

**Oyster River Cooperative School District
REGULAR MEETING**

January 15, 2014

Oyster River High School, C-124

6:30 PM

- o. CALL TO ORDER (6:30 PM)**
- I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**
- II. PLEDGE OF ALLEGIANCE (7:00 pm)**
- III. PUBLIC COMMENTS**
- IV. APPROVAL OF MINUTES**
 - Motion to approve 01/08/14 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - PTO Update
 - B. Superintendent's Report**
 - C. Business Administrator**
 - Budget Update
 - D. Student Senate Report**
 - E. Other:**
- VII. DISCUSSION ITEMS**
 - Superintendent Evaluation
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve Distinguished Service Award Recipient – (To be determined)
 - Motion to adopt the FY15 School Budget
 - Motion to approve Default Budget.
 - Motion to approve Warrant Articles/Assign Presentation of Warrant Articles.
 - Motion to Approve MS26.
 - Motion to delete Policy BDE – Committees and Delegates as it will be included within Policy BBAA – School Board Member Authority.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 2/19/14, 3/5/14 Regular meeting
1/20/14 Madbury Selectman-1/21/14 Lee Selectman- 1/27/14 Durham Town Council presentations and 2/5/14 Annual Meeting Session I - Deliberative
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 II(a)**
NON-MEETING SESSION: RSA 91-A:2 {If Needed}

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

Respectfully submitted,

Superintendent

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

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

Welcome to the School Board meeting. If you wish to be heard by the Board, please note "Public Comment" at the beginning of the agenda (reverse side). The comment section of the agenda should not exceed three (3) minutes unless extended by the Chair. Occasionally, the Board may "suspend its rules" to allow visitor participation at the time an issue of specific interest is being addressed.

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

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

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

Oyster River Cooperative School District Members:

• Maria S. Barth,	Term on Board: 2012 –2015
• Thomas Newkirk,	Term on Board: 2013 - 2016
• Kenneth Rotner,	Term on Board: 2013 - 2016
• Megan Turnbull	Term on Board: 2011 - 2014
• Ann Lamborghini Lane	Term on Board: 2011 - 2014
• Allan Howland	Term on Board: 2012 - 2015
• Edwin Charle	Term on Board: 2012– 2015

Information Regarding Nonpublic Session

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

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

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT

FISCAL YEAR 2013-2014
FINANCIAL STATUS AS OF:

1/7/2014

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2013-2014	2013-2014	2013-2014	2013-2014	2013-2014
SALARIES:					
Administrator	1,253,072	674,732	578,340	0	100%
Teacher	13,750,753	5,548,017	8,130,088	72,648	99%
Para	2,124,839	853,985	1,025,419	245,435	88%
Tutor	127,017	55,450	70,191	1,376	99%
Custodian	694,692	362,478	307,948	24,266	97%
Secretary	350,017	171,887	165,852	12,278	96%
District Hourly	511,477	285,849	240,331	(14,703)	103%
Maintenance	212,179	101,638	64,331	46,210	78%
Drivers	609,736	497,225	262,495	(149,984)	125%
Media Assistant	7,400	3,045	0	4,355	41%
Misc & Summer	234,256	119,975	71,103	43,178	82%
Subs - Professional	229,169	112,049	47,562	69,558	70%
Subs - Para	20,600	20,091	0	509	98%
Subs - Secretary	5,000	3,661	0	1,339	73%
O/T	42,526	2,083	0	40,443	5%
Med & Dent Payback	548,190	276,797	232,971	38,422	93%
TOTAL SALARIES	20,720,923	9,090,962	11,196,631	433,330	97.9%
BENEFITS:					
Health Ins	4,700,803	1,725,899	2,957,066	17,838	100%
Dental Ins	125,359	45,981	79,263	115	100%
Life Ins	52,169	18,589	31,882	1,698	97%
LTD Ins	49,525	17,639	30,708	1,178	98%
FICA	1,573,085	669,237	911,925	(8,077)	101%
Retirement - Non Professional	306,996	151,249	144,628	11,119	96%
Retirement - Professional	1,966,895	808,201	1,193,597	(34,903)	102%
Annuity	83,562	29,768	58,342	(4,548)	105%
Tuition Reimb	0	1,488	0	(1,488)	
Unemployment Comp	24,279	6,538	0	17,741	27%
Workers Com	103,084	0	0	103,084	0%
TOTAL BENEFITS	8,985,757	3,474,589	5,407,411	103,757	98.8%
ALL OTHER OPERATING EXPENSES:					
Mast Way	132,041	84,856	3,361	43,824	67%
Moharimet	119,694	65,948	9,667	44,079	63%
Middle School	257,212	128,285	34,542	94,385	63%
High School	463,528	227,915	27,221	208,392	55%
District	2,092,951	1,688,580	13,653	390,718	81%
Transportation	688,978	352,753	11,387	324,838	53%
Technology	500,795	287,941	12,326	200,528	60%
Facilities	1,918,098	849,732	607,561	460,805	76%
SPED	2,001,450	846,210	832,884	322,356	84%
TOTAL OPERATING	8,174,747	4,532,220	1,552,602	2,089,925	74.4%
GRAND TOTAL	37,881,427	17,097,771	18,156,644	2,627,012	93.1%
Comment Section:					
This budget update shows the majority of the funds available are in the operating and discretionary accounts. We have a number of unfilled paraprofessional positions that we currently do not anticipate filling.					

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI
Revision & First Read: November 18, 2009 Second Read & Adoption: December 2, 2009 Code Revision: November 18, 2009 – previously CBG Reviewed by Policy Committee: August 7, 2013 No Change	Page 1 of 1

EVALUATION OF THE SUPERINTENDENT

The superintendent is the executive head of the public schools and shall be responsible for planning and administering their affairs to statutory requirements, the regulations of the State Board of Education, and the policies of the Oyster River Cooperative School District.

The superintendent shall develop and maintain a system of public schools capably staffed to provide quality education and supportive services. The superintendent shall provide, develop, and implement the procedures to achieve educational objectives with the administrative unit.

In performance of these duties, the superintendent shall be directly responsible to the Oyster River Cooperative School Board.

The school board shall evaluate the superintendent on an annual basis utilizing the criteria established under CBI-R. A three person Superintendent's Evaluation Committee shall be appointed and chaired by the school board chairperson. By November 15 the superintendent shall furnish the committee with a written self-assessment which addresses the performance areas as outlined in CBI-R. The committee shall develop an evaluation statement for review by the full board, making amendments as necessary based on input from board members. The evaluation will be officially accepted by the full board and transmitted by December 30 to the superintendent who will be given the opportunity to discuss the evaluation with the full board and to attach a response to his/her evaluation.

Through evaluation of the superintendent, the board will strive to accomplish the following:

- Clarify for the superintendent his/her role in the school system as seen by the board.
- Clarify for all board members the role of the superintendent in the light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the board and the superintendent.
- Develop harmonious working relationships between the board and superintendent.
- Provide effective administrative leadership for the school system.

The board will provide the superintendent with periodic opportunities to discuss superintendent/board relationships and will inform him/her at least annually of its assessment of his/her performance.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 1 of 3

EVALUATION OF THE SUPERINTENDENT

The superintendent, in developing his/her self-assessment report, and each board member, in providing the chair with his/her assessment of the superintendent's performance, will use the following criteria:

PERFORMANCE AREAS

Relationship with the Board

- Keeps the board informed consistently through oral and written communications on important issues and needs of the school district.
- Anticipates sensitive issues and acts proactively to minimize potential difficulties.
- Offers professional advice/recommendations on items requiring school board action or review.
- Feels free to openly express an opinion on a matter under discussion by the school board until a final decision has been reached; then implements the decision in a timely and effective manner regardless of any previously held view.
- Is knowledgeable of, adheres to, and enforces all policies and fulfills all directives of the Oyster River Cooperative School Board.
- Respects the school board's policy making authority and responsibility.
- Alerts board when new policies are needed or old policies need updating.
- Participates actively in the contract negotiations process.
- Deals with each board member equally and refrains from public criticism of board members.

Community Relations

- Keeps the community informed of school district plans, programs, and achievements.
- Demonstrates sensitivity and responsiveness to parental concerns
- Actively solicits participation by community members in the decision-making process whenever appropriate.
- Exhibits awareness of and responds to community concerns as they relate to the school district.
- Works effectively with news media.
- Accepts opportunities to attend or participate in community sponsored activities/organizations whenever possible while balancing other responsibilities or priorities.
- Fosters positive relationships and good communication with community leaders.

Staff/School Relations

- Develops sound personnel practices including, but not limited to, the assessment of staffing needs, nomination of best qualified candidates, assignment of staff, definition of duties, reviewing the evaluations of district staff, and evaluating central office administrative staff and building principals.
- Treats all personnel fairly and impartially while demanding high levels of performance.
- Adheres to all federal and state regulations that govern employment activities.
- Oversees a workable program for staff evaluation.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
Date: March 1, 1990 Date of Revision: May 20, 1998 Code Revision: November 18, 2009-previously CBG-R Reviewed by Policy Committee: August 7, 2013 - No Change	Page 2 of 3

EVALUATION OF THE SUPERINTENDENT (continued)

- Organizes and promotes an effective program for professional growth.
- Delegates responsibility/work effectively.
- Establishes clear performance expectations to all with whom he/she works.
- Implements goal setting as a strategy to improving classroom performance.
- Deals with personnel issues impartially and objectively, within a timely manner.
- Keeps informed of current conditions and needs at each of the buildings through good communication with administrators.
- Maintains a high visibility within the schools' facilities.
- Promotes positive morale.
- Readily accepts and abides by the mandates of district employee contracts.

Educational Leadership

- Keeps focus of education on improving student learning.
- Exhibits genuine concern for student welfare and achievement.
- Presents, coordinates and evaluates an effective measurement process for student achievement.
- Possesses awareness of innovative methods for enhancing student achievement.
- Provides leadership in the study and development of curriculum options.
- Promotes and supports efforts to establish and improve K-12 curriculum development.
- Participates with staff, board, and community in the development of educational curriculum, priorities, and opportunities.
- Requires school programs and support services to reflect sound educational practices.
- Resists pressure to take actions contrary to the best interests of students.
- Accepts proposals for educational change from inside and outside the educational community.
- Keeps informed about current developments and research in education and student learning.
- Is knowledgeable of and adheres to all applicable state and federal laws/guidelines.

Fiscal Management

- Uses well designed, user friendly and effective budget reporting procedures.
- Develops and recommends the annual budget to the school board within stated school board objectives.
- Maximizes the use of all available resources.
- Monitors the ongoing physical/financial needs of the school system.
- Provides leadership in identifying, planning, and implementing capital improvements.
- Assures that school facilities are maintained in an optimal cost effective manner.
- Regularly provides financial reports to the school board.
- Oversees the district's equipment inventory and procurement process, ensuring that bid processes are consistent and cost efficient.
- Implements and adheres to the budget as directed by the school board.
- Administers expenditures consistent with appropriations.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: CBI-R
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EVALUATION OF THE SUPERINTENDENT (continued)

Personal Qualities

- Is respected in the schools, community, and profession.
- Works well with others.
- Is suitably attired and well groomed.
- Communicates clearly and effectively.
- Is poised and effective in a crisis.
- Maintains good physical and mental health.

Goals and Objectives

- Assists the school board in the development of attainable goals and objectives.
- Develops effective programs/procedures to achieve both short and long term goals within established time frames.
- Monitors progress toward goals and informs school board.
- Establishes personal goals and monitors progress toward achievement.

DEFAULT BUDGET OF THE SCHOOL

OF: OYSTER RIVER COOPERATIVE SCHOOL DISTRICT-DURHAM, MADBURY, LEE_ NH

Fiscal Year From July 1, 2014_ to June 30, 2015_

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

- | |
|---|
| <ol style="list-style-type: none"> 1. Use this form to list the default budget calculation in the appropriate columns. 2. Post this form or any amended version with proposed operating budget (MS-26 or MS-27) and the warrant. 3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing. |
|---|

SCHOOL BOARD

or

Budget Committee if RSA 40:14-b is adopted

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

Default Budget - School District of ___ Oyster River Cooperative School District ___ FY ___ 2015 ___

1	2	3	4	5	6
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	Prior Year Adopted Operating Budget	Reductions & Increases	Minus 1-Time Appropriations	DEFAULT BUDGET
OTHER OUTLAYS (5000-5999)					
5110	Debt Service - Principal	1,135,000	-		1,135,000
5120	Debt Service - Interest	457,220	(44,182)		413,038
FUND TRANSFERS					
5220-5221	To Food Service	95,000	-		95,000
5222-5229	To Other Special Revenue	-	-		-
5230-5239	To Capital Projects	-	-		-
5254	To Agency Funds	-	-		-
5300-5399	Intergovernmental Agency Alloc.				-
	SUPPLEMENTAL				
	DEFICIT				
	TOTAL	37,721,151	(169,558)	(40,000)	37,511,593

Please use the box below to explain increases or reductions in columns 4 & 5.

Acct #	Explanation for Increases	Acct #	Explanation for Reductions
1100-1199	Contractual obligations & Benefits increase less retirement incen	2700-2799	Contractual obligations & Benefits increase
1200-1299	2014 Retirement incentives removed from default	3100	Medical Benefits decreases (Employee chang
1400-1499	Summer School staffing change	5120	Decrease in interest on debt
2000-2199	Medical Benefits increase less retirement incentive removed from	2329	Sustainability warrant expenditures removed
2200-2299	2014 Retirement incentives removed from default		
2320-310	Medical Benefits decreases (Employee changed coverage)		
2320-2399	2014 Retirement incentives removed from default		
2400-2499	Medical Benefits increase less retirement incentive removed from default		
2500-2599	Medical Benefits decreases (Employee changed coverage)		
2600-2699	Removed CIP expenditures		

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
THE STATE OF NEW HAMPSHIRE
2014
SCHOOL WARRANT

To the Inhabitants of the Oyster River Cooperative School District of Durham, Lee, and Madbury qualified to vote upon District affairs:

You are hereby notified to meet at the Oyster River High School in said district on the 5th day of February 2014, at 7:00 o'clock in the evening for Session I of the Annual School District Meeting for discussion of Articles 3 through ___ and for any amendments thereto. Warrant articles whose wording is prescribed by law shall not be amended and no warrant article shall be amended to eliminate the subject matter of the article at Session I.

Official ballot voting for school district officers (articles 1 and 2) and on articles 3-___ will occur at town polling locations on Tuesday, March 11, 2014:

Town of Durham	Oyster River High School	7:00 am to 7:00 pm
Town of Lee	Lee Safety Complex	7:00 am to 7:00 pm
Town of Madbury	Madbury Town Hall	11:00 am to 7:30 pm

ARTICLE 1: To choose a Moderator for the coming year.

ARTICLE 2: To choose two at large School Board members for the ensuing three years.

ARTICLE 3: Shall the District vote to approve within the provisions of New Hampshire RSA 273-A:3 the cost items included in the collective bargaining agreement reached between the Oyster River Teachers' Guild (GUILD) and the Oyster River School Board which calls for the following increases in salaries and benefits at the current staffing levels:

2014-2015	\$	319,827
2015-2016	\$	441,969
2016-2017	\$	429,169

and further to raise and appropriate the sum of \$319,827 for the 2014-2015 fiscal year, such sum representing the additional costs attributable to the increases in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? *The School Board recommends this appropriation. (Majority vote required)*

ARTICLE 4: Shall the District raise and appropriate as a supplemental appropriation for the current fiscal year, the sum of \$1.00 for the purpose of constructing an addition and renovations to add a cafeteria to the Moharimet School. The amount will be funded from existing revenues; the entire cost of construction will not exceed \$500,000 with that amount to come from the unexpected funds in the District's 2013-14 budget as a result of an insurance "premium holiday from the Local Government Center on the District's health insurance premiums."

The School Board recommends this appropriation. (Majority vote required)

ARTICLE 5: Shall the District vote to approve the construction of two additional classrooms for the Moharimet School at a cost not to exceed \$325,000 payable over a term of 5 years with an annual appropriation of \$65,000, and further to raise and appropriate \$65,000 for the first year's payment. In each of the following 4 years the appropriation of \$65,000 will be contained in the operating budget and the default budget. *This is a special warrant article 3/5th majority vote required for passage.*

ARTICLE 6: Shall the District vote to discontinue the following Capital Reserve Funds with said funds with accumulated interest to date of withdrawal, to be transferred to the general fund:

Facilities Development Capital Reserve Fund – Established: March 9, 1999 - \$98,289

(Majority vote required)

ARTICLE 7: Shall the District vote to approve a tuition agreement between the Oyster River Cooperative School District and Barrington School District, as negotiated by the School Board which provides for an initial term beginning on July 1, 2015 and ending on June 30, 2025 and with the term to be extended from year to year provided that on June 30, 2021, and thereafter this contract may be terminated by either party after providing 4 years written prior notice of the date of termination, and further to authorize the School Board to submit the Agreement to the State Board of Education for approval pursuant to RSA 194:22, and to authorize the School Board to take such other and further acts necessary to give effect to this resolution, including the adoption of minor amendments to the Agreement, from time to time during its term, without further action by the School District Meeting.

(Majority vote required)

ARTICLE 8: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$ 39,325,985 distributed as follows: Fund 10 = \$ 38,061,624 (regular operating budget); Fund 21 = \$ 603,361 (expenditures from food service revenues); Fund 22 = \$ 655,000 (expenditures from federal/special revenues); Fund 23 = \$ 6,000 (expenditures from pass through funds)? Should this article be defeated, the operating budget shall be \$ 37,511,593 (Default Budget) which is the same as last year with certain adjustments required by previous action of the district or by law; or the district may hold one special meeting in accordance with RSA 40:13, X, and XVI to take up the issue of the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)*

Given under our hands at said Durham NH this ____ day of January 2014:

Maria Barth, Chairperson

Thomas Newkirk, Vice-chair

Kenneth Rotner

Allan Howland

Edwin Charle

Megan Turnbull

Ann Lane

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BDE Previously BCE
Date of Adoption: September 1970 Date of Revision: March 26, 1997 Recode/Review First Read School Board: September 5, 2012 Second Read/Adoption School Board: October 3, 2012 DELETED: January 15, 2014 (contents include w/in BBAA)	Page 1 of 2 Category: Recommended

COMMITTEES AND DELEGATES

Standing Committees

The Oyster River School Board may form standing committees from its own membership to facilitate the work of the board. Such committees will be comprised of up to three Board members and have study and review functions as assigned by the School Board. Standing and special committees and delegations shall be appointed by the Chairperson of the Board and approved by vote of a majority of the Board. Formed committees will create and submit goals for approval by the full Board. The committee will report its findings and recommendations to the full board which will take action as a whole.