

**Oyster River Cooperative School District  
REGULAR MEETING**

**March 5, 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: 2/7/14 and 2/12/14 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
    - NECAP Results
  - B. Superintendent's Report**
  - C. Business Administrator**
  - D. Student Senate Report**
  - E. Other:**
    - A.L.I.C.E Training Report – Durham Police Department
- VII. DISCUSSION ITEMS**
  - Audit
  - Facilities Management Services RFP update
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to accept letter of resignation for ORHS Teacher.
    - Motion to nominate ORHS Department Head stipend position for Special Education for remainder of the 2013/14 year and ORHS Coaches.
    - Motion to nominate Moharimet Elementary Musical Stipends
    - Motion to approve ORHS overnight field trip to New York for Art History Class. (5/2/14-5/4/14)
    - Motion to award Facilities Management Services RFP for a three year term with two, one year extensions.
    - Motion to approve list of policies.
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 3/19/14, 4/2/14 regular meeting
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 II(a)**
  - Superintendent Contract**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  
February 7, 2014 ORHS-C-124 – 6:00 PM  
Regular Manifest Meeting Minutes

Attendees:

Maria Barth

Kenny Rotner

Ann Lane

Al Howland

Megan Turnbull

James Morse, Superintendent

Susan Caswell, Business Administrator

Maria called the Meeting to order at 6:00 PM.

- Manifest reviewed and signed.

Meeting adjourned at 6:20 PM – all in favor. Vote 5-0

Respectfully submitted,  
Al Howland  
ORCSD School Board

# Oyster River Cooperative School District

## Regular Meeting

February 12, 2014

6:30 p.m.

School Board Members: Maria Barth, Tom Newkirk, Al Howland, Ann Lane, Megan Turnbull, Ed Charle, Kenny Rotner, and Student Representative Peter Zwart

Administrators: Superintendent James Morse, Sue Caswell, Jay Richard, Dennis Harrington

There were eleven members of the public present.

**I CALL TO ORDER** by Maria Barth to review manifests

### **II PLEDGE OF ALLEGIANCE**

### **III PUBLIC COMMENTS:**

Dennis Harrington took a moment to recognize the death of Terri Hanson.

Megan Turnbull would like to add an item to the nonpublic session later this evening.

Denise Day of Durham is thrilled that there is a proposed field upgrade in the District.

Jocelyn O'Quinn of Durham read a tribute to Shirley Thompson. She is forwarding a copy of this letter to the Board for public record.

### **IV APPROVAL OF MINUTES:**

**Al Howland moved to approve the minutes of January 14, 15 and January 22<sup>nd</sup> meeting minutes, 2<sup>nd</sup> by Kenny Rotner.**

Revision: Page 5 January 15: replace Al Howland instead of Ann Lane.

Revision: Insert: "The School Board recognized that the evaluation of the Superintendent was not done in the fall as per policy. The Board was also in agreement that re-evaluation should be done by the full Board and not by a committee of three that it should be completed prior to the upcoming election."

**Motion with revisions passed 7-0 with the Student Representative voting in the affirmative.**

## **V ANNOUNCEMENTS AND COMMENDATIONS**

**A District:** Carrie Vaich of Mast Way described some of the activities going on at Mast Way School. Kathy Baker is currently working on an Olympic Theme. Pam Felber is kicking off the school play. Read Across America will be next week and a poem was read describing the activities next week at the school.

**Board:** Kenny Rotner thanked everyone in the public that came out for the Deliberative Session. Dr. Morse and Sue Caswell along with the Leadership Team and the Advisory Budget Committee did a great job preparing the budget this year.

Ann Lane thanked Wendy for all her work preparing and organizing for the budget.

Maria Barth would like to take some time to talk about the goals for the next year.

## **VI DISTRICT REPORTS**

**Superintendent's Reports:** As of February 26<sup>th</sup> the School District will have its own channel. Channel 97 will be the School District Channel.

**Business Administrator:** None

**Student Senate Report:** Peter Zwart reported that they have been selling the Valentine Carnations for a fundraiser. The Student Senate has been looking into alternate possibilities for advisor time.

**Athletic Field Upgrade Proposal: Todd Allen and Corey Parker:** Todd Allen thanked the Board for the opportunity for this presentation.

John Parsons History behind upgraded facilities:

F.O.R.T (Friends of Oyster River Track)

Sole purpose is to raise money for construction and maintenance of an Oyster River Track.

They have raised over \$275,000 to date through various fundraising efforts.

Rob Drugan spoke on the health benefits of exercise, cardiovascular, obesity, cognitive function, aging and Alzheimer's disease.

Athletic field growth in communities would allow for temporary athletic fields Athletic Committee in the summer of 2013 unanimously agreed updated facilities is vital for expansion of athletic offerings.

Corey Parker explained why now the time to upgrade the athletic fields is now: Athletic Participation has increased.

