

**Oyster River Cooperative School Board**  
**Regular Meeting**

**August 20, 2014**

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

**School Board Members:** Tom Newkirk, Maria Barth, Ed Charle, Kenny Rotner, Sarah Farwell, Denise Day and Student Representative M. Doody. Not Present: Al Howland

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

There were 4 members of the public present

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

Kenny Rotner mentioned that John Cavanaugh, a member of the community and a graduate of Oyster River, recently passed away. It's a tragedy and there was a moment of silence for remembrance.

**Maria Barth moved to remove the Pledge of Allegiance at the beginning of tonight's School Board Meeting, 2<sup>nd</sup> by Kenny Rotner.** It is her hope that it could be replaced with something else but would like to see it removed.

The Board would like to see this come back as a future discussion item.

**The motion failed 2-4 with Maria Barth and Ed Charle voting in favor of the motion.**

**II. PLEDGE of ALLEGIANCE**

**III. PUBLIC COMMENTS:** None

**IV. APPROVAL of MANIFESTS:**

**July 9<sup>th</sup>:** Kenny Rotner moved to approve the July 9<sup>th</sup> Manifest Meeting, 2<sup>nd</sup> by Ed Charle. This is a regular meeting with the Manifest being the focus. Motion passed 6-0 with the Student Representative voting in the affirmative.

**July 16<sup>th</sup>: Kenny Rotner moved to approve the July 16<sup>th</sup> meeting, 2<sup>nd</sup> by Ed Charle. Section 6: All Day Kindergarten: Insert Kenny Rotner will also be on that committee as well. The Superintendent agreed to set a fall date to report back to the Board. Page 1 Sarah Farwell. Page 7 should read the Board discussed need to be notified when teachers switched positions within the District.**

**The Motion passed 6-0 with the Student Representative voting in the affirmative.**

**July 30<sup>th</sup> Manifest Meeting: Kenny Rotner moved to approve the July 30 Manifest Meeting 2<sup>nd</sup> by Ed Charle. This is a regular meeting with the Manifest being the focus. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**Approval of Manifests:**

Payroll Manifest #3: \$200,370.15

Payroll Manifest #4: \$206,185.91

Vendor Manifest: #5: \$1,203,956.13

**V. ANNOUNCEMENTS AND COMMENDATIONS**

**District:** Todd Allen of the High School reported that Fall Sports started this Monday. Freshman Orientation is coming up and letters have been mailed with the Orientation Information.

He also mentioned “Smacked” synthetic marijuana. There aren’t any merchants in this area that are selling it or have sold this product. There have not been any overdoses in this area, but they are keeping a close watch on it. They are looking at ways to inform the students of this.

Carolyn Eastman commended the Facilities Department for all their hard work in getting the schools ready to open next week. She also commended the Summer Enrichment staff for their programs this summer. They look forward to next summer improving on the program.

Dennis Harrington commended his office staff, teachers and families for carrying out the annual cookout for new families. It is a very constructive way for bringing families together.

**Board:** Tom Newkirk visited the gym at Moharimet and it looks great and the construction is going smoothly.

## **DISTRICT REPORTS**

**Assistant Superintendent/Curriculum and Instruction Report:** None

### **Superintendent's Report:**

**Enrollment Update:** Superintendent Morse reported that eight students that would have attended Moharimet will be going to Mast Way as a result of the redistricting.

The high school has grown with in district students. There is an increase of 34 resident students.

**Business Administrator:** None

**Student Senate Report:** The class officers are beginning to meet and plan out their year. The Community Service Advisor will be having a meeting to introduce the clubs to the incoming students. Planning for Spirit Week will begin once school starts.

**Other: Strings Program Vision and Goals:** Andrea von Oeyen introduced herself to the Board and gave her vision and goals for the year.

**Middle School Level:** Goals for the Middle School Program include giving first year lessons to grade five students on a regular basis each year and creating a classical orchestral program that exists in grades 6, 7, and 8. Students will be able to play their instrument by themselves, and with a group, in a variety of keys that are comfortable for beginning string players and will experiment with different bow techniques while playing a variety of standard and popular string orchestra repertoire.

**High School Level:** Goals for the high school program include providing students with a classical orchestral experience every day and including all four grades of string players in this group. Students will play in a variety of keys and will perfect different bow techniques while focusing on synchronizing the bow markings in their parts. They will play a variety of standard and popular

orchestral arrangements that will prepare them to continue their musical careers, professional or otherwise, after their high school experience is over.

**ORCSD Bus Routes:** Lisa Huppe discussed the changes in the upcoming school year for the bus routes. Bus stops have been pulled out of most dead end roads and cul-d-sacs to ease ridership time. Currently on the elementary level the routes vary from 20 to 35 minutes.

Coe Drive is still under construction and should be complete by the start of school. There is a “Plan B” in place if it has not been completed by next week.

**Strategic Plan: Finance/Operations – 1<sup>st</sup> Read:**

Sue Caswell presented the first read of Finance/Operations to the Board. It was a collaborative process.

Maintenance/Custodial Goal: The education, health and safety of our children are our top priorities. Decisions made regarding transportation, food, service, technology and facilities shall support this priority.

Short Term: Improve safety/problem/solving/communications

Action Strategies:

Train staff how to handle materials used to clean.

Review Injury Reports

Block problem areas in buildings with gates to limit access

Train to improve communications/awareness among staff and community

Create signs to identify location and procedures for using eye wash stations

Create guidelines for painting/building use and determine how to distribute them.

Improve operational efficiencies.

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

Short Term Goal: ORCSD Maintenance and Custodial Staff will work to apply the principles of sustainability in the conduct and operations of the schools.

Action Strategies:

- Remove Carpet from all buildings
- Use greener products
- Control Heat loss in buildings
- Implement integrated pest management

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

Short Term Goal: ORCSD Maintenance and Custodial Staff will be involved in decisions related to any capital improvement efforts.

Action Strategies:

- Prepare to support potential athletic field upgrades
- Revise and update the capital improvements plan as designated by the facilities study.
- Participate in Committee to investigate future options for Middle School Improvement
- Address Mast Way Parking Lot Water Retention Problem
- Oversee Moharimet cafeteria expansion project
- Increase budget for capital improvements until we reach 3% of total budget

Maintenance-Transportation Goal: The education, health and safety of our children are our top priorities.

Short Term Goal: ORCSD Transportation Department will improve communications and safety throughout the department.

Action Strategies:

- Create Communications Team that will meet regularly
- Create Safety Team
- Create Newsletter
- Revise the system for assigning extra trips

Finance/Operations-Transportation Goal:

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

Short Term Goal: ORCSD Transportation Department will work to apply the principals of sustainability in the conduct and operations of transportation.

Action Strategies:

Increase Ridership

Coordinate Kindergarten Schedule for AM/PM

Finance/Operations-Transportation Goal: The education, health, and safety of our children are our top priorities. Decisions made regarding transportation, food, service, technology and facilities shall support this priority.

Short Term Goal: ORCSD Transportation Department will improve communications and safety throughout the Department.

Action Strategies:

Create communication team that will meet regularly

Create safety team

Create newsletter

Revise the system for assigning extra trips

Finance Operation-Transportation Goal: Financial prudence guide all decisions to be among the best performing schools in New Hampshire.

Short Term Goal: ORCSD Transportation Department will be involved in the decisions made related to bus replacement maintenance.

Action Strategies:

Follow current plan for bus replacement

Investigate options to lease buses

Investigate other options for office location

Finance Operations-Food Service Goal: The education, health and safety of our children are our top priorities. Decisions made regarding transportation, food, service, technology and facilities shall support this priority.

Short Term Goal: ORCSD Food Service Department will improve communications and safety through training and professional development.

Action Strategies:

Market the food service program  
Provide training for staff

Finance/Operations-Food Service Goal: Oyster River Schools will maintain and increase sustainability through food, gardens, transportation and energy and incorporate these into the curriculum.

Short Term Goal: ORCSD Food Service Department to continue to support sustainability by purchasing local foods and utilize produce from school gardens.

Action Strategies:

Reach out to local chefs to help showcase local foods  
Advertise for program  
Increase farm to school program/school gardens

Finance/Operations Food Service Goal: Financial prudent should guide all decisions to be among the best performing schools in New Hampshire.

Short Term Goal: ORCSD Food Service Department will develop an equipment replacement plan for each school.

Action Strategies:

Create an inventory of current equipment  
Develop equipment plan replacement program

The Board thanked Sue Caswell for how well coordinated this Strategic Action Plan is.

**DISCUSSION ITEMS:**

**Suggested Comparison List of School Districts:**

**Ed Charle moved to approve the suggested listing of comparable school districts: Bow, Exeter, Hampton-Winnacunnet, Hanover-Dresden, Hollis-Brookline, Portsmouth, Souhegan-Amherst, 2<sup>nd</sup> by Denise Day.**

**The motion passed 6-0 with the Student Representative voting in the affirmative.**

**ACTION ITEMS:**

**Board and Action Items:**

**Motion to approve FY 15-16 Budget Goals:**

1. The ORCSD 2014-2015 Budget will not exceed the cost of living as established by U.S. Government for 2013. Health Insurance negotiated contracts and State cost shifts/mandate not subject to COLA.
2. Class size will be in accordance to Policy IIB in order to meet the needs of students both for acceleration and remediation.
3. The proposed 2014-2015 budget will be analyzed to see if staff reassignment, the reassignment of funds, or other savings can be determined before adding new staff or programs.
4. Tuition funds will be used to maintain and enhance programs, offset capital costs and to lower tax impact on District taxpayers.
5. The 2014-15 budget will support state and local standards, to create a predictable resource acquisition cycle, and to provide assessments that give common reports to staff, parents and community based on the aforementioned state and local standard.
6. The proposed 2014-15 budget will account for unique costs associated with the implementation of common core, the draft strategic plan, proposed technology plan and the cost of equalization for the elementary student population.



**Ed Charle moved to approve the proposed Fiscal Year 2015 Budget Goals, 2<sup>nd</sup> by Denise Day. After a Board discussion, Ed withdrew his motion and these proposed Budget Goals will be revised and brought back to the Board.**

Other notes:

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

Using some estimating assumptions, below are what increases might look like for FY2016:

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

**Kenny Rotner moved to approve the following slate of motions: motion to affirm the hiring or ORHS Speech and Language Pathologist, motion to affirm the hiring or ORMS Language Arts Teacher, Motion to affirm the hiring of Moharimet Grade 4 Teacher for Leave of Absence coverage, Motion to amend previously approved Moharimet Leave of Absence from beginning to one year, motion to approve Moharimet Leave of absence from beginning of year to October 20, 2014, Motion to approve Elementary Stipend Activities nominations, Motion to approve ORHS/ORMS Coach volunteer nominations, Motion to approve ORMS/Activity Advisors for 2014-15 year, and Motion to approve ORHS Department head/Activity advisors for 2014-15 year, 2<sup>nd</sup> by Denise Day. Motions approved 6-0 with the Student Representative voting in the affirmative.**

**Policies:**

**Maria Barth moved to approve Policy JLCJ and Policy JICH for a first reading, 2<sup>nd</sup> by Sarah Farwell. Motion approved 6-0 with the Student Representative voting in the affirmative.**

**Denise Day moved to approve Policy GCCBC, Policy DIA, Policy DID, and Policy DM for adoption, 2<sup>nd</sup> by Maria Barth. Motion approved 6-0 with the Student Representative voting in the affirmative.**

**IX SCHOOL BOARD COMMITTEE UPDATES:** Ed Charle reported that the Sustainability Committee has been meeting regularly and they are currently talking about water.

Denise Day reported that the LRPC Committee met and they discussed the number of homes under contract and sold this year versus last year. The letters are going out to new home owners encouraging them to register their students sooner.

**PUBLIC COMMENTS:**

Dean Rubine of Lee feels that a way to reduce costs per students is to increase the amount of students in the schools.

**CLOSING ACTIONS**

Future Meeting Dates: September 3rd and September 17<sup>th</sup>

**Kenny Rotner moved to adjourn the meeting at 9:00 pm, 2<sup>nd</sup> by Denise Day. Motion approved 6-0 with the Student Representative voting in the affirmative.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary