

## Oyster River Cooperative School District

March 2, 2016

ORHS Auditorium

6:30 p.m.

**SCHOOL BOARD MEMBERS:** Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Sarah Farwell, Maria Barth, Dan Klein and Student Representative Caroline Wilson

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Mike McCann, Carrie Vaich, Corey Parker, and Catherine Plourde

There were thirty members of the public present.

### **I. CALL TO ORDER at 6:30 p.m. by Tom Newkirk**

6:30 – 7:00 p.m. Manifest Review/Approval at each School Board Meeting.

Tom Newkirk mentioned that they have suffered a great loss in the District and their thoughts go out to the family of James Klaeson.

### **II. PUBLIC COMMENTS:**

Michelle Dunbar of Madbury spoke and she has four children in the District that went to school with James. She feels it should be the action of the School Board to see if there was bullying involved. Guns are a big part of this but the community needs to take this seriously.

Carolyn Eastman of Madbury spoke regarding Coop with Portsmouth for High School Hockey. She thinks that we are just at the very beginning in seeing the positive impact of the ORMS team as well as the creation of an ORYA girls' team. Carolyn would like the District to hold off and take a year to see what happens in the next season and put effort into collecting the facts. This would allow a decision to be made that is best for Oyster River Girls. She encourages increased collaboration between the ORHS Girls Team and the feeding teams to ensure they feel confident in the girl's abilities as they enter high school.

Ellie Karatzas spoke to the Board. She plays for the Middle School Hockey and would like to keep the team.

Jen Croot is president of the booster's high school hockey team. She reported that we have 100% approval for wanting this merger.

Susan McDonough, a junior and a Captain on the High School Hockey Team, spoke and is in favor of the merger. This will allow them to be competitive. We cannot run practice with ten girls because they get tired.

Riley Deans a freshman at Portsmouth high school has been playing hockey since she was three years old. She is hoping the communities can come together and form a cooperative team.

Tori Liebel a freshman at Portsmouth who has been playing since she was four years old and would like to continue playing for a cooperative team.

Krista Butts a resident of Lee mentioned that her kids don't play hockey because of the concussion frequency. Last year there were two football concussions in the entire season. The opportunities should exist for everyone. She thinks the Board should approve the boys playing football with Portsmouth. It's the right thing to do for these students in the District.

Karen Cumberland of Durham spoke to the Board. Her daughter is the Captain of the Ice Hockey Team. She is the only senior. These kids cannot compete competitively because they don't have the numbers. She feels that they should be able to play with Portsmouth.

Gary Croot of Durham is the father of two girl's hockey players. They have big numbers from the middle school but often they attend other high schools that offer competitive hockey teams. Including the girls from Portsmouth will help the program with a bridging strategy. After two years the towns can have independent programs.

Greg Poitras of Lee submitted letters to the Board. There has been a tremendous investment in Girls Youth Hockey and feels that the Program is viable on its own for next year.

### **III. APPROVAL OF MINUTES:**

**Motion to approve 1/6/16, 2/10/16 regular and nonpublic and 2/17/16 manifest meeting:**

#### **Revision of January 6<sup>th</sup> Meeting:**

Replace Page 1 second paragraph with: A law was recently enacted by the State Legislature that concerns the videotaping of all school activities. This law requires the prior consent of all those who are to be videotaped, including teachers, other staff and students. It also requires a public hearing to be held in order to allow the community to weigh in on the school district's response to this law.

It has become apparent that the law, which was written primarily to prevent the unauthorized videotaping of teachers and using the videotape in an evaluative manner, has had unintended consequences and will most likely be revised in the near future.

We have been given advice by our attorneys and this matter was discussed at length at a Policy Committee Meeting. It is felt that our current policy of not videotaping staff members or students without their permission already meets the requirements set forward in this law. We will continue this practice until further clarification is provided.

**Denise Day moved to approve the January 6<sup>th</sup> Meeting Minutes with the above revisions, 2<sup>nd</sup> by Dan Klein. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Revision:**

**February 10<sup>th</sup> Meeting: Page 2: Replace Croot with Crute, replace February 10 with January 20.**

**Al Howland moved to approve the February 10<sup>th</sup> meeting with the above revision, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Denise Day moved to accept the February 10<sup>th</sup> nonpublic meeting minutes, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Revisions:**

**Manifest Meeting: Insert Dan Klein**

**Denise Day moved to approve the manifest meeting of February 17 with the above revision, 2<sup>nd</sup> by Al Howland.**

**Maria Barth moved to have the football presentation at the next meeting, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**APPROVAL OF MANIFESTS:**

Payroll Manifest #18 \$847,948.89

Vendor Manifest #20 \$256,000.31

**IV. ANNOUNCEMENTS and COMMENDATIONS:**

**A. District:** Mike McCann of the High School commended the Robotics Team for placing 10<sup>th</sup> out of 35 teams in the state championship. The Girls Basketball Team are in the playoffs against Portsmouth this Friday.

Carrie Vaich reported that Mast Way has had a busy February. We are celebrating the 250<sup>th</sup> anniversary of the Town of Lee. They teamed up with UNH Forestry Department and showed the students how to mark a tree and actually felled a tree. It was amazing. There was a fabulous video created to showcase the event. They also celebrated Read Across America right before the February break. There was a family read night and Susie Burke came in and sang some great songs.

**B. Board:** Denise Day thanked everyone who has written letters to the Board and has taken time out to come to meetings and offer input. She appreciates the effort that the community makes.

Maria Barth mentioned that her granddaughter Annika Barth, Oyster River Class of 2015 was interviewed by Al-jazeera last week.

Sarah Farwell thanked all the community members who has helped with her children so that she can do this job. It does take a village to raise a child.

Kenny Rotner mentioned that next Tuesday is Election Day and commended everyone who has worked so hard to get the word out on Warrant Article Three. He does not see a linkage between the hockey and football issue. In football every play is a collision.

**Recognition of Student Senate Representative:** The Board recognized and thanked Caroline Wilson on her hard work this year. Caroline noted that it has been a great experience this year and has learned so much. She thanked the Board for the opportunity.

## **V. DISTRICT REPORTS**

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

**B. Superintendent's Report:** Superintendent Morse mentioned that the construction manager on the Fields Project has reported that the prices are holding with modest increases.

Superintendent Morse announced that the High School Principal Search closes next week on March 8<sup>th</sup>. On March 9<sup>th</sup>, a small group of administrators will go through the screening process. March 15<sup>th</sup> and March 17<sup>th</sup> will be interviews. This will allow two weeks to complete building visits and allow the recommendation to the Board by April 6<sup>th</sup>. The successful candidate will begin on July 1<sup>st</sup>, 2016.

They discussed building a committee to be as neutral as possible in regards to possible internal candidates. The Interview Process was also discussed. The Board agreed by consensus to add in the high school student representative and eliminating one of the administrators to the committee.

**C. Business Administrator:** None

**D. Student Senate:** Caroline Wilson reported that they had their winter carnival the Friday before vacation. The students who participated and the staff had a great time and they are looking forward to making this a tradition.

**E. Other:** None

## **VI. DISCUSSION ITEMS:**

**Audit:** Patrick Mohan of Melanson Heath gave an overview of the Audit with the Board.

Prior Year Recommendations:

Establish Disaster Recovery Plan:

Prior Year Issue: In the prior year, we noted that the District did not have a formal business recovery plan for its computer system. We recommended that a formal disaster recovery plan be established, documented, and tested to include the following issues:

Identify and prioritize key automation functions within the District;

Identify key contacts (vendors, alternate site);

Document manual and alternative procedures that may be required to temporarily process transactions;

Identify key personnel in the recovery process and specify their roles.

Establishing and testing a formal business recovery plan will lessen the risks associated with a major computer failure or other disaster.

Current Year Status:

During fiscal year 2015, the District took extensive measures to ensure that data would be recovered in a timely manner to lessen the risks associated with a major computer failure. We consider this issue resolved.

Review Payroll Clerk Responsibilities Surrounding New Employees in the Payroll System:

Prior Year Issue: In the prior year, we recommended that the District review the responsibilities of the payroll clerk and consider segregating certain duties, and/or implement a formal/documented review process.

Current Year Status: During fiscal 2015, the District revised the accounting director's responsibilities, which improved the segregation of duties. The District implemented new procedures to help ensure that duties are segregated surrounding new employees. We consider this issue resolved.

Prepare to Implement GASB 68:

Prior Year Issue: In the prior year, we advised the District of the requirement to implement the Government Accounting Standards Board (GASB) Statement 68 Accounting and Financial Reporting for Pensions that will require the unfunded pension liability be recognized on the District's Statement of New Position.

Current Year Status: The District's June 30, 2015 basic financial statements reflect the implementation of Government Accounting Standards Board (GASB) Statement 68. We consider this issue resolved.

**Current Year Recommendation:**

Prepare for Single Audit Changes:

In fiscal year 2016, there will be significant new requirements related to single audits. In addition to raising the threshold for requiring a single audit from \$500,000 to \$750,000, there are new requirements of OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for single audits. The following summarizes the major changes:

Financial and program management:

Establish written policies and procedures for the following:

Cash management;

Determination of allowable costs;

Employee Travel

Implement internal controls that comply with COSO's "Internal Control Integrated Framework"

Property Standards Equipment:

Maintain property records that include description, serial/identification number, and source of funding, acquisition date, cost, location, and ultimate disposition data

Conduct a physical inventory every two years and reconcile to property/fixed asset records

Implement a control system to safeguard property from loss, damage, theft

Procurement:

Establish written policies and procedures for the following:

Procurement in compliance with the new procurement standards

Standards of conducts covering conflicts of interest

Process for conducting proposal evaluations

Maintain certain records to detail the history of procurement

Implement oversight procedures to ensure contractors perform in accordance with terms

Sub recipient monitoring and management:

Establish written policies and procedures for the following:

Communication of award recipients

Responsibilities for monitoring sub recipients

Process for monitoring

Methodology for resolving findings

Requirements for audits

They are recommending that the District prepare for the single audit changes by training staff and establishing the aforementioned documented policies and

procedures. This will help the District to minimize the risk of new single audit compliance finding in fiscal year 2016.

The Board thanked Patrick for his hard work and presentation.

**Ice Hockey Cooperative with Portsmouth Update:** Athletic Director Corey Parker gave some background on the girl's ice hockey program. There were only 8 players who returned from last year for the team. The discussion with Portsmouth started over a year ago. The charge was to get both teams together to discuss these possibilities. They met on Monday evening and there were over 35 people in attendance. There was a discussion on the current trend at the high school. There is a 72% return overall which is something to consider:  
Some reasons for not returning were:

Other high school opportunities,  
Transfer,  
Sport specialization,  
Priorities of life interests

Challenges from Low Participation:

Minimal availability for practice plans  
Injuries  
Changes in schedule  
Positions awareness/knowledge  
Recruiting culture  
Fundraising/cost to participate

Girls Hockey in District Playing This Season:

High School  
Grade 12: 1  
Grade 11: 2  
Grade 10: 3  
Grade 9: 6

Middle School

Grade 8: 8  
Grade 7: 3  
Grade 6: 6  
Grade 5: 3

Cooperative Agreement:

Each application has only a two-year commitment

Both schools must reapprove cooperative application after every two years

Factors:

Total amount of girl's participants  
Each schools amount of participants  
Efforts to create/sustain individual programs

Corey Parker feels it is in our best interest to move forward with a cooperative agreement with Portsmouth High School.

Corey discussed that the numeric value of girls from Portsmouth playing hockey next year is uncertain. If their program grows to more than five or six, then they would be trying to grow their own team. This may be the kick start for Portsmouth to grow their own team.

**Kenny Rotner moved to accept the Girls Ice Hockey Cooperative with Portsmouth, 2<sup>nd</sup> by Denise Day. Revisions to the Agreement: After two years, it needs to be approved by both School Boards for extension.** The Board had a very in depth conversation with Corey. **The Motion passed 6-1 with Maria Barth opposing.**

**Recommendation of assigning new development on Hayes Road in Lee and Madbury to Mast Way School:** Has been moved to the next Board meeting.

## **VII. ACTIONS:**

**A. Superintendent Action Items:** None

**B. Board Action Items:**

**Kenny Rotner moved to approve the two overnight field trips submitted to the School Board, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Motion to approve extension of the Superintendent's Contract: Kenny Rotner moved to approve the extension to extend the Superintendent's Contract one year to June 2020, 2<sup>nd</sup> by Maria Barth. Because of wording, Maria Barth moved to postpone this until the next meeting, 2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Motion to appoint two School Board Members to the Principal Search Committee: Kenny Rotner moved to approve Tom Newkirk and Maria Barth to serve on the Principal Search Committee, 2<sup>nd</sup> by Al Howland. Motion approved 5-0-2 with Tom Newkirk and Maria Barth abstaining.**

**Sarah Farwell moved to approve the Mast Way Teacher Leave of Absence BOY – November 4, 2016, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Al Howland moved to accept a Middle School Teacher Retirement, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Kenny Rotner moved to approve the Middle School Activity Music Stipend, 2<sup>nd</sup> by Maria Barth. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**Policies:**

**Kenny Rotner moved for second read/adoption:**

**ILD&R Educational Questionnaires, Survey and Research & Forms**

**ILDA Non-Educational Questionnaires, Survey and Research**

**IKAA Interdisciplinary Credit toward Graduation**

**2<sup>nd</sup> by Denise Day. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**VIII. COMMITTEE UPDATES:** None

**IX. PUBLIC COMMENTS:** Dean Rubine of Lee is a parent of an 8<sup>th</sup> grader and would like to be considered for the Principal Search Committee. He commended Sue Caswell on the audit. Election Day is Tuesday and he mentioned that only 7 people attended the candidate night.

Maria Barth would like to have a computer available to check into policies if an issue arises during a School Board meeting.

**X. CLOSING ACTIONS:**

**A. Future Meeting Dates:** 3/3/16 Start Time Workshop

3/16/16 Regular Meeting

3/8/16 Annual Meeting Session II – Voting Day

**XI. Non-Public Session: RSA 91-A:3:** None

**Non-Meeting Session: RSA 91-A:2:** None

**XII. ADJOURNMENT:**

**Al Howland moved to adjourn the meeting at 9:45 p.m., 2<sup>nd</sup> by Maria Barth. Motion approved 7-0.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary