

**Oyster River Cooperative School District  
REGULAR MEETING**

**May 17, 2017**

**Moharimet 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**
- II. APPROVAL OF AGENDA**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
  - Motion to approve 5/3/17 regular meeting minutes.
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**
  - A. District**
    - ORMS Dave Ervin – China Trip Summary
  - B. Board**
- VI. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
  - B. Superintendent's Report**
    - Merger of ORBDA with The International Union of Operating Engineers Local 877 AFL-CIO
    - Second Elementary Position at Mast Way
    - ORHS 1.0 FTE Teacher Breakdown
    - Special Education Position Update
    - Elementary Enrollment
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other: UNH Student (Alexander Chase) Report Out on Student Commuters {10 minutes}**
- VII. DISCUSSION ITEMS**
  - Draft 2017-18 Master Schedule of School Board Meetings
  - Last day of school for 2016-2017 school year
  - Middle School Competency Report Card
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to approve 2017-18 Master Schedule of School Board Meetings
    - Motion to approve ORHS Overnight Field Trip to National History Day University of Maryland 6/12 – 6/15
    - Motion to authorize Friday, June 23, 2017 as the last day of school with middle/high school dismissal at 12:15 and elementary schools at 1:15.
    - Consideration of authorization of the Middle School Competency Report Card
    - Motion to authorize second elementary position at Mast Way.
    - Motion to approve ORHS 1.0 FTE Teacher Breakdown
    - 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. {If needed}
    - Motion to approve List of Policies
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 6/7/17 ORHS Library, 6/21/17 ORHS Library
- 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.

**Oyster River Cooperative School District**

**REGULAR MEETING**

**May 3, 2017**

**May Way School**

**6:30 p.m.**

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

**ADMINISTRATORS:** Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Dennis Harrington, Jay Richard

There were six members of the public present

**I. CALL TO ORDER:**

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

**1a. 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.

Tom Newkirk moved to open the public hearing on the ratification of the School District Meeting, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0 with the Student Representative voting in the affirmative.

**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.

The hearing is open for public comments.

**Kenny Rotner moved to close the public hearing, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0 with the Student Representative abstaining.**

**Kenny Rotner moved to adopt the resolution as stated above, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**APPROVAL OF MANIFESTS:**

Payroll Manifest #22: \$1,273,781.09

Vendor Manifest #24: \$588,185.97

**II. APPROVAL OF AGENDA:**

**Maria Barth moved to approve the revised agenda, 2<sup>nd</sup> by Michael Williams. Motion passed 6-0 with the Student Representative abstaining.**

**III. PUBLIC COMMENTS:**

Kate Zimar who is a Mast Way teacher talked about the class sizes and the growing number of students registered for the school next fall. She strongly values the small class sizes in grades K-2 and urges the hiring of an additional teacher for Mast Way next fall.

Kirsten DeRochers who is both a parent and first grade teacher in the District has seen the numbers grow over the last several years.

**IV. APPROVAL OF MINUTES:**

**Al Howland moved to approve the 4/19/17 regular meeting minutes 2<sup>nd</sup> by Maria Barth. The motion passed 5-0-1 with Dan Klein abstaining and the Student Representative voting in the affirmative.**

The minutes of the 4/19/17 nonpublic meeting minutes were sealed at the last meeting. **Kenny Rotner moved to pass the non-public minutes that were sealed on April 19, 2017, 2<sup>nd</sup> by Maria Barth. Motion passed 5-0-1 to approve the non-public meeting minutes with Dan Klein and the Student Representative abstaining.**

**V. ANNOUNCEMENTS COMMENDATIONS AND COMMENTS:**

**A. District:**

Carrie Vaich of Mast Way thanked everyone who attended Suessical. It was amazing. On the Friday before April vacation the enrichment committee put together all day interactive activities for the students. It was a great day.

Jay Richard of the Middle School is looking forward to the Scholastic Writing Awards at Plymouth State University where over 20 students will be recognized for their writing. Has been working with the Durham Police Department and

UNH on Cinco de Mayo this Friday to ensure that the students won't be impacted.

Dennis Harrington of Moharimet reported that all Moharimet and Mast Way Kindergarten-Second Graders had a superlative presentation of the arts while grades 3 -4 took the Smarter Balanced Testing. It was phenomenal to see the children fully engaged in the performance. May 12<sup>th</sup> is Enrichment Day at Moharimet and he invited everyone to attend and see.

Suzanne Filippone, High School Principal stated that the Freshman Class had a stem day, the seniors had a community service day, the sophomores had PSATs and the juniors had SATs. She will be meeting with every senior advisory group and will ask them questions about their experience.

#### **B. BOARD:**

Kenny Rotner noted how impressive Mast Way looks and thanked the staff for speaking tonight and voicing their opinions. President Trump signed an order that did away with some of the nutrition requirements that had previously been passed. He is hoping that Oyster River maintains the higher nutritional standards that they have.

Student Representative Hannah Wilson spoke with a sophomore Hillary Gould and read a quote from her on their recent trip to China over April vacation. They had an amazing experience on their trip.

#### **VI. DISTRICT REPORTS:**

##### **A. Assistant Superintendent's Report:**

Assistant Superintendent Todd Allen reported that from a professional standpoint leadership is working hard to utilize and make the last two days of school for professional staff members valuable. Todd has been asked to speak at the State Board of Education next week as they will be discussing standards. There is some belief that we should move away from common core. It is his goal to share the work that this District has done around these standards. He hopes that as a school community to continue setting these goals and the work they are doing.

##### **B. Superintendent's Report:**

Superintendent Morse commended the UNH sororities and fraternities for reaching out to us pertaining to the behaviors observed in the past on Cinco de Mayo and what they plan to do to help. Their goal is to have safe places for kids. They were very clear in their support of Chief Kurz in their efforts for kids out of control.

They have been able to identify the student who set off the Middle School bomb threat. The impact of Board policies and procedures have been put in place.

The kindergarten numbers are still growing. There are currently 69 students registered for Mast Way for the fall. He is recommending hiring an additional teacher for Kindergarten for the fall. This is an issue that cannot be left unaddressed.

**Kenny Rotner moved to hire an additional Kindergarten teacher for Mast Way, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0 with the Student Representative voting in the affirmative.**

He is also concerned about grade 2 at Mast Way which is projected to have 24 students per class.

Superintendent Morse stated that they have received high school physical education teacher, Emily Rodgers' resignation effective at the end of the school year.

**Maria Barth moved to accept Emily Rodgers' resignation, 2<sup>nd</sup> by Michael Williams. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**C. Business Administrator:**

Boiler Bid

Jim Rozycki discussed the RFP/RFQ Boiler Plant at Moharimet: He is recommending MJA Plumbing and Mechanical based on cost/preferred contractor.

**Kenny Rotner moved to award the Boiler Plant RFP/RFQ to MJA Planning and Mechanical, 2<sup>nd</sup> by Michael Williams. Motion passed 6-0 with the Student Representative voting in the affirmative.**

RFP/RFQ: E-Rate Wireless

Josh Olstad discussed the RFP/RFQ E-Rate wireless and is recommending Optiv Security based on priced. It was the lowest bid at \$74,356.36.

**Kenny Rotner moved to award the E-Rate Wireless RFP/RFQ to Optiv Security, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0 with the Student Representative voting in the affirmative.**

Insurance Contribution Assurance Agreement Cap Extension:  
Sue Caswell is recommending the Board approve extending the Contribution Assurance Program with Primex as follows:

FY2019: Maximum 7% increase over July 1, 2017 - June 30, 2018 contribution  
FY2020: Maximum 7% increase over July 1, 2018 - June 30, 2019 contribution  
FY2021: Maximum 7% increase over July 1, 2019 - June 30, 2020 contribution

**Al Howland moved to approve the above Primex Contribution Assurance Agreement Cap Extension, 2<sup>nd</sup> by Michal Williams. Motion passed 6-0 with the Student Representative voting in the affirmative.**

**D. Student Senate Report:**

Student Representative Hannah Wilson reported that the marine biology classes will go on a floating raft in New Castle. The French and Spanish classes are going to MFA. The next two weeks will be AP testing. Next week is National Honor Society awards. Prom tickets went on sale this week for May 20<sup>th</sup>. The Play performance "Into the Woods" will be May 25-28<sup>th</sup>. May 31<sup>st</sup> will be the Senior Art Show. It is a great event that showcases their work over their four years. The seniors are also working on planning their senior week.

**E. Other:** None

**VII. DISCUSSION ITEMS:**

**Draft 2017-18 Mast Schedule of Board Meetings:**

Kenny Rotner suggested moving the September 20<sup>th</sup> meeting in honor of Rosh Hashanah. They discussed the potential of only having one meeting in September on the 13<sup>th</sup>. Superintendent Morse will have a draft revision for the next meeting.

**2017-2018 School Board Goals Discussion:**

Kenny Rotner discussed a list of potential School Board Goals for next year:  
Evaluate effect of the change of start time, the impact on students and transportation

Evaluate and continue to advance world language offerings

Evaluate use of homework assignments in the District

More fully engage student body and community to address mental health needs of students and improve wellness

Evaluate current bus transportation model

Continue with planning and construction of new middle school with goal of bringing warrant article forward in 2020.

Inform students and community members of ELO opportunities

Continue to study and implement competency based learning and communicating with the community

Work closely with math department in grades 5-12 to maximize effectiveness of teaching and learning in the subject.

Al Howland also mentioned some possible Board Goals:

Develop a communication strategy that engages the community in a dialogue: start time

Middle School World language with Mandarin how is it going and what is the impact

Middle School: dialogue needs to progress to the next phase and discuss all options available.

Continue with the Wellness and Mental Health initiative

Tom Newkirk feels that we have not gotten traction yet with the Middle School. A goal will be to educate the community and determine how we are going to move forward. The Facilities Committee could absorb the previous efforts and push these issues forward. Maria Barth suggested having forums and meetings to inform the community and get their feedback is essential to do first.

Dan Klein asked what the relationship between the Middle School Building Committee and the Facilities Committee. Superintendent Morse responded that once the Facilities Committee has framed out the work he sees them actively engaged with the Building Committee.

Tom Newkirk feels it is important to get more proximate contact with students. Discussing and hearing their thoughts is vital.

They will make a distinction of big picture goals and day to day goals and work a draft to bring back to the Board. Al Howland wants to see how effective the implemented goals are from last year and how effective they are.

Superintendent Morse referenced the Strategic Plan and would like to revisit the process with having an in depth community feedback similar to what was done five years ago.



**VIII. ACTIONS:**

**A. Superintendent Actions:** None

**B. Board Action Items:**

**Al Howland moved to approve the vacancies for the 2017-18 school year as follows: Sara Powell for Grade 5, Sean Peschel ELO Coordinator at the High School, and Elliott Moore, World Language – French at the High School, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0.**

Motion to approve ORMS Softball volunteer coach: Paul Stenmark

**Al Howland moved to approve the ORMS volunteer coach, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0.**

Motion to approve ORMS Outdoor Rack Coach Paid Position:

Emily Gelz Outdoor Track \$2,371

**Al Howland moved to approve the ORMS paid position for coaching, 2<sup>nd</sup> by Michael Williams. Motion passed 6-0.**

**IX. SCHOOL BOARD COMMITTEE UPDATES:** None

**X. PUBLIC COMMENTS:**

Dean Rubine of Lee mentioned that his daughter went on the China trip and thanked the administration for permitting it. He thanked everyone who made it happen.

Todd Allen announced that tomorrow is the first time in Oyster River history that the Middle School track team will be hosting a meet.

**XI. CLOSING ACTIONS:**

**A. Future Meeting Dates:** 5/10/17 Workshop ORHS Library and 5/17/17 at Moharimet.

Tom Newkirk suggested that if you have questions pertaining to the workshop on the 10<sup>th</sup>, to get them to Jim in advance. Jim will send out a reminder tomorrow.

**XII. NON-PUBLIC SESSION: RSA 91-A:3 II (if needed):** None

**NON-MEETING SESSION: RSA 91-A2 I (if needed):** None

**XIII. ADJOURNMENT:**

**Michael Williams moved to adjourn the meeting at 8:45, 2<sup>nd</sup> by Maria Barth. Motion passed 6-0.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary

## Wendy DiFruscio

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**From:** James Morse  
**Sent:** Thursday, May 11, 2017 8:51 AM  
**To:** Suzanne Filippone  
**Cc:** Heather Machanoff; Todd Allen; Wendy DiFruscio  
**Subject:** Re: HS 1FTE

Thank you Suzanne; I will add this to the super's report next Wednesday. Wendy, please include this email as back-uo to the Board,

Jim

On May 10, 2017, at 11:36 AM, Suzanne Filippone <[sfilippone@orcscsd.org](mailto:sfilippone@orcscsd.org)> wrote:

I am sending this email to follow up on our meeting this morning.

The data from scheduling demonstrates a continuing need for electives for students.

Our recent survey of student interest for course shows nutrition, wellness and "Life Skills."

Our greatest area of requests that are not filled are culinary. We currently offer 4 sections and have requests for 10 sections.

The 1FTE would be used to fill this need.

Please let me know if you need more information.

Thank you.

Suzanne Filippone  
Principal  
Oyster River High School  
55 Coe Drive  
Durham, NH 03824  
(603)868-2375

The Right-To-Know Law provides that most e-mail communications, to or from Oyster River School Department employees regarding the business of the School District, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure. This e-mail is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this e-mail by persons or entities other than the addressee is strictly prohibited. If you receive this e-mail in error, please notify the sender immediately and delete the material from any computer.

**Mast Way School 2017-18  
Enrollment Projections**

**Current 2016-17 Enrollments**

	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
6-20-16 End of Year	49	58	63	61	52	<b>283</b>
Summer Withdrawals 8-2-16	2		2	2	2	<b>8</b>
Withdrawals Oct - May 3	3	1	2			<b>6</b>
New Registrations Oct - May 3	4	5	4	1	2	<b>16</b>
10-1-16 Enrollment	62	68	61	66	63	<b>320</b>
<b>Total Actual as of 5-12-17</b>	<b>63</b>	<b>72</b>	<b>63</b>	<b>67</b>	<b>65</b>	<b>330</b>
New 2017-18 Registrations	69	7		2		<b>78</b>
Summer Withdrawals 2017		2	1			<b>3</b>
<b>Total 2017-18 Enrollment</b>	<b>69</b>	<b>68</b>	<b>71</b>	<b>65</b>	<b>67</b>	<b>340</b>

**2017-18 using Actual Enrollment  
17 classes**

<b>Teacher</b>	<b>Grade</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Avg</b>
Kennedy	K	18					<b>17.3</b>
McCormick	K	17					
Webb	K	17					
TBD	K	17					
Burke	1		23				<b>22.7</b>
Desrochers	1		23				
Handwork	1		22				
Darois	2			24			<b>23.7</b>
Stacey	2			24			
Zimar	2			23			
Drew	3				22		<b>21.7</b>
Moulton	3				21		
Paquette	3				22		
Buswell	4					22	<b>22.3</b>
George	4					23	
Gerard	4					22	
<b>TOTAL</b>		<b>69</b>	<b>68</b>	<b>71</b>	<b>65</b>	<b>67</b>	<b>340</b>

**2017-18 LRPC Projections - November 2016**

2017-18 Projected Enrollment	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Total</b>
	53	64	70	61	68	<b>318</b>
5/12/2017						

## Moharimet School 2017-18 Enrollment Projections Vs. Actual

Current 2016-17 Enrollments						
	K	1	2	3	4	
6-20-16 End of Year	59	76	71	98	90	<b>394</b>
Summer 2016 Withdrawals		7	1	2	4	<b>14</b>
New 2016-17 Registrations	54	12	8	6	3	<b>83</b>
10-1-16 Enrollment	54	64	83	75	97	<b>373</b>
<b>Total Actual as of 5-12-17</b>	53	66	83	76	100	<b>378</b>
New 2017-18 registrations	45	7	1	1	1	<b>55</b>
Summer Withdrawals			2			<b>2</b>
<b>Total 2017-18 Enrollment</b>	45	60	65	84	77	<b>331</b>

2017-18 using Actual Enrollment							
17 classes							
Teacher	Grade	K	*1	2	3	4	Avg
Chartrand	K	15					15
Lapierre	K	15					
Raspa	K	15					
Dolcino	1		20				19
Torr	1		20				
Bradley	1		20				
Hoff	2			22			21.67
Jones	2			22			
Nadeau	2			21			
Hall	3				19		18.5
Schmitt	3				19		
Fitzhenry	3				18		
Larson-Dennen	3				18		
Swift	3/4				10	12	22
Van Ledtje	4					22	22
Curtin	4					22	
Lee	4					21	
<b>TOTAL</b>		<b>45</b>	<b>60</b>	<b>65</b>	<b>84</b>	<b>77</b>	<b>331</b>

2017-18 LRPC Projections - November 2016						
2017-18 Projected Enrollment	K	1	2	3	4	Total
	55	55	65	88	78	<b>341</b>

# Student Commuters: Unpacking the Factors that Influence How High School Students Travel to School

Alexander Chase  
Mentored by Dr. Cliff Brown  
University of New Hampshire  
Spring 2017

1

## Research Questions

How do...

- **Environmental Concern**
- **Self Esteem**
- **Perceptions of Safety and Infrastructure**

Predict high school students' transportation use?

2

## Importance of Study

### Environmental Implications

- CO<sub>2</sub> emissions
- Production and disposal of vehicles (both fuel and electricity powered)

### Personal health Implications

Nature Deficit Disorder (Louv 2008; Sandry 2013)

Exercise – Creating healthy habits

High obesity rates

- 17% of Children

- 37% of Adults (CDC 2014)

**Decline in licensure** in millennials (Schoettle 2011)

3

## The Study and Main Findings

**Questionnaire:** 291 Students from Oyster River and Newmarket High Schools

**Focus Groups:** 1 at Oyster River, 1 at Newmarket

**19.9% of Students Use Active Modes at Least Weekly**

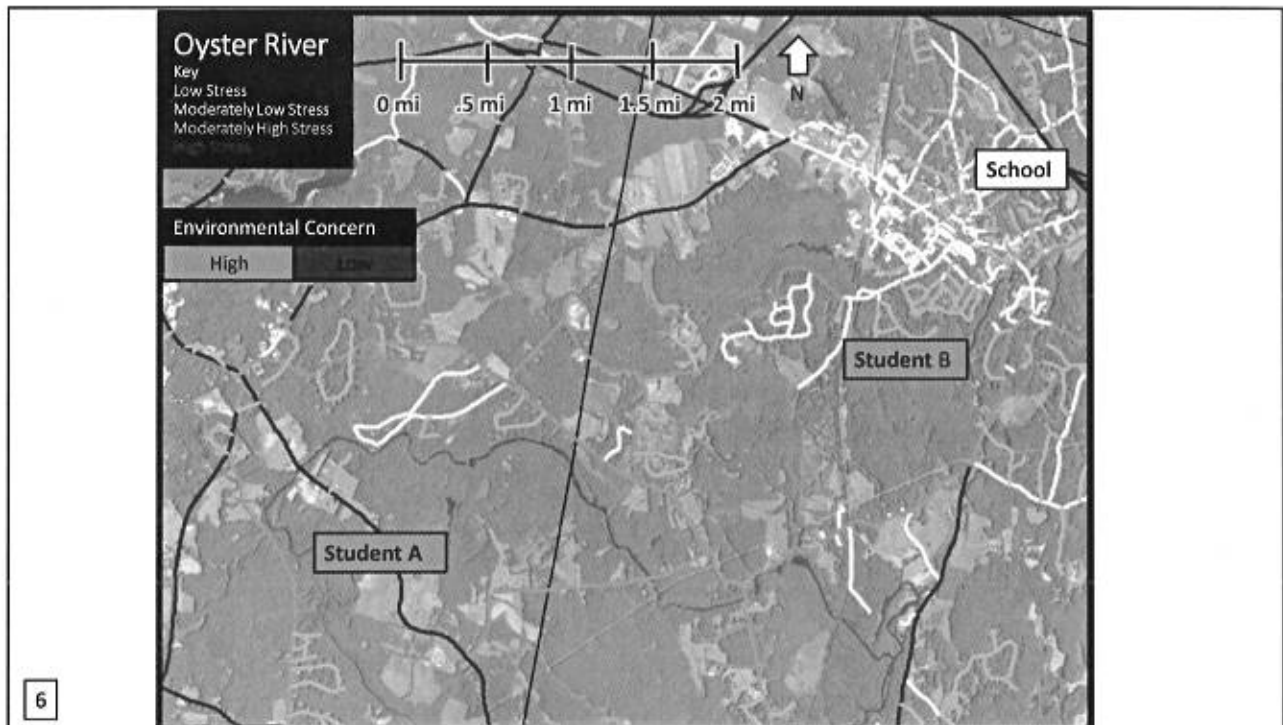
- Environmental Concern ✗
- Self Esteem ✗
- Perceptions of Safety and Infrastructure ✓

4

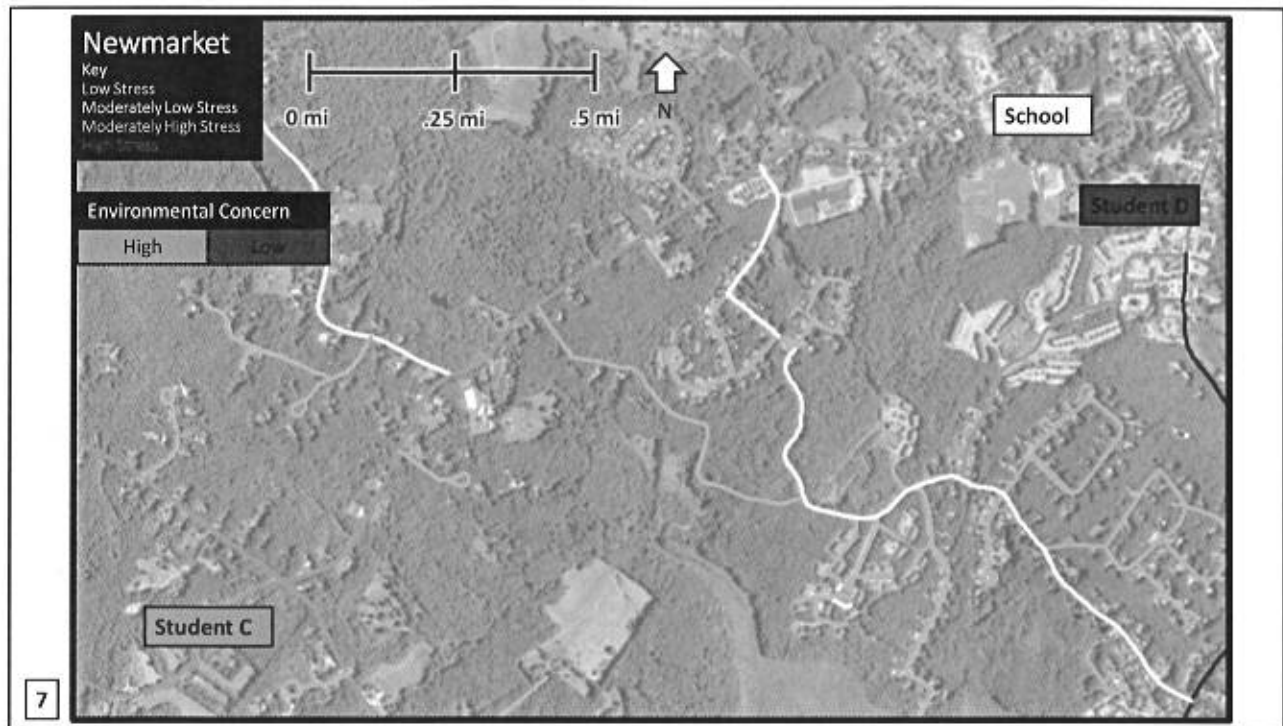
## Closer Look: Community Comparisons

	Newmarket	Oyster River
Active Mode Use:	30%	14%
<b>Characteristics</b>		
Median Household Income:	\$63,298	\$111,441
Free/Reduced Lunch:	21.2%	4.5%
High Environmental Concern:	34%	50%
High Self Esteem:	12%	22%
3 Miles or Less from School:	79%	34%
Parents Worried:	29% agree	50% agree

5



6



## Students' Explanations

**Why is there is disconnect between environmental concern and mode choice?**

*They don't care.... They probably think that they are only one person so "am I really going to make a big impact?"*

*I'll do it if everyone else changes, but I'm not going to change my ways until everyone else does.*

8



# Moving Forward

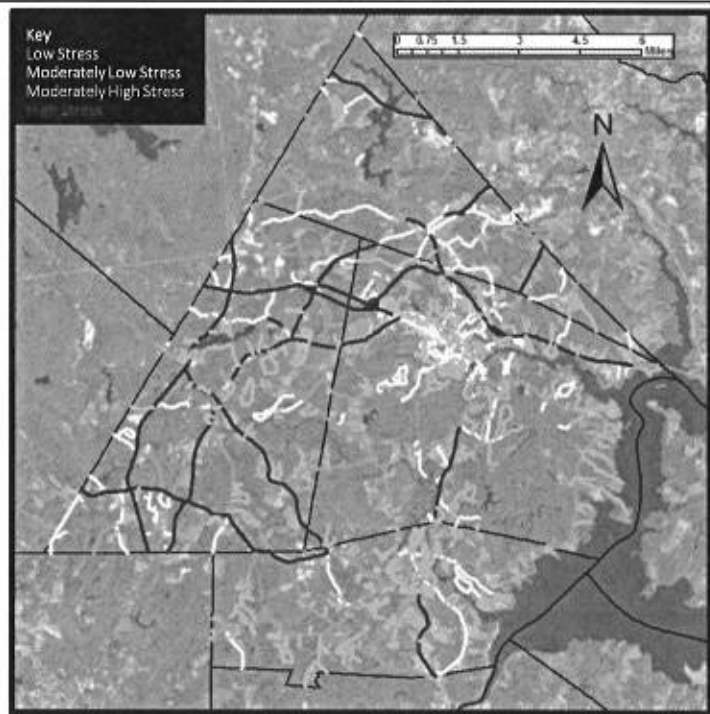
## Reduce barriers to moral action

- Infrastructure investment:
  - More green roads
- Policy enforcement
  - "Three Foot" & "Hands Free" laws
- Social shifts

## Possible Ideas?

- Walking or biking groups
- Later start time
- Storage for belongings
- Bike groups for children

9



## Works Cited

IRB # 6432

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**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 13 .....	High School, Library
September 27 - Manifest Review Meeting (5:30 PM)	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 <sup>1</sup> 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 <sup>2</sup> 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

<sup>1</sup> Bond hearing- snow date - January 11th

<sup>2</sup> Session I- snow date - February 7<sup>th</sup> \*Subject to change  
Candidates Night -Snow Date - February 15<sup>th</sup>

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

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

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INTEROFFICE MEMORANDUM

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TO: School Board  
FROM: Dr. Jim Morse  
DATE: May 12, 2017  
RE: 2016-17 Last Day of School

As we get closer to the end of another great school year, and barring no additional bad weather, we have determined that Friday, June 23<sup>rd</sup>, will be the students last day of school. This day will be an early dismissal of 12:15 PM for middle and high school and 1:15 PM for elementary.

Thank you.

Name: Sam Sample  
 Student Number: 22903787  
 Grade: 7

## Oyster River Middle School

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



Homeroom/Team: Bobcat  
 Date: 03/21/2017  
 Quarter 3 Progress Report

Competencies and Habits of Learning Scale	
M	Meets high expectations consistently
P	Progressing towards competency
B	Beginning to develop competency skills

Attendance			
	Q1	Q2	Q3
Days Absent	0	1	0
Days Present	45	44	27
Times Tardy	0	0	0
Dismissals	0	1	1
Days Enrolled	45	45	27

Math Competencies--Teacher: Mrs. Smith	Q1	Q2	Q3	Q4
Competency 1-Analyze proportional relationships and use them to solve real-world and mathematical problems.	M	M	M	
Competency 2-Apply and extend previous understandings of operations with fractions.	M	M	M	
Competency 3-Use properties of operations to generate equivalent expressions.	M	M	M	
Competency 4-Solve real-life and mathematical problems using numerical and algebraic expressions and equations.		M	M	
Competency 5-Draw construct, and describe geometrical figures and describe the relationships between them.		M	M	
Competency 6-Solve real-life and mathematical problems involving angle measure, area, surface area, and volume.			P	
Competency 7-Use random sampling to draw inferences about a population. Draw informal comparative inferences about two populations.			B	

Math Habits of Learning	Q1	Q2	Q3	Q4
HOL-1 Respectful	P	M	M	
HOL-2 Responsible	M	M	M	
HOL-3 Engaged	M	M	M	
HOL-4 Growth Mindset	P	M	M	

### Math Comments

After a strong start to the year, Sam struggled with the concepts this quarter. There were times when Sam was more distracted in class, which is reflected in his habits of learning. He has the potential to meet these competencies. I encourage him to relearn the material to increase understanding and improve his grade on competencies 6 and 7. I am available to provide support if needed.

ELA Competencies--Teacher: Ms. Silverstein	Q1	Q2	Q3	Q4
Competency 1- Reads and comprehends independently and proficiently.	B	P	M	
Competency 2- Comprehends, analyzes, and compares within and across texts.	B	P	P	
Competency 3- Communicates effectively as a writer.		B	P	
Competency 4- Communicates effectively as a speaker and listener.			B	

ELA Habits of Learning	Q1	Q2	Q3	Q4
HOL-1-Respectful	M	M	M	
HOL-2-Responsible	M	M	M	
HOL-3-Engaged	P	P	P	
HOL-4-Growth Mindset	P	P	P	

ELA Comments
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At this time, Sam is reading proficiently and independently at a seventh grade level. Sam will need to continue to work on quoting accurately from a text when explaining what the text says explicitly and when drawing inferences from the text. In addition, he will also need to continue working on comparing and contrasting two or more characters, settings, or events in a story by drawing on specific details in the text.

<b>Science Competencies--Teacher: Mr. Nobel</b>	Q1	Q2	Q3	Q4
Competency 1-Patterns-Students will observe, predict, and analyze patterns and relationships.	P	M	M	
Competency 2-Causality-Students will investigate, analyze and evaluate the cause and effect relationships as well as structure and function relationships that exist in science.	B	P	M	
Competency 3-Systems-Students will analyze, evaluate and model system relationships in order to make accurate assessments and predictions.		B	P	
Competency 4-Nature of Science-Students will plan and conduct investigations, analyze and interpret data, and communicate explanations or possible solutions			P	

<b>Science Habits of Learning</b>	Q1	Q2	Q3	Q4
HOL-1-Respectful	P	P	P	
HOL-2-Responsible	M	M	M	
HOL-3-Engaged	M	M	M	
HOL-4-Growth Mindset	M	M	M	

Science Comments
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Sam consistently adds to class discussions and enters the room prepared to be engaged in labs and class activities. Sam continues to need to be encouraged to stay positive and polite with his peers. When writing his UV Bead lab report, he wrote a strong introduction but struggled with the graphing and analysis of the data. We will continue to work on these skills during quarter four. Sam exhibited growth in the System competency through his model of the rock cycle.

<b>Social Studies Competencies--Teacher: Mr. Henderson</b>	Q1	Q2	Q3	Q4
Competency 1-Identify and analyze locations and spatial patterns around the globe in order to create a variety of paper,electronic based and mental maps.	P	M	M	
Competency 2-Organize and analyze information in order to describe the characteristics of different locations and identifywhat makes them unique from anywhere else in the world.	P	P	M	
Competency 3-Describe how the environment creates opportunities or struggles for everyday life in different regions andhow human interactions and modifications of the environment can have a variety of effects at the local, regional and/or globallevel.	B	P	M	
Competency 4-Analyze how countries interact with and influence one another when people, goods and ideas move.		P	P	
Competency 5-Apply geographic thinking to understand periods in history and describe how they might impact currentgeography.		B	P	
Competency 6-Understand economic indicators and use them to analyze the standard of living in various countries.			B	
Competency 9-Gather, read and evaluate relevant information from a variety of sources of increasing complexity anddetermine the meaning of specific social studies vocabulary.			B	

<b>Social Studies Habits of Learning</b>	Q1	Q2	Q3	Q4
HOL-1-Respectful	M	M	M	
HOL-2-Responsible	M	M	M	
HOL-3-Engaged	P	P	M	
HOL-4-Growth Mindset	M	M	M	

## Social Studies Comments

Sam's ancient Greek project for quarter three was extraordinary. Throughout the work and research process he persevered in seeking historical evidence to support a more abstract and complex project choice. Sam chose to write a fictional letter to the city of Athens from the Spartan king to explain why their city would not provide assistance against their shared enemy, the Persians. This task required depth of knowledge that exceeds standard 7th grade expectations. Sam interwove nuanced cultural knowledge that demonstrated his understanding of the contempt Sparta felt while using sparse and concise language that only a Spartan would use. The end result was one of best pieces of historical fiction I've ever read and exemplary work. Sam's persistence, curiosity and work ethic have served him well.

<b>PE Competencies--Teacher: Mr. Stone</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Competency 1-Demonstrates competency in a variety of motor skills and movement patterns	P	M	M	
Competency 2-Applies knowledge of concepts, principles, strategies and tactics related to movement and performance.	M	M	M	
Competency 3-Demonstrates the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.	M	M	P	
Competency 4-Exhibits responsible personal and social behavior that respects self and others.	M	M	B	

<b>PE Habits of Learning</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
HOL-1-Respectful	M	M	B	
HOL-2-Responsible	M	M	P	
HOL-3-Engaged	M	M	M	
HOL-4-Growth Mindset	P	P	P	

## PE Comments

Sam has continued to meet the skill standards and demonstrate understanding of the rules in our units this quarter. However, in our fitness assessments, Sam was unable to make it into his "Healthy Fitness Zones" in three areas; muscular strength and endurance, cardiorespiratory endurance, and flexibility. Sam could benefit from more practice and activity in these areas. Sam's behavior in class and the way he treats his peers has changed significantly this quarter. He has had difficulty working together with his teammates, staying positive, and accepting students with different ability levels. I am hopeful that Sam will improve in this area next quarter.

<b>WL Competencies-- Teacher: Ms. King</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Competency 1-Oral Communication	M	M	B	
Competency 2-Written Communication	P	M	P	
Competency 3-Listening Comprehension	M	M	B	
Competency 4-Reading Comprehension	M	M	M	
Competency 5-Comprehensions of the Workings of Grammar & Vocabulary		P		

<b>WL Habits of Learning</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
HOL-1-Respectful	M	M	P	
HOL-2-Responsible	M	M	P	
HOL-3-Engaged	M	M	P	
HOL-4-Growth Mindset	M	M	M	

## WL Comments

Given time, Sam's ability to comprehend French in written form exceeds classroom expectations. However, his ability to comprehend and respond to similar levels of oral French is progressing toward the competency. Sam is struggling with recognizing verb tense, specifically the imperfect.

<b>Band Competencies--Teacher: Ms. Swift</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Competency 1-Technique	M	M	M	
Competency 2-Literacy	M	P	M	
Competency 3-Performance/Ensemble	M	M	P	
Competency 4-Connection		B	P	
Competency 5-Theory			B	

<b>Band Habits of Learning</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
HOL-1-Respectful		P	P	
HOL-2-Responsible	P	P	P	
HOL-3-Engaged	P	M	M	
HOL-4-Growth Mindset	C	M	M	
<b>Band Comments</b>				
Sam put in a good effort this quarter, which is clear in his habits of learning grades. His understanding of competencies was somewhat mixed, as Sam ranged from meeting high expectations to beginning to develop competency skills. Some of this may reflect the impact of February break and Sam's following illness, as he seems to thrive with consistent practice. I would suggest that Sam spends some time with me so we can improve his understanding of music theory.				

<b>Art Competencies--Teacher: Mr. Paints</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Competency 1= Apply appropriate media, techniques, and processes.		M		
Competency 2= Identify and apply the elements of visual art and principles of design.		M		
Competency 3=Select and apply a range of subject matter, symbols and ideas.		M		
Competency 4= Analyze the visual arts in relation to history and culture.		M		
Competency 5=Analyze, interpret and evaluate their own and others artwork.		M		
Competency 6= Make connections among the visual arts, other disciplines, and daily life including a range of careers associated with this field.		M		

<b>Art Habits of Learning</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
HOL-1-Respectful		M		
HOL-2-Responsible		P		
HOL-3-Engaged		P		
HOL-4-Growth Mindset		P		
<b>Art Comments</b>				
Sam worked diligently on all of his projects in art this quarter. At times, Sam was overly social in class which was a distraction to others. He was able to make connections with his expert knowledge of American History to our perspective unit.				

<b>Health Competencies--Teacher: Mr. Collins</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Competency 1-Substance Abuse Education and Prevention			M	
Competency 2-Personal Health and Nutrition			M	
Competency 3-Mental, Emotional and Social Health			P	
Competency 4-Growth and Development			P	
Competency 5-Injury Prevention and Disease Control			B	

<b>Health Habits of Learning</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
HOL-1-Respectful			M	
HOL-2-Responsible			P	
HOL-3-Engaged			M	
HOL-4-Growth Mindset			M	
<b>Health Comments</b>				
Sam is able to consistently demonstrate his strong understanding of nutrition. His presentation on diabetes was thorough and greatly enjoyed by his classmates				

<b>STEM Competencies--Teacher: Mr. Williams</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Competency 1-Engineering Design	M			
Competency 2-Digital Literacy and Responsibility	M			
Competency 3-Technology's Influence on Society	M			
Competency 4-3D Modeling	M			
Competency 5-Computer Science	M			
Competency 6-Competent Use of Hand Tools and Machines	M			
Competency 7-Safety	M			

<b>STEM Habits of Learning</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
HOL-1-Respectful	M			
HOL-2-Responsible	M			
HOL-3-Engaged	C			
HOL-4-Growth Mindset	C			

**STEM Comments**

Sam has shown an excellent understanding and interest in our STEM concepts this quarter. His insight to our class discussions has initiated many great discussions with his peers. Sam not only acquires the new concepts but is also able to apply these concepts to projects that go beyond our classroom. This was seen in our robotics unit where Sam went above and beyond the requirements to apply his project to his Boy Scout achievements.



# 02191

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OYSTER RIVER HIGH SCHOOL, 55 COE DRIVE, DURHAM, NH 03824  
ORHS OVERNIGHT FIELD TRIP REQUEST FORM

Today's Date: 6/4/21

Teacher/Organization: Gabrielle Anderson Subject: U.S. II

Trip Date & Time: Depart on 6/12 at 2:30 (am/pm) (pm)

Return on 6/15 at 5:00 (am/pm) (pm)

Trip Contact Name & Phone Number: Gabrielle Anderson  
(Name) (Phone #)

Trip Destination/Address: National History Day Contest  
University of Maryland College Park

Instructional Objective: - Attend the National History Day Contest

Number of Students attending: 3 \*

**\*Please submit an alphabetized list of each student's name and grade to the Main Office and the Nurse's Office two (2) weeks prior to the date of the trip.** Emergency forms are confidential and to be kept secure by the teacher. A first aid kit must be picked up by the teacher the day before leaving. Please return the kit and the forms ASAP.

Will any students need special assistance? If yes, specify: None

Chaperone Name(s): Gabrielle Anderson

Cell Phone Numbers active during trip: 555-...

Transportation: Bus; Yes\*\* or No. (Maybe to the airport on 6/12)  
\*\*Please make arrangements for bus transportation with the Principal's secretary, ext 6002.

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

**Note:** Overnight trips will be brought to the attention of the School Board; applications must be made at least **one month** in advance.

Calendar Approval: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_

Monday night \$887 total Room, board, food, fee  
\$847 flight  
\$1735  
600/kid

Cab + 3 kid

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

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INTEROFFICE MEMORANDUM

---

TO: School Board  
FROM: Dr. James Morse  
DATE: May 17, 2017  
RE: List of Nominations

Dear School Board Members,

Below listed please find the names to be nominated for positions at the listed schools within the District.

<b>MOHARIMET</b>	<b>Position</b>
Brittany Morley	School Psychologist
Melissa Gianino	Special Education
<b>MIDDLE SCHOOL</b>	<b>Position</b>
Caroline Hird	Grade 5
Laurenne Ramsdell	Grade 7 Language Arts
Kimberly Beidleman	Grade 8 Language Arts
<b>HIGH SCHOOL</b>	<b>Position</b>

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 7

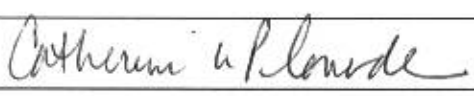
Name:	Brittany Morley
Date:	May 12, 2017
Position:	School Psychologist - Moharimet
Person Replacing:	Ryan Long {Transferred to High School}
Budgeted Amount:	\$70,940 Total Budgeted Amount
Recommended Step/Salary:	CAGS/Step 3 - \$51,707
Interviewed By:	Dennis Harrington, Catherine Plourde, Carina Dolcino, Lydia Cupp, Rebecca Anderson, Ryan Long, James Morse
# Interviewed:	4 (one withdrew)
Education:	Northeastern University - CAGS - School Psychology Northeastern University - Masters - Applied Educational Psychology University of New England - Bachelors - Psychology
Certification:	School Psychologist - Massachusetts School Psychologist - New Hampshire (Pending) NCSP (National Certification)
HQT Status	
Related Experience:	School Psychologist/Adjustment Counselor - Bedford High School July 2015 - present. School Psychology Intern - Scituate High School - September 2014-June 2015
Comments:	Ms. Morley has been practicing as a school psychologist in Massachusetts for the past two years. She has worked with a variety of students and teams, been part of crisis intervention, provided counseling and consultation, conducted assessments, case managed students who required psychiatric and mental health services and supported families in their home. ORCSD is fortunate to welcome Ms. Morley to Moharimet and the District.
Date: <u>May 12, 2017</u>	Authorized Signature: <u><i>Catherine A Plourde</i></u>

**REQUIRED Attachments:**

■ Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 24


Name:	Melissa Gianino
Date:	May 12, 2017
Position:	Special Education Teacher - Moharimet
Person Replacing:	Helen Kemp
Budgeted Amount:	\$71,709 Total Budgeted Amount
Recommended Step/Salary:	\$60, 532 MA+30/Step 7
Interviewed By:	Dennis Harrington, Catherine Plourde, Katherine Crosby, Jackie Filione, Michelle Fitzhenry, Gwen Rodd, James Morse
# Interviewed:	6
Education:	Boston University - BS Special Education Fitchburg State College - M.Ed General Education Studies U Mass - M.Ed Vision Studies/Teacher of Students with Visual Impairments
Certification:	General Special Education
HQT Status	
Related Experience:	Classroom Teacher - 1 year, Marston Elementary, Hampton Special Education Teacher - 1 year, Marston Elementary, Hampton Special Education Teacher - 4 years, Boston Public Schools
Comments:	Ms. Gianino has recently completed coursework and will be receiving certification in the area of teaching students with visual impairments. She brings new perspectives, a fresh outlook, and experience working with children who experience challenges in school. She will be a wonderful addition to Moharimet and the Special Education Department.
Date: <u>May 12, 2017</u>	Authorized Signature: 

**REQUIRED Attachments:**

- Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 59


Name:	Caroline Hird
Date:	May 10, 2017
Position:	Grade 5 Teacher
Person Replacing:	Michelle Fitzhenry {Transferred to Moharimet}
Budgeted Amount:	\$55,948 Total Budgeted Amount
Recommended Step/Salary:	BA/Step 2 - \$42,573
Interviewed By:	Sunpreet Sadana, Erin Bobo-Caron, Jay Richard, Nikola Bureau, Bill Sullivan, Andrea Biniszkiewicz
# Interviewed:	8
Education:	Keene State College - Bachelors in Mathematics for Elementary Teachers/Education
Certification:	New Hampshire Certification
HQT Status	
Related Experience:	Grade 5 Classroom Teacher - Symonds Elementary School August 2016 - Present Long Term Substitute Teacher - Symonds Elementary School May-June 2016
Comments:	Caroline is very bright and committed. She is an excellent teacher and the kids love here. Caroline has great classroom management. "One in a million, best student teacher I have ever had."
Date: <u>May 12, 2017</u>	Authorized Signature: 

**REQUIRED Attachments:**

- Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 51


Name:	Laurenne Ramsdell
Date:	May 10, 2017
Position:	Grade 7 Language Arts Teacher
Person Replacing:	Barbara Archetti
Budgeted Amount:	\$67,115 Total Budgeted Amount
Recommended Step/Salary:	BA+30/Step 1 - \$42,573
Interviewed By:	Linda Rief, Jen Snow, Andrea Lawrence, Andrea Biniszkiewicz, Keith Savage, Alida Carter, Mark Nichols
# Interviewed:	10
Education:	University of NH - Masters of Arts in Teaching - Secondary Education University of NH - Bachelors of Arts - English
Certification:	Statement of Eligibility Alternative 5 - Middle School English 5 - 8, Secondary English 5 - 12
HQT Status	
Related Experience:	First Year Teacher
Comments:	Laurenne is extremely organized with great work ethic. She is very bright and motivated and the students love her. Laurenne is very dedicated to all student needs and has a background in journalism.
Date: <u>May 12, 2017</u>	Authorized Signature: 

**REQUIRED Attachments:**

- Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 51

Name:	Kimberly Beidleman
Date:	May 10, 2017
Position:	Grade 8 Language Arts Teacher
Person Replacing:	Susan Renner
Budgeted Amount:	\$67,115 Total Budgeted Amount
Recommended Step/Salary:	MA/Step 5 - \$52,836
Interviewed By:	Linda Rief, Jennifer Snow, Andrea Lawrence, Andrea Biniszkiwicz, Jay Richard, Keith Savage, Alida Carter, Mark Nichols
# Interviewed:	10
Education:	University of NH - Masters of Arts in Teaching University of NH - Bachelors in English Teaching
Certification:	New Hampshire Secondary English Language Arts New Hampshire Special Education - Grades K-12
HQT Status	
Related Experience:	English Department Curriculum, Instruction & Assessment Leader - Prospect Mountain H.S. July 2015-Present English Teacher - Prospect Mountain H.S. August 2013 - Present English Language Arts & Special Education Intern - ORMS 8/12 - 5/13
Comments:	Kimberly can handle any situation. She is always well prepared and organized. She has a positive attitude and a teacher leader. She does what is best for "all kids" Kimberly also holds a special education certification
Date: <u>May 12, 2017</u>	Authorized Signature: 

**REQUIRED Attachments:**  
 ■ Resume ■ 3 Letters of Recommendation ■ Copy of Certification

Policies for  
First/Second Read/Adoption/Deletion  
**SB Meeting of  
May 17, 2017**

Title	Code
<b>Policies for First Read</b>	
Payment Manifest & Manifest Procedure	DK & R
Expense Reimbursement & Form	DKC
Payroll Process	DKA
Field Trip & Excursions/Procedure/Voluntary Permission	IJOA/R & R1
<b>Policies for Second Read/Adoption</b>	
<b>Policies for Deletion</b>	

As a reference the April 19, 2017 policy minutes are attached to this packet.



<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: DK</u> <u>Category: Recommended</u>
<u>Draft to Policy Committee: April 19 &amp; May 17, 2017</u>	<u>Page 1 of 1</u>

## PAYMENT MANIFEST

All manifests, supported by original invoices, must be approved and signed by the majority of the Oyster River Cooperative School Board.

The District's Treasurer will sign all checks that will be mailed from the central office.

Cross Reference: DK-R – Manifest Procedure

Legal Reference:

RSA 197:23-a, Treasurer's Duties

### Payment Manifest Procedure

#### CENTRAL OFFICE

1. Checks are prepared according to back up documentation and will not be dispersed until School Board approval is given.  
**Exception:** Payroll and deduction/insurance checks.<sup>†</sup>
2. All items received by Wednesday preceding the scheduled School Board meeting are guaranteed to be on that meetings manifest, provided that all applicable and required information (i.e. signature, W9 form, purchase order copy) is available to the Accounts Payable Clerk at that time.
3. On the Tuesday (no later than 4:00 p.m.) preceding the scheduled School Board meeting the Accounts Payable Clerk will have all applicable documentation in regards to the checks listed on the manifest ready for review by the Director of Accounting.
4. On Wednesday morning of the week of the schedule School Board Meeting the Accounts Payable Clerk will deliver the manifest and applicable documentation to the Director of Accounting for review.
5. The Treasurer will pick up the prepared checks, prepare them for mailing and hold until approval of the manifest is granted by the School Board.  
**Exception:** Payroll and deduction/insurance checks.
6. Wednesday of the week of the scheduled School Board Meeting, the Accounts Payable Clerk will deliver the folder containing the manifest report, no later than 2:00 PM to the Superintendent for his approval and signature. At this time all applicable back up document will be delivered to the Business Administrator for School Board Review.

#### SCHOOL BOARD ACTION

1. The School Board Chair will appoint at least 3 members to serve along with the Chairperson for a total of 4 to achieve a quorum which will meet as part of scheduled Board meeting to review the manifest and approve payment. 2. On the Thursday following the School Board meeting the Accounts Payable clerk will notify the Treasurer to disperse checks.

#### Cross Reference – DK – Payment Manifest

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<sup>†</sup> We realize emergencies do arise, but the release of any check will need to be pre-approved by the Superintendent, Business Administrator, or designee.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DKC
School Board First Read: June 5, 2013 School Board Second Read/Adoption: June 19, 2013 <u>Policy Committee Review: May 17, 2017</u>	Page 1 of 1 <u>Category: Optional</u>

## EXPENSE REIMBURSEMENT

Oyster River Cooperative School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher form and such supporting receipts as required.

Meals and Incidental Expenses shall be limited to a total of \$54.00 per day.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the current approved IRS rate.

All travel outside New Hampshire must have the prior written approval of the Superintendent.

Cross Reference:

DJ -- Purchasing

GCI - Professional Staff Development Opportunities and Re-imbusement Form

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy DKA
<i>Policy Committee Review: May 17, 2017</i>	Page 1 of 1 Category: Recommended

## PAYROLL PROCESS

All salaries and supplements paid to Oyster River Cooperative regular staff members, substitute or part-time personnel, and student workers will be paid through the business office.

Proper payroll procedures are dependent on staff attendance accounting and on the signing-in and signing-out of part-time and hourly workers. The necessary procedures for this will be established by the Superintendent and ~~carried out overseen~~ by the ~~administrative personnel~~ employees direct supervisor.

~~Compensation r~~Records kept ~~by - in~~ the ~~business - payroll~~ office will reflect an accurate history of the compensation and related benefits paid to each employee.

### **Pay Day Schedule**

The School District pays salaries on a regular bi-weekly schedule throughout the school year.

### **Salary Deductions**

~~Salary deductions are allowed. They are subject to the limitation of the accounting equipment.~~  
Authorized payroll deductions include:

1. ~~Credit Union~~ Financial Institutions
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Cross Reference: Employee Handbook

### **Legal Reference:**

- RSA 194-C:4 (II) (a), Superintendent Services
- RSA 275:43. Payment of Wages; Hourly School District Employees

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJOA
Date of Adoption: November 15, 1978      Recoded from IICA First Read to SB August 17, 2011 Second Read/Adoption: September 7, 2011 <u>Re-Review to Policy Committee: May 17, 2017</u>	Page 1 of 1

## FIELD TRIPS & VOLUNTARY EXCURSIONS

Oyster River Cooperative School District Field trips are designed to stimulate student interest and inquiry and to provide opportunities for intellectual, social, and physical development and considered appropriate extensions of the classroom. All Oyster River students shall be given opportunities to participate in such field trips. To the extent that they provide an effective means for accomplishing general curriculum objectives of the Oyster River School District, field trips must be authorized by the building principal.

### Voluntary Overnight and/or International Travel.

In the event of an overnight or off-campus international travel field trip; principal permission is required before submission of travel request to the superintendent for final approval. As these trips are provided through a private entity which carry their own liability, the school district will not be held liable but will support off-campus field trips. Completion of the IJOA-R1 permission slip must be completed by all students attending an off-campus field trip.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

- a. value of the activity to the particular class group or class groups;
- b. relationship of the field trip activity to a particular aspect of classroom instruction,
- c. number of opportunities for field trips for group involvement in relation to opportunities for other students;
- d. suitability of the activity and distance traveled in terms of age level;
- e. busing as the preferred mode of transportation; and
- f. adequate funds are available/allotted in budget.

Cross Reference: IJOA-R – Field Trips and Excursions

IJOA-R1 – Voluntary Field Trip Permission Form and Release and  
Indemnification Agreement

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IJOA-R
Date: December 5, 1979 First Read to SB: August 17, 2011 Second Read/Adoption: September 7, 2011 Recode from IICA-R <u>Re-review to Policy Committee: May 17, 2017</u>	Page 1 of 1

## FIELD TRIPS AND EXCURSIONS

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.
2. A parent/legal guardian permission slip is required for each student participating in any field trip or excursion, including walking or bicycling excursions.
3. When a field trip will extend beyond the school day the teacher will provide parents/legal guardian with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary.
4. Participating students may be assessed a fee for field trips or excursions. The district will reasonably and discreetly provide funds, in part or in total, to those students who are unable to assume the costs of such fees.
5. One or more approved adults and/or teachers will accompany each group on a field trip or excursion. The sponsoring teaching is responsible for informing accompanying adults and/or teachers of their duties and responsibilities.
6. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for implementation of such standards of conduct.
7. The sponsoring teacher will be responsible for arranging, with the principal's approval, for supervision of students who do not participate in the trip. An alternative activity with similar educational objectives will be provided without cost to students.
8. Students' safety will be a primary consideration for all field trips. Should an emergency occur, the teacher is responsible for notifying the principal by telephone as soon as possible.
9. Arrangements for transportation are to be made through the principal.
10. Students will not be permitted to leave the field trip group during the trip unless prior written arrangements are made by parents and transmitted to the sponsoring teacher.
11. If students return to the school from a trip after school hours, the teacher and the principal should make provisions for their safe departure home, taking into account the age of the students and the hour.

Cross Reference: IJOA – Field Trips and Excursions

**Oyster River Cooperative School District**  
**Voluntary Field Trip Permission Form**  
**And Release and Indemnification Agreement**

I/We, \_\_\_\_\_ the parent(s) or guardian(s) of \_\_\_\_\_ give my/our permission for my/our child to participate in a field trip. I/We understand that participation in this field trip is voluntary and that an alternative activity will be available to my/our child. I/We are allowing our child to participate only after understanding and considering the following:

1. Description of field trip (including dates, times, and places of departure and return):  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Purpose of the field trip: \_\_\_\_\_  
 \_\_\_\_\_
3. Planned activities during field trip: \_\_\_\_\_
4. Alternative to the field trip: \_\_\_\_\_
5. Supervision: \_\_\_\_\_
6. Transportation: \_\_\_\_\_
7. Requirements (clothing, equipment, supplies): \_\_\_\_\_

By signing this permission form, I/we acknowledge the following:

- A. The Oyster River School District \_\_\_\_\_ School cannot ensure the safety of my/our child and cannot assume the responsibility for spontaneous, unforeseeable injuries that could not have been prevented by reasonable care. The school's obligation is to take reasonable precautions for safety and well-being. Your child also has a responsibility for his/her safety and the safety of others.
- B. I/We must provide the school staff and chaperones with medical or other important information that I/we feel that the school should know about our son/daughter. This information will be kept confidential.
- C. My/Our child must adhere to all the rules, regulations, and instructions pertaining to the safety and protection of the participants and that failure to comply could exclude my/our child from participation in this activity.
- D. I/We will bear any cost for additional transportation, if our child leaves or is asked to leave the activity before completion.
- E. I/We acknowledge and understand the risk and requirements for our child to participate in this school-supported off-campus field trip.

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
VOLUNTARY  
RELEASE AND INDEMNIFICATION AGREEMENT**

In consideration of the permission granted to my child to participate in the above-described activity by the Oyster River Cooperative School District, I/We release, indemnify and hold harmless the \_\_\_\_\_ School and District, its agents, employees, officers and trip supervisors/chaperons from any and all actions or causes of action of any nature (including claims for negligence and) for personal injury or property damage of any kind arising in any way from my child's participation in the above-described school activity. I further acknowledge that this release is binding upon my heirs, successors and assigns; that I have read the foregoing and understand its significance and that I have executed this document voluntarily.

**I HAVE READ AND UNDERSTAND THIS PERMISSION FORM**

Date: \_\_\_\_\_  
\_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_  
\_\_\_\_\_ Parent/Guardian



Policy Committee Meeting Minutes

Wednesday, April 19, 2017@ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, James Morse, Wendy DiFruscio

Visitors: Stephen Lord, Brian Zottoli, Barbara Milliken, Leslie Gelsomini, Mary Beaton, Suzanne Filippone (4:00)

Called to order at 3:30 by Maria Barth.

Jim explained that one of the Board members has questioned why the Board needed to approve field trips that are usually already finalized and in some cases, have been in the works for several months. He also explained that the high school world language department met a couple of weeks ago discussing foreign travel and were asked to come to the next policy committee meeting to talk about field trips, especially overnight trips and foreign travel.

Kenny Rotner stated that the current policy and procedure does not state that School Board approval is needed and asked how this came about. It was explained that it is past practice and the authorization request is also on the field trip form that is utilized at the school. Additional questions were asked about liability, student eligibility, legal clarification for eligibility, and guidelines that are followed by all – student and staff on a trip.

High school staff relayed different scenarios that have happened in the past during foreign travel, shared their thoughts and suggestions for revising the current policy.

Maria felt that the School Board should not be approving these field trips and that having the school administrator sign off is enough. Denise and Kenny were in agreement and stated that they would still like to be informed of these trips and this could be done at a Board meeting by the administrator.

Lengthy discussion ensued.

Jim thanked the staff for coming in and let them know that he will review and revise the current policy to reflect that the superintendent approval is needed along with the school administrator and would send this draft to them for their review and input.

High school staff left the meeting at 4:20 PM.

Policy DK & R – Payment Manifest/Manifest Procedure – Questions asked if the current signing procedure for manifest is necessary. Jim explained that the statute is clear and the Board needs to approve the manifest. Denise stated that this is on the agenda for this evening and we can discuss in more detail as a full Board. This policy placed on hold for further discussion by the full Board.

Policy GCQA & R – Reduction in Force – This policy and subsequent procedure has been revised during the negotiation process and the copies before you are the results of that negotiation.

Policy Committee did the annual review with no changes to any of the following policies: BBAA – School Board Member Authority, BDB – Board Officers/Board Organization Meeting, BDF – Advisory Committees to the Board, BDG – School Attorney, BEA – Regular Board Meeting, BEC – Non-Public Minutes, BEDD – Rules of Order, BEDG – Minutes, BEDH – Public Participation at Board Meetings and BHE – School Board Use of Emails.

Meeting ended at 4:50 PM – Next meeting May 10, 2017.

Respectfully submitted,  
Wendy L. DiFruscio