Read

School Board Self Evaluation and Goal Setting: BA

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

Roles and Duties of the School Board Chairperson BBAB

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

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

IX. SCHOOL BOARD COMMITTEE UPDATES:

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

X. PUBLIC COMMENTS: None

XI. CLOSING ACTIONS:

A. Future Meeting Dates:

May 3rd Regular Meeting at Mast Way

May 10th Workshop – ORHS Library

May 17th: Regular Meeting at Moharimet

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

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

NON-MEETING SESSION: RSA91-A2 I : None

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

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

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

XIII. ADJOURNMENT:

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

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

Oyster River Cooperative School Board

April 19, 2017

ORHS C-120

NON-PUBLIC MEETING 1
MINUTES

Kenneth Rotner moved to enter into nonpublic session at 9:15 p.m. in accordance with RSA 91-A:3 II (a) – The dismissal, promotion or compensation of any public employee or the disciplining of such employees, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted,, 2nd by Allan Howland. Upon roll call vote, the motion passed 6-0.

School Board Attendees:

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

Administrators Present:

Absent

Dan Klein

The School Board discussed the superintendents contract for the 2017-18 school year and detailed the compensation during the public session.

Kenny Rotner made a motion to re-enter public session at 9:24 pm, 2nd by Denise Day.
Motion passed 6-0

Respectfully Submitted,
Allan Howland
School Board Member

To: ORCSD School Board
From: Jim Morse, Superintendent
Date: August 29, 2016 / *APRIL 19, 2017* & *MAY 3, 2017*
RE: Recommended Board Goals from Administrator Leadership Team

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

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

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

Board Goal 1: Oyster River Communication Protocol/Strategy

Completed but needs to be continued

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

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

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

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

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

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

September:

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

Emphasis: Current Condition.

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

Include index cards for questions.

Video tape presentation for ORTV.

Article for Fosters - New Release on Architect Report.

October:

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

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

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

October/November:

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

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

January:

Second Public Presentation with Architect and Community Meal.

September through May:

Articles to be shared through various media:

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

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

Done
Done
Not done
Done
Done

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

Intended Audience: ORMS & ORHS World Language Staff

*2016-17 completed
Needs to be reviewed*

2016-17

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

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

Summer/ Fall 2016: Research Best Practice

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

Report to Include Grade 6 Implications on MS Scheduling

October 19, 2016: Report to the School Board

2017-18

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

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

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

Report to Include Grade 5 Implications on MS Scheduling

October 2017: Report to the Board

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

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

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

Intended Audience: OR Students, Staff and Parents

*Completed/Implemented
Fall of 2017-18*

August 17, 2016: School Board Review Busing Options

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

September: Host Staff Question & Answer Sessions by Building Administrators

September: Host Student Question & Answer Sessions by Building Administrators

October 5, 2016: School Board Discussion

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

October 19, 2016: School Board Decision

January - April 2017: Plan for Implementation

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

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

Intended Audience: The ORCSD community

Communication Plan for Mental Health Goal:

September 2016:

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

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

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

Press release 3 weeks prior to the event.

Utilize School Messenger to communicate with all school families.

Use Facebook to publicize the event.

Invite Foster's to come cover the event.

Completed

October 2016:

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

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

Completed

November 2016:

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

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

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

Completed

to be done in May

December/January:

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

NAMI recommended not to do community training

April 2017:

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

Completed and being done

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

Done but Advisor/Advisee need implementation

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

HS just starting this discussion



Recommendation: Continue the great
focus on student needs rather
than curriculum differences

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

Intended Audience: MS Staff, Parents and surrounding community

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

September:

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

completed

October:

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

completed

November:

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

completed

December:

- Habits of Learning conversation (faculty meeting)

completed

January 2017:

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

completed

need to move parent input

February:

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

completed

Spring 2017:

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

ongoing

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

INTEROFFICE MEMORANDUM

TO: School Board

FROM: Sue Caswell,
Business Administrator

DATE: May 3, 2017

RE: Property and Liability/Workers' Compensation Program-Contribution
Assurance Agreement (CAP)

Attached you will find the details of an opportunity to stabilize our annual contributions for participation in the Primex Property and Liability program and Workers' Compensation Program. Participation in CAP for each year of the Cap Period is conditioned upon a three-year commitment to participation in the Primex Workers' Compensation Program. By signing this agreement, you agree to extend your Membership Agreement for three (3) years and Primex agrees to guarantee that your annual contribution increase will not exceed seven percent (7%) of the prior year's contribution for Property and Liability coverage. The not to exceed rate guarantee for Workers Compensation coverage is eight (8%) percent.

Property & Liability Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY

Primex³ is offering members in our **Property & Liability Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed seven percent (7%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Property & Liability Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2019 July 1, 2018 through June 30, 2019

(maximum 7% increase over July 1, 2017 through June 30, 2018 contribution)

FY 2020 July 1, 2019 through June 30, 2020

(maximum 7% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 7% increase over July 1, 2019 through June 30, 2020 contribution)

By signing this Agreement, the **Oyster River Cooperative School District** agrees to extend its risk pool membership and participation in the Primex³ **Property & Liability Program** for three coverage period years, through **June 30, 2021**. The **Oyster River Cooperative School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Oyster River Cooperative School District** agrees that the seven percent (7%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Oyster River Cooperative School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year (2) but shall be reinstated for the end of year three (3).

The **Oyster River Cooperative School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Property & Liability Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Oyster River Cooperative School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Oyster River Cooperative School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Oyster River Cooperative School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Oyster River Cooperative School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Oyster River Cooperative School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Oyster River Cooperative School District** with legal authority to contractually bind the **Oyster River Cooperative School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Property & Liability Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

COPY

RESOLUTION TO ENTER PRIMEX³
Property & Liability Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Oyster River Cooperative School District** adopted on _____.

COPY

Board: _____

Title of Board

Signature: _____

Name: _____

Title: _____ duly authorized

Date: _____

**Workers' Compensation Program
Contribution Assurance Program (CAP) Agreement
THIS AGREEMENT AMENDS AND EXTENDS YOUR MEMBERSHIP AGREEMENT
PLEASE READ CAREFULLY**

Primex³ is offering members in our **Workers' Compensation Program** an opportunity to stabilize their annual contributions through participation in our Contribution Assurance Program (**CAP**). **CAP** is offered to members who qualify, providing them predictability by limiting the annual contribution increase during a defined period of years (**CAP Period**). By signing this Agreement, you agree to extend your Membership Agreement for **three (3) years** and Primex³ agrees to guarantee that your annual contribution increase will not exceed eight percent (8%) of the prior year's contribution. Because performance matters with Primex³, you may realize an annual increase that is less than the **CAP** through sound risk management and stable underwriting exposures. The annual member contribution will be based upon your exposure base, members' loss experience, and the rates established each year by the Primex³ Board of Trustees.

We are offering this opportunity so that our members can extend their commitment to pooling through the Primex³ programs. Participation in **CAP** for each year of the **CAP Period** is conditioned upon a three-year commitment to participation in the Primex³ Workers' Compensation Program.

The following **CAP Period** years qualify for the Contribution Assurance Program (**CAP**):

FY 2019 July 1, 2018 through June 30, 2019

(maximum 8% increase over July 1, 2017 through June 30, 2018 contribution)

FY 2020 July 1, 2019 through June 30, 2020

(maximum 8% increase over July 1, 2018 through June 30, 2019 contribution)

FY 2021 July 1, 2020 through June 30, 2021

(maximum 8% increase over July 1, 2019 through June 30, 2020 contribution)

By signing this Agreement, the **Oyster River Cooperative School District** agrees to extend its risk pool membership and participation in the Primex³ **Workers' Compensation Program** for three coverage period years, through **June 30, 2021**. The **Oyster River Cooperative School District** agrees and understands it remains bound by and subject to the terms and conditions of the Membership Agreement, Public Entity Coverage Documents and Trust Agreement, and all Trust by-laws, policies and procedures.

The **Oyster River Cooperative School District** agrees that the eight percent (8%) maximum increase currently available for this **CAP Period** does not apply to any other year or period of years, and upon expiration of the **CAP Period** in this Agreement, any subsequent participation in a Primex³ **CAP** will be subject to underwriting review, membership criteria, **CAP** criteria, determination of contribution and the maximum increase in place for the subsequent **CAP Period**.

The **Oyster River Cooperative School District** further acknowledges that by extending its Membership Agreement for three (3) coverage period years, the Public Entity Coverage Documents, General Conditions Section (L) ("Terminating Participation in Our Program(s)") is suspended during year one (1) and year two (2) of the three (3) year term, as there is no right to cancel or terminate during year one (1) and year (2) but shall be reinstated for the end of year three (3).

Oyster River Cooperative School District

February 1, 2017

WC-2021-08-3

The **Oyster River Cooperative School District** agrees that failure to provide notice in strict accordance with the Public Entity Coverage Documents, General Conditions Section (L) shall result in automatic renewal of risk management pool membership and continuation in the Primex³ Workers' Compensation Program, but not continuation of **CAP** which must be separately offered and accepted.

Primex³ acknowledges that the **Oyster River Cooperative School District** is a NH public entity which receives budgetary authorization for appropriations from an annual meeting of its legislative body and pertains to a fiscal year which commences on the following January 1 or July 1, of any given year. The **Oyster River Cooperative School District** also acknowledges that it is legally required to carry insurance coverage. As such, if the legislative body, at such annual meeting for any years that are within the anticipated term of the contract, fails to approve such appropriation, and there are no other lawful means of funding the coverage, this contract may be terminated by the **Oyster River Cooperative School District** by notice to Primex³ made within 30 days of the legislative action at which such funding initiative was defeated and such cancellation shall be effective as of the commencement on the following fiscal year or on the anniversary of the policy, whichever first occurs.

The **Oyster River Cooperative School District**, however, agrees that it shall seek the requisite appropriations in good faith and that the availability of lower cost or otherwise preferable coverage alternatives during the term of this Agreement shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that appropriations are unavailable. In the event of an early termination, the **Oyster River Cooperative School District** agrees to return the difference between the **CAP** increase and the uncapped contribution.

By affixing my signature below, I am attesting, representing and warranting that I am a duly authorized representative of the governing body of the **Oyster River Cooperative School District** with legal authority to contractually bind the **Oyster River Cooperative School District** to the terms of this Agreement, and that I understand the commitment being made to membership in the Primex³ risk management pool and participation in the Workers' Compensation Program.

Authorized Representative
of the Governing Body

Title

Date

Print Name

COPY

Oyster River Cooperative School District

February 1, 2017

WC-2021-08-3

RESOLUTION TO ENTER PRIMEX³
Workers' Compensation Contribution Assurance Program (CAP)

RESOLVED: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex³) to enter into its **Workers' Compensation Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex³ risk management pool membership during the term of the **Workers' Compensation Contribution Assurance Program (CAP)**. The coverage provided by Primex³ in each year of membership shall be as then set forth in the Coverage Documents of Primex³.

I attest that the foregoing is a true copy of the Resolution of the Governing Board of the **Oyster River Cooperative School District** adopted on _____.

Board: _____

Title of Board

Signature: _____

Name: _____

COPY

Title: _____ duly authorized

Date: _____

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
2017 - 2018 MASTER SCHEDULE OF SCHOOL BOARD MEETINGS**

TO BE APPROVED by School Board -

<u>DATE</u>	<u>LOCATION 6:30 pm</u>
July 6 - Manifest Review Meeting (Thursday 5:30 PM)	High School, Room C120
July 19	High School, Library
August 2	High School Library
August 16.....	Middle School, Library
August 30 - Manifest Review Meeting (5:30 PM)	High School, Room C120
September 6.....	High School, Library
September 20.....	High School, Library
October 4.....	Middle School, Library
October 18.....	High School, Library
November 1.....	High School, Library
November 15.....	High School, Library
November 29 - Manifest Review Meeting (5:30 PM)	High School, Room C120
December 6.....	High School, Library
December 20.....	High School, Library
January 3.....	High School, Library
January 9 ¹ Bond & Budget Hearing.....	H.S. Auditorium
January 17.....	High School, Library
January 31 - Manifest Review Meeting (5:30 PM).....	High School, Room C120
February 6 ² Annual Meeting-Session I/ Manifest Review (6:30 PM).....	H.S. Auditorium
February 13 Candidates Night	High School, Room C120
February 21.....	High School Library
March 7 - Regular Meeting (6:30 PM).....	High School, Library
March 13 Annual Meeting - Session II.....	Town Voting Locations
March 21- Regular Meeting (6:30 PM).....	High School, Library
April 4	High School, Library
April 18	High School, Library
May 2	Mast Way
May 16	Moharimet
May 30 - Manifest Review Meeting (5:30 PM).....	High School, Room C120
June 6	High School, Library
June 20	High School, Library