Growth in our program offerings: Unified Track/Soccer, reserve soccer teams  
Raise the standard of our facilities

Over usage of current field creates poor field conditions creating growth season

Provide a safe environment for the community to utilize the facility

Expand the Physical Education Curriculum and keep all exercises on campus

Eliminate the need for rentals at UNH: Average turf rental is \$160 per hour  
and Track rental is \$110 per hour

Create a true "home field/stadium"

Concept:

Turf Field: Resolve drainage and unsafe environment. Save on all turf rentals for lacrosse and soccer teams.

Track: Allow a home for 175+ athletes and every PE class. Save all track rental costs and be able to host track meets.

Reconfigure: Baseball: Align properly with the sun. Create a safe flow for crowds and eliminate "foul ball issues."

Create a True Home: Teams, Faculty and Community can be proud of.

Cost of the Project:

\$2.4 Million

Includes:

\$1.8M for turf and track

\$400,000 lighting and bleachers

\$200,000 reconfiguration of baseball field

How Can We Do this?

District commitment of \$1.2M

F.O.R.T. already committed for \$300,000

Fundraising campaign of \$900,000

**What They Are Asking For:**

A commitment to propose a 1.2M bond for March 2015

Commitment now on up to \$40,000

Necessary to make shovel ready

Test pits

Pre-construction permits and final drawings.

**Ann Lane moved to authorize the Superintendent to take up to \$40K out of the fund balance. Maria Barth moved to postpone this discussion to March 5<sup>th</sup>, 2<sup>nd</sup> by Al Howland. Motion to postpone this discussion until March 5<sup>th</sup> passed 7-0 with the Student Representative voting in the affirmative.**

**DISCUSSION ITEMS**

None

**ACTION ITEMS:**

**Motion to approve ORHS overnight field trip for the Robotics Competition:**

**Al Howland moved to approve the ORHS overnight field trip for the robotics competition, 2<sup>nd</sup> by Megan Turnbull. Motion passed 7-0 with the Student Representative voting in the affirmative.**

**Motion to approve the list of Policies:**

**Maria Barth moved to reschedule the Policies for the March 5<sup>th</sup> meeting, 2<sup>nd</sup> by Ann Lane. Motion approved 7-0 with the Student Representative voting in the affirmative.**

**SCHOOL BOARD COMMITTEE UPDATES:** None

**PUBLIC COMMENTS:** None

**CLOSING ACTIONS:**

**Future Meeting Dates:** March 5<sup>th</sup> and March 19<sup>th</sup>

Page 5  
February 12, 2012

DRAFT

**Megan Turnbull moved to enter into nonpublic session RSA 91-A:3 II (a), 2<sup>nd</sup> by Ann Lane. Upon roll call vote, the motion approved 7-0 with the Student Representative voting in the affirmative.**

Respectfully yours,

Laura Grasso Dobson  
Recording Secretary



**Oyster River Cooperative School District  
NonPublic Meeting Minutes  
February 12, 2014  
Oyster River High School C124**

A motion was made by Kenny Rotner at 9:12 PM to enter a nonpublic meeting in accordance with RSA 91-A:3 II a. The motion was seconded by Al Howland and approved 6-0 by roll call vote. During the meeting, school board members reviewed and made corrections to a written evaluation of the superintendent. A motion was made by Al Howland to exit nonpublic at 9:25 PM. It was seconded by Kenny Rotner and approved 6-0 by roll call vote. At 9:26, a motion was made to adjourn the meeting by Al Howland and seconded by Tom Newkirk. Motion passed 6-0.

## Fall 2013 NECAP Results

The New England Common Assessment Program (NECAP) was mutually developed by NH, VT, and RI and is designed to measure content and skills that students are expected to know and be able to demonstrate as they begin their current school year. Achievement results are used in the state accountability system as required under the No Child Left Behind legislation. This is the last year for NECAP. Spring 2015 will begin the Smarter Balanced Assessment (SBAC) to assess the Common Core State Standards.

**Level 4 = Proficient with Distinction**  
**Level 2 = Partially Proficient**

**Level 3 = Proficient**  
**Level 1 = Substantially Below Proficient**

% of Students at Level 4-Proficient with Distinction and Level 3-Proficient

Fall 2013 NECAP Test School Summaries						
Oyster River High School						
Prior Grade Content Tested in Fall of Grade 11						
	Reading		Math		Writing	
	ORCSD	State	ORCSD	State	ORCSD	State
11th Grade	76%	77%	57%	36%	61%	54%
Oyster River Middle School						
Prior Grade Content Tested in Fall of Grades 5-8						
	Reading		Math		Writing	
	ORCSD	State	ORCSD	State	ORCSD	State
8th Grade	90%	78%	84%	64%	79%	57%
7th Grade	93%	75%	87%	69%		
6th Grade	87%	77%	82%	72%		
5th Grade	96%	79%	89%	73%	81%	62%
Oyster River Elementary						
Prior Grade Content Tested in Fall of Grades 3-4						
	Reading		Math		Writing	
	ORCSD	State	ORCSD	State	ORCSD	State
4th Grade	84%	75%	84%	73%		
3rd Grade	76%	77%	81%	70%		

# A.L.I.C.E. Training

**Alert** Get the word out! Armed Intruder in building instead of Code Red  
Use clear, concise language to convey the type and location of the event.

**Lockdown** Good starting point. We will continue to lockdown students in secure area.

**Inform** Communication Keeps the Shooter off Balance and allows for good decision making.

**Counter** Apply Skills to Distract, Confuse and gain Control.

**Evacuate** Reduce the number of Potential Targets for the shooter, and reduce chances of victims resulting from friendly fire when help arrives.

In short, using the above ALICE method we will teach our students and staff in the event an armed intruder/active shooter evades their secure area by the following:

1. Listen carefully to the location and type of event.
2. Get to and/or remain in a secure area until it is safe to evacuate.
3. Should an armed intruder/active shooter evade their area, apply skills to distract, confuse and gain control.
4. As soon as it is safe to do so, Evacuate.

In closing, in **NO WAY** are we asking our teaching or students or staff to make any attempt to subdue an armed gunman outside of their secure area. However, we will provide them the knowledge that if faced with a life or death situation, there are methods that can be applied to greatly enhance their chance of survival. The methods that will be taught in the event they are directly confronted by an armed gunman are:

- Cause distractions to interfere with the ability to shoot accurately.
- Cause as much chaos in the room as possible to create sensory overload.
- Do not be a stationary target.
- How to control the attacker using body weight, not strength.

How to interact with responding Law Enforcement.

**OYSTER RIVER  
COOPERATIVE SCHOOL DISTRICT**

**Management Letter**

**For the Year Ended June 30, 2013**

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MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

To the School Committee  
Oyster River Cooperative School District

In planning and performing our audit of the basic financial statements of the Oyster River Cooperative School District as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered the Oyster River Cooperative School District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The Oyster River Cooperative School District's written response to our comments and suggestions has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, School Committee, others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

*Melanson, Heath + Company P.C.*

Manchester, New Hampshire  
January 28, 2014

## **PRIOR YEAR RECOMENDATIONS:**

### **1. Establish Disaster Recovery Plan**

#### **Prior Year Issue:**

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

- Identify and prioritize key automation functions within the District.
- Identify key contacts (vendors, alternate site).
- Document manual and alternative procedures that may be required to temporarily process transactions.
- Identify key personnel in the recovery process and specify their roles.

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

#### **Current Year Status:**

This issue was not resolved in fiscal 2013.

#### **Further Action Needed:**

We continue to recommend the District implement and test a disaster recovery plan.

#### **District's Response:**

The Director of Technology has set up additional locations for back-up of district data. He is currently looking at the option of offsite backup with another district. The policy and procedure are drafted and are waiting for Policy Committee review.

### **2. Review Disbursement Process and Release of Checks**

#### **Prior Year Issue:**

In the prior year, we noted that occasionally checks were released in advance of the manifest being approved by the School Committee.

We recommended that the District review the disbursement process and implement measures in order to prevent the release of checks prior to School Committee approval.

#### **Current Year Status:**

In fiscal 2013 manifests were approved by the School Committee prior to the release of checks.



Further Action Needed:

None. This issue is considered resolved.

**3. Document Oversight Over Journal Entries**

Prior Year Issue:

In the prior year, we recommended that all general ledger adjusting journal entries be approved, and that the approval be clearly documented by someone other than the individual proposing and posting the entries. This would reduce the likelihood of irregularities occurring.

Current Year Status:

In fiscal 2013 journal entries were printed and sent to the Business Administrator for approval, however, the approval was not documented and retained.

Further Action Needed:

We recommend the Business Administrator's approval be documented and that the journal entry forms be retained in a 3-ring binder. This will provide documented evidence of the oversight process.

District's Response:

Journal entries are now printed and sent to the Business Administrator for approval. The Business Administrator signs them and returns them to the Director of Finance.

**4. Review Payroll Clerk Responsibilities Surrounding New Employees in the Payroll System**

Prior Year Issue:

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

Current Year Status:

We understand that during fiscal 2013 the District evaluated various alternative controls to compensate for potential segregation of duties concerns for the payroll clerk position, however, no actual corrective action was taken.

Further Action Needed:

If determined unfeasible to segregate duties, we recommend the District formally implement alternative controls, including additional documented oversight over the payroll process.

District's Response:

The Director of Finance is currently learning the payroll process to provide backup to the Payroll Clerk. Once this is completed new employees will be entered by the Director of Finance. A review process is in place to ensure that unauthorized, duplicate, or fictitious employees are not added to the system.

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: Sue Caswell,  
Business Administrator

DATE: March 5, 2014

RE: Facilities Management Services Bid

Attached you will find the bid for Facilities Management Services. The request for proposals was issued on February 8, posted on our website and advertised in the local paper. On Tuesday, February 25, 2014, we received one bid from Aramark Corporation. The pricing for this service is also in your agenda.

Our procedure DJ-R requires a vote from the School Board to approve purchases over \$25,000. We have been very pleased with the relationship and performance of the Aramark personnel assigned to Oyster River. Jim Rozycki, Facilities Director, is available to answer any questions you may have in regards to their proposal.

**Oyster River Cooperative School District  
(ORCSD)**

**REQUEST FOR PROPOSALS (RFP)**

**FACILITIES MANAGEMENT SERVICES (FMS)**

Issue Date: Saturday, February 8, 2014

**This document constitutes a request for sealed proposals from qualified firms or organizations to provide Facilities Management Services.**

**Proposal Time Line:**

1. Request for Proposals issued Saturday, February 8, 2014.
2. Pre-bid Meeting and site walk Monday, February 17 at 9:00am. This pre-bid meeting/site visit is mandatory for all firms wishing to submit a proposal for this contract.
3. Sealed Proposals must be received by 9:00am on Tuesday, February 25, 2014. (the SAU office will be closed on Monday, February 24, 2014). At this date and time there will be a public reviewing of the proposals received - an initial opening of the packages and quick review of contents. A comprehensive review of the proposals will occur in the days following.
4. Formal Presentations may be requested to occur on Wednesday, March 5, 2014 at 7:30pm by one or more firms who are determined to be finalists in this process.
5. Contract Award is targeted to occur by the close of business on Wednesday, March 5, 2014.
6. Contract Start is tentatively set to occur on July 1, 2014.
7. The Contract Term will be for three (3) years, with the option to renew for up to two (2) additional years.

**All inquiries for information and/ or communication regarding any aspect of this Request for Proposals shall be SUBMITTED IN WRITING to:**

**Susan Caswell  
Business Administrator  
Oyster River Cooperative School District  
36 Coe Drive  
Durham, NH 03824  
Email: [scaswell@orcscd.org](mailto:scaswell@orcscd.org)**

**With regard to this RFP process and any related matters, no other contact with any district staff is permitted before selection of a firm to be awarded a contract for facilities management.**

PROPOSALS SUBMITTED IN RESPONSE TO THIS REQUEST, SHALL BE MAILED DIRECTLY (OR HAND DELIVERED) TO:

**Susan Caswell  
Business Administrator  
Oyster River Cooperative School District  
36 Coe Drive, Durham, NH 03824**

Proposals submitted in response to the request shall be clearly marked: **FACILITIES MANAGEMENT SERVICES PROPOSAL.**

Each proposal must contain TWO (2) COPIES of all documents comprising the bid proposal.

This is a “request for proposals” process using a negotiated procurement method. Therefore, award does not have to be made to the FMS contractor submitting the lowest priced proposal but rather to the FMS contractor submitting the best overall proposal to meet the needs of the ORCSD. The ORCSD reserves the right to accept or reject any proposal and retains the exclusive right to determine which proposal is the best overall submission in any manner and using any criteria ORCSD deems appropriate.

However, the following general guidance is offered - ORCSD is seeking a firm to provide facilities management services of the highest quality through applying the industry’s best-practices techniques, utilizing the latest technologies and employing personnel of the highest caliber.

**ORCSD has incorporated a Sustainability Commitment as follows:**

The Oyster River Cooperative School District (ORCSD) seeks to work with suppliers and service providers that offer products and services that improve the health of our students and faculty, and our environment without sacrificing quality. These criteria include products that contain recycled materials, are more recyclable, are less toxic or more biodegradable, have less packaging, cost less to transport, perform better, are more durable or use less energy, or consume fewer natural resources over their useful life. We prefer to work with vendors and suppliers who can address their environmental/sustainability practices, offer take-back programs; including shipping materials and that all waste is disposed of responsibly. We seek products and services that help us reduce, reuse and recycle, while lessening our ecological footprint. When possible we refer to work with local vendors and suppliers in order to keep our purchases invested in the local community. The ORCSD is committed to sustainability in terms of; renewability, substitution, adaptability, interdependence and institutional commitment in the areas of food, energy, transportation, school curriculum and community outreach.

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### **XII. PROPOSAL SUBMISSION SHEET**

## **I. OBJECTIVE**

- A. PURPOSE:** The purpose and intent of this Request for Proposals is to solicit sealed Proposals from qualified sources to establish a contract for the purchase of facility management services for specified departments and functions as outlined in this RFP (i.e. for the maintenance, custodial, and grounds departments of the Oyster River Cooperative School District).
- B. BACKGROUND:** With the expectation of producing high levels of service in an environment with decreasing resources, the ORCSD foresees the necessity to explore the continuation of outsourcing its facilities management functions as it has for many years. To this end, ORCSD has determined that it is desirable to competitively solicit the services of professional specialized management firms to support and complement existing ORCSD personnel (i.e. maintenance mechanics, grounds workers and custodial personnel). The Oyster River Cooperative School District is a public school district with over 2,000 students and 392 employees. Total square footage is approximately 400,000 square feet. A more detailed description of facilities and staffing may be found in section XI Appendix.
- C. PERSONNEL:** It is intended that all front line (maintenance, grounds, custodial) employees will remain on the payroll of the ORCSD. The successful facilities management contractor will supply management personnel and management support resources sufficient to comply with the facilities management functions called for in this RFP and as generally defined by the facilities management industry.

## **II. PROCUREMENT INTENT**

### **A. STATEMENT OF NEEDS:**

1. The selected firm shall furnish all necessary management and resources (including but not limited to personnel, training programs, support, equipment, materials, and supplies) to provide ongoing management services, provide thorough and comprehensive ongoing analysis of facilities operations, develop a concept of operations, and implement a program to improve efficiency and effectiveness of the specified departments and functions of building maintenance, building custodial and grounds upkeep.
2. The selected firm shall furnish all necessary custodial chemicals and custodial equipment to maintain all ORCSD facilities in a clean and safe condition. Custodial chemicals will be supplied in adequate amounts and upgraded regularly. The FMS contractor, at the start of the contract period, will upgrade all custodial equipment as needed, purchase new if necessary and will be responsible for any maintenance and repair parts during the useful life of the equipment as well as complete replacement at the end of useful life of said equipment.

### **B. GOALS:**

The services performed by the FMS Contractor shall be accomplished within the framework of attaining the following goals established by the district:

### **REQUIRED**

1. Improvement in the appearance of all buildings within the system. The overall goal is to develop a program that will create and maintain a cleaner and safer environment for students in order to effectively support education in Oyster River Cooperative School District.
2. Determine and implement appropriate level of staffing for building maintenance, grounds and custodial operations for all district facilities.

3. Implement a system to improve productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.
4. Enhance personnel development through a program of motivation, in-service education, and training.
5. Improvement of departmental performance through the utilization of specialized tools, equipment, technologies, and processes.
6. Establishment of a systems approach and quality assurance program to maintain and preserve desired level of service.
7. Establish benchmarks and best practices and a system for measuring effectiveness, improvements and progress.
8. Improved management of maintenance, grounds and custodial services in a cost effective manner.
9. Implementation of a proven and balanced Preventive Maintenance, Corrective Maintenance and Capital Preservation Program including the establishment of a formal Risk Management Program.

#### DESIRED

10. Development of an Energy Management Master Plan and implementation of an energy management system for all district facilities.
11. Development of a capitalization plan for equipment used in the Maintenance, Custodial and Grounds Departments.
12. Technical Assistance with and coordination of construction projects.
13. Implementation of and ongoing maintenance of a physical inventory management plan.
14. A comprehensive electronic system (applications software along with hardware) to manage work orders, preventive maintenance, capital improvements, facilities scheduling, physical inventories and reporting. School Dude's proprietary system modules, or something very similar, are viewed as especially appealing.
15. As "green" and eco-friendly facilities operation as is feasibly possible. As noted – Goals 1 through 9 are required as a minimum. These goals are provided for informational purposes in an effort to support an understanding of established district objectives, Goals 10 through 15, although not a part of the minimum requirements, these goals are highly sought after by ORCSD, however, it is desired that the FMS Contractor will provide many of these services within the FMS contract. The proposals submitted should identify any/ all capabilities the contractor would bring forth as part of a FMS contract.

**C. PROPOSAL PREPARATION AND DOCUMENTATION:** Respondents to this RFP shall submit a written proposal which includes, but is not limited to, cost quotation for FMS as well as a thorough and comprehensive description of analysis, actual findings during RFP preparation process, recommendations, and subsequent action plan being proposed. This will form the basis of a proposal.

### III. PREPARATION AND SUBMISSION REQUIREMENTS

- A. GENERAL REQUIREMENTS:** RFP Response - In order to be considered for selection, FMS Contractors must submit a complete response to this RFP. Two (2) copies of each proposal must be submitted to the Business Administrator as indicated. No other distribution of the Proposals shall be made by the FMS Contractor.
- B. COMPLETE RFP:** Proposals shall be signed by an authorized representative of the FMS Contractor. Failure to submit all information requested may result in a lower evaluation of the proposal and/or rejecting it entirely. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiations.

**C. FORMAT:** Proposals should be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. It is requested that the RFP be formatted in major sections;

1. A Company Overview
2. Your proposed program concept
3. Training to be provided,
4. New Technologies to be provided,
5. Program to reduce school risk,
6. Plans for performance improvement including benchmarks and measures of progress to be established,
7. References,
8. Additional Information the FMS Contractor may wish to provide, either in direct response to the Goals outlined above, or any other relevant information.

**D. ORAL PRESENTATION:** One or more FMS Contractors who submit Proposals in response to this RFP may be required to give an oral presentation of their Proposals to the Operations Committee of the Oyster River School Board. This provides an opportunity for the FMS Contractor to clarify or elaborate on the Proposals. This is a fact finding and explanation session only and does not include negotiation. If this is necessary, the oral presentations will be held at the School Board meeting on Wednesday, March 5, 2014 at 7:30pm. It should be noted, however, that oral presentations are an option of the district and may or may not be conducted.

**E. SPECIFIC REQUIREMENTS:** Proposals should be as thorough and detailed as possible so that the district may properly evaluate the FMS Contractor's capabilities to provide the required services. FMS Contractors are required to submit completely the following items:

1. The return of a complete RFP, fully responsive as requested.
2. A minimum of five (5) customers for whom the company is currently providing management services of custodial, maintenance and grounds and where front line production employees are on the customer's payroll (not the FMS contractor's payroll). K-12 public school references are preferable. Include the date(s) when service is performed, the business name, address, and the name and telephone of the Contract Administrator.
3. Evidence of experience in providing supportive facilities management services of the size and scope as described herein; including but not limited to experience in school employee/educational management, training, and research and development, for at least a ten year period.
4. Evidence of financial stability, please include your firm's last two annual reports.
5. Evidence of a support organization sufficient to deliver the proposed services. Include a chart demonstrating the organization that would support your firm's proposed program.
6. Any other pertinent information which demonstrates the FMS Contractor's corporate capability to successfully perform management services.
7. Indicate and identify those capabilities and resources produced within the contractor's organization versus those to be acquired through the use of third party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing these resources for the purposes of this contract.



## **IV. EVALUATION AND AWARD CRITERIA**

**A. EVALUATION CRITERIA:** Proposals shall be evaluated by the ORCSD using the following criteria:

**B. EVALUATION PROCESS:** (Specific criteria to be considered)

1. **Program Quality/Ability to Perform:** Criteria such as, but not limited to, the following will be considered - What type of support system does the company provide for its on-site management team? Will professional engineers be available within a reasonable period of time in the event they are needed for backup and technical assistance? How well does the program provide for a comprehensive employee development/training program; and is it integrated into the program, as opposed to being available "as needed"? How thoroughly does the program provide for written standards, procedures, schedules, and record keeping? To what degree does the program provide for a significant infusion of effort/resources during the start-up phase? How well will the program provide and maintain required work histories and expense accumulation data? How thoroughly does the program provide for quality control of the work performed? How well does the FMS Contractor's management plan fit into the current ORCSD organization structure? Does the company have its own resource and development capabilities? If so, where are they located? Can they be visited? Does the program provide for custodial equipment to be upgraded on a planned basis? Who is responsible for the gathering of the information necessary to implement the computerized maintenance program? How well known and viable, comprehensive and proven is the computerized maintenance program proposed?
2. **Performance Record:** How many customers does the firm provide supportive management services to? How many are educational customers? What is the retention rate for services provided? How long has the company been providing such services as outlined in this RFP? What assessment did references provide when contacted by ORCSD? Were financial projections met?
3. **Additional Resources:** What additional resources can the company provide in areas outside of the primary areas of consideration? The firm must currently be providing these services to other facilities.

**C. AWARD OF CONTRACT:** Selection shall be made of one FMS Contractor deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors identified above. Negotiations shall be conducted with the FMS Contractor so selected. Price shall be considered, but will not be the sole determining factor. Oyster River Cooperative School District may cancel this RFP, reject Proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous. Should Oyster River Cooperative School District determine in writing and in its sole discretion that only one FMS Contractor is fully qualified, or that one FMS Contractor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that FMS Contractor. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and the FMS Contractor's management plan as negotiated.

## **V. GENERAL SPECIFICATIONS**

**PRIMARY AREAS OF RESPONSIBILITY:** Provide supervisory, administrative and technical direction to facilities' staff for the support of the Custodial, Grounds and Maintenance functions (such direction will include, but not be limited to direct supervision of the Custodial, Grounds and

Maintenance departments employees to maintain the buildings and grounds in an acceptable condition); to control the cost of labor and materials; to provide a total employee training program; maintain continuous availability of trained and experienced managers and technical support; furnish all custodial chemicals and equipment. The successful FMS contractor shall provide a full-time on-site management manager to manage and direct the FMS program and regularly report to the ORCSD Administration regarding needs and progress. The Business Administrator shall retain the right to request of the successful company the replacement of any assigned manager(s) for whatever reason he/she deems sufficient. The successful company shall also provide technical and management support as requested by the Business Administrator.

## **VI. BUILDING MAINTENANCE MANAGEMENT SPECIFICATIONS**

- A. SCOPE:** The performance of this contract will include, but not be limited to, supportive management and assistance in the following Maintenance duties:
- B. PREVENTIVE MAINTENANCE:** Oversee a sound preventive maintenance program, including use of a computerized preventive maintenance system, on all major electro/mechanical equipment. Such program and system is subject to the prior approval of the Business Administrator.
- C. WORK ORDER SYSTEM:** Establish and maintain a work order system that will be used in requesting maintenance work and will serve as a means of instruction of work to be done. The system must record the cost and completion date of each work order. Historical corrective maintenance records on equipment, by building, will be made available by request from the Business Administrator. Such program and system is subject to the prior approval of the Business Administrator.
- D. ADMINISTRATIVE, FINANCIAL AND MATERIALS MANAGEMENT:**
1. **Budgets:** The Business Administrator will request the preparation of necessary budgets, the analysis and explanation of variances of actual expenditures as compared with budget and the provision of financial and statistical data as requested.
  2. **Purchasing:** In accordance with district policies, provide consultation and technical advice in preparation of specifications for procurement of parts, supplies and services incidental to operations as requested. Recommend vendors as necessary.
  3. **Receipt-Storage-Issuance of Materials:** Provide consultative and technical advice regarding the receipt, inspection, storage, safeguarding, and issuing of materials or items purchased.
  4. **Equipment Replacement/Performance:** Recommend annually or more often, if necessary, the needs for replacement of capital equipment. Also, make recommendations for changes in existing equipment, or measures to extend its useful life or performance, as appropriate.
  5. **Regulatory Requirements:** Recommend programs to ensure all district facilities comply with local, State of New Hampshire and Federal regulations and other regulatory agencies, as they apply to the operation of maintenance and engineering.
- E. FUNCTIONAL SAFETY AND RISK MANAGEMENT:**
1. Assist in the collection of available documentary evidence of structural safety and building safety compliance (such as Statement of Construction and Fire Protection) as needed for accreditation requirements.
  2. Maintain on file documents and certification of compliance with the requirements of applicable local, Federal and Fire Marshall laws and regulations.
  3. Make recommendations to the Business Administrator to facilitate compliance with

applicable building codes, fire prevention codes, State of New Hampshire and/or Federal Occupational Health and Safety Codes, and Life Safety codes.

4. Maintain good safety practices within the Maintenance and Operations Departments and keep equipment, spaces and shops in tidy condition.
5. As requested, assist the district in preparation of its external and internal disaster planning and emergency operations procedures.
6. Participate as an active member of the Joint Loss Management Committee (JLMC).

**F. QUALITY CONTROL OF SERVICES:** Provide the following quality/ performance reviews:

1. Periodic routine facility inspections will be made by the FMS contractor. These inspections will be documented and supplied to the Business Administrator. These inspections may be in the company of a representative from the ORCSD Administration at the Administration's discretion.
2. Records of work accomplished in the Maintenance and Operations Department will be maintained for review by the Business Administrator upon request.
3. It is agreed that the Business Administrator shall retain complete and final jurisdiction in all determinations of the quality of services provided by the FMS Contractor.

**G. ADDITIONAL REQUESTS:**

1. Fully developed training and in-service programs for all employees.
2. Written standards, procedures, schedules, daily journals and other records required by regulating and accrediting agencies and good business management practices and/or as may be required by the ORCSD.
3. Operating instructions for all major mechanical equipment.
4. Individual and preventive maintenance instructions for each preventive maintenance requirement.
5. A National Manufacturers index for items, parts, supplies and equipment.
6. Line and staff support personnel available on a scheduled and on-call basis, to provide effective quality, technical support and consulting capabilities. All such support personnel will be on the FMS Contractor's payroll.

**VII. CUSTODIAL SPECIFICATIONS**

- A. As a part of this program, the FMS Contractor shall provide all custodial chemicals and equipment. Said supplies and equipment will adhere to a "Green" program as much as is feasible. The FMS Contractor will also manage the ORCSD's acquisition of all toilet tissue, paper towels, plastic receptacle liners and hand soap and other disposable supplies with a preference for a Green program.
1. Provide support involving the standardization of the custodial program.
  2. Provide training, management and direction of all custodial personnel in the performance of their respective custodial duties.
  3. Assist in the administrative functions relating to district's custodial personnel.
  4. Select and order the necessary supplies and equipment for the custodians to use for proper performance of their duties as a part of the custodial program.
  5. Provide and maintain training equipment, films, slides, videos, literature, daily work schedules, project schedules and training manuals to be used in the training of custodial personnel.

