

Oyster River Cooperative School District  
REGULAR MEETING

January 22, 2014

Oyster River High School, C-124

7:00 PM

- o. CALL TO ORDER (7:00 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
- V. ANNOUNCEMENTS AND COMMENDATIONS
  - ~~A. District~~
  - ~~B. Board~~
- VI. DISTRICT REPORTS
  - ~~A. Assistant Superintendent/Curriculum & Instruction Report(s)~~
  - ~~B. Superintendent's Report~~
  - ~~C. Business Administrator~~
  - ~~D. Student Senate Report~~
  - ~~E. Other:~~
- VII. DISCUSSION ITEMS
  - Superintendent Evaluation
- VIII. ACTIONS
  - A. Superintendent Actions
  - B. Board Action Items
    - Motion to approve Revised Warrant Articles.
- IX. ~~SCHOOL BOARD COMMITTEE UPDATES~~
- X. PUBLIC COMMENTS
- XI. CLOSING ACTIONS
  - A. Future meeting dates: 2/12/14, 3/5/14 Regular meeting  
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(c)
  - Superintendent Evaluation
 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 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.

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### 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.

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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.



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 7 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 3-7 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 in the current fiscal year, \$1.00 for the purpose of constructing an addition and renovations to add a cafeteria to the Moharimet School. The cost of the addition is estimated at \$500,000 with that amount to come from the unexpended appropriations in the district's 2013-2014 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)*

**Explanation:** The proposed twenty-foot addition on to the back of the Moharimet School provides the space to create a cafeteria separate from the gymnasium to become the new cafeteria. The section of the current gym directly in front of the stage is to be partitioned from the gym by a folding wall. ORCSD has received from a lawsuit filed against the Local Government Center \$688,000 of which approximately \$188,000 belongs to employees and \$500,000 belongs to ORCSD. No new taxes are necessary to do this project.

ARTICLE 5: Shall the District vote to appoint the School Board as agents to expend from the Facilities Development Capital Reserve Fund previously established March 9, 1999.  
*The School Board recommends this article. (Majority vote required)*

ARTICLE 6: 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.  
*The School Board recommends this article. (Majority vote required)*

**Explanation:** The proposed tuition agreement with Barrington is for 10 years with a minimum of 125 students to grow incrementally up to a maximum of 200 students. The agreement allows for a gradual transition of Barrington students and provides us with guaranteed revenue. This revenue will be used to maintain and expand programs and lower tax impact.

ARTICLE 7: 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