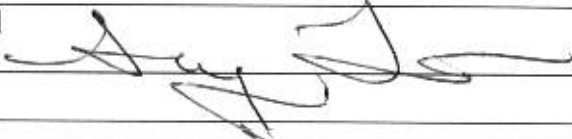
¹ Bond hearing- snow date - January 11th

² Session I- snow date - February 7th *Subject to change
Candidates Night -Snow Date - February 15th

This calendar subject to change with Board action pending needs of the District

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 15


Name:	Elliott Moore
Date:	4/25/2017
Position:	French Teaching
Person Replacing:	Steve Lord
Budgeted Amount:	\$67,605 Total Amount Budgeted
Recommended Step/Salary:	BA/Step 1/ \$40,523
Interviewed By:	Mike McCann, Barb Milliken, Steve Lord, Tom Hausmann, Leslie Gelsomini, Mary Beaton, Wendy Gibson, Heather Stanley, Ben Antognetti
# Interviewed:	3
Education:	Bachelor of Arts, Syracuse University: Major-International Relations, Minor-French
Certification: HQT Status	-Letter of eligibility for Alt. 4 certification -Passed the Praxis Core Academic Skills for Educators -Passed the Praxis subject Assessment Test for French: World Language
Related Experience:	Raised in Paris, France Library Assistant, Oyster River High School Substitute Teaching, Oyster River Schools ELL Tutor, Dover Adult Learning Center
Comments:	Mrs. Moore brings dedication and enthusiasm to the classroom and to the ORCSD. Elliot is highly fluent in French and is also proficient in Spanish. Elliott has demonstrated an excellent ability to connect with students and work with colleagues in a collaborative manner. We look forward to working collaboratively with Elliot as she brings her knowledge of French and the French culture to our community.
Date: <u>4/26/17</u>	Authorized Signature: 

REQUIRED Attachments:

- Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Oyster River Cooperative School District
Nomination Form

#of Resumes Received: 33

Name:	Sean Peschel
Date:	4/25/2017
Position:	Extended Learning Opportunity Coordinator
Person Replacing:	New Position* (195 day contract)
Budgeted Amount:	\$80,177 Total Amount Budgeted
Recommended Step/Salary:	CAGS/Step 13/\$81,001*
Interviewed By:	Mark Milliken, Heather Machanoff, Karen VanDyke, Jason Baker, Kim Cassamas & Kim Sekera
# Interviewed:	8 candidates interviewed
Education:	B.A. in History, Society, Culture from Colby-Sawyer College M.Ed. with a concentration in School Counseling & School Counseling Director from Plymouth State University CAGS with a Educational Leadership from Plymouth State University
Certification:	Social Studies (5-12), School Counselor, School Counselor Director, Principal, Career & Technical Director
HQT Status	
Related Experience:	S.S. Teacher, School Counseling and Career & Technical Director
Comments:	We are very excited to have Mr. Peschel bring energy and variety of experience to ORCSD ELO position. He is student centered and eager to learn, as demonstrated by his continued educational pursuits. His variety of experiences include school counselor, career tech counselor, S.S. teacher and Career Tech Director. Sean's references spoke highly about his work to create connections with the community and enjoyment working with students to build on their interests.
Date: <u>4/26/17</u>	Authorized Signature: 

REQUIRED Attachments:
 Resume 3 Letters of Recommendation Copy of Certification



To: Dr. Jim Morse, Superintendent
From: Corey Parker
Date: 5/3/17
Re: Spring Coach Nominations

Message:

Please accept the following names for nomination to coach and volunteer this upcoming spring season.

Volunteer Positions:

Name	Position
Paul Stenmark	ORMS Softball

Paid Position:

Name	Position	Stipend	Years	Longevity	Total
Emily Geltz	Outdoor Track	\$2,371	1	\$0	\$2,371

Yours in sports,
Corey Parker
Director of Athletics

Oyster River Cooperative School District

COACHING NOMINATION FORM

Name of Candidate: PAUL STENMARK	School: Oyster River Middle School
Position: Volunteer Middle School Softball	NON PAID

Athletic Director Narrative:

Please accept this nomination for Paul Stenmark to assist with our middle school softball team. Paul will bring youth coaching experience and assist Coach Seely daily. With his involvement, we will be able to connect with more girls and enhance the coaching of the fundamental skills to the program.

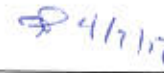
Attachments:

Reference Check

Application



Signature of Athletic Director



Date