## **VIII. GROUNDS MANAGEMENT SPECIFICATIONS**

A. FMS Contractor shall develop, implement and manage an effective program of grounds maintenance for all district facilities. The program shall be designed to promote the overall attractiveness of the grounds as well as the safe and enjoyable use of athletic and recreational facilities. All procedures will be in accordance with established environmental protection policies and shall be in line with the district's budget. The levels and frequency of care shall be established by mutual agreement between FMS Contractor and the Business Administrator and will be based on specific use, relative impact on overall appearance and safety factors.

The following services will be managed by the FMS Contractor: mowing, aeration, turf fertilization, weed control, turf repair, irrigation, tree care, care of shrubs and groundcovers, care of shrub beds, flowers, field lining, tracks and in-field maintenance, playgrounds, fence lines and signage, field and landscape structures, disposal of landscape waste, refuse pick up and recycling, paved surface care, project work/ new installations, exterior set-ups and special events, snow removal, grounds management planning calendar, training/ certification, grounds inspections.

## **IX. SECONDARY AREAS OF INTEREST**

As stated in the Goals section above, it should be noted that ORCSD is very interested in:

1. "Green" or eco-friendly initiatives
2. Energy Conservation initiatives

## **X. CONTRACT TERMS AND CONDITIONS**

Submission should include a sample copy of your contract terms and conditions. All contracts are subject to negotiation. Contract term shall be for three (3) years with two (2) one (1) year extensions to be negotiated between the ORCSD and the FMS contractor. Oyster River Cooperative School District seeks a contract to have a mutual termination clause of 90 days for any reason. Contract cost should be a fixed price all inclusive for the initial three year term.

All proposals shall be accompanied by an insurance certificate with the following requirements:

- Commercial General Liability \$1,000,000 per occurrence \$2,000,000 aggregate.
- Workers compensation \$500,000/\$500,000/\$500,000
- Commercial Automobile \$1,000,000 combined single limit

## **XI. DESCRIPTION OF FACILITIES AND STAFF**

### **1. Buildings**

#### **a. Mast Way Elementary School**

##### **i. Building**

1. Physical address: 23 Mast Road, Lee, NH 03861
2. constructed in 1960 and renovated and updated in 1994
3. serves grades pre-K through 4
4. enrollment in 2014 of 293
5. total square footage of approximately 43,700
6. floor plan attached

##### **ii. Grounds**

1. Both Mast Way and Moharimet elementary schools each have a small field and a playground. The Mast Way field is 137' by 200' and is located behind the playground at the rear of the school.
2. The fields and playgrounds are used similarly by both elementary schools during the day. Physical education classes at Mast Way use the adjacent town owned & maintained field in Lee because the school field is inadequate. At both schools, the fields are used for recesses. Occasionally they are used for outdoor classroom activities and school wide activities like field days.
3. There are no school run field athletic programs at either elementary school. Community groups, such as the Oyster River Youth Association (ORYA), run athletic programs for this age group. The one field at each school is only about 2/3 the size of a regulation soccer field, which limits even community use.
4. In addition to their limited physical size, both fields are built over septic systems that limit how extensively they can be enhanced.

iii. Staffing

1. Mast Way has a total of 2.5 full-time-equivalent custodial positions
  - a. 1.5 fte's work second shift
  - b. 1 fte works day shift
2. Maintenance and grounds personnel
  - a. work out of the Service Building
  - b. provide services on a "centralized" model (i.e. these personnel are not assigned to specific buildings such as Mast Way, they float from building to building as needed)
  - c. refer to the Maintenance Personnel section below

**b. Moharimet Elementary School**

i. Building

1. physical address: 11 Lee Road, Madbury, NH 03823
2. constructed in late 1989 and renovated and updated in mid-1994
3. serves grades pre-K through 4
4. enrollment in 2014 of 407
5. total square footage of approximately 43,780
6. floor plan attached

ii. Grounds

1. Both Mast Way and Moharimet elementary schools each have a small field and a playground. The Moharimet field is 120' by 175' and is located on the east side of the playground at the side of the school.
2. The fields and playgrounds are used similarly by both schools during the day. At Moharimet the field was built over the septic system and the PE classes currently use this field. At both schools, the fields are used for recesses. Occasionally they are used for outdoor classroom activities and school wide activities like field days.
3. There are no school run field athletic programs at either elementary school. Community groups, such as ORYA, run athletic programs for this age group. The one field at each school is only about 2/3 the size of a regulation soccer field, which limits even community use.
4. In addition to their limited physical size, both fields are built over septic systems that limit how extensively they can be enhanced.

iii. Staffing

1. Moharimet has a total of 2.5 full-time-equivalent custodial positions

- a. 1.5 fte's work second shift
- b. 1 fte works day shift
- 2. Maintenance and grounds personnel
  - a. work out of the Service Building
  - b. provide services on a "centralized" model (i.e. these personnel are not assigned to specific buildings such as Moharimet, they float from building to building as needed)
  - c. refer to the Maintenance Personnel section below

**c. Oyster River Middle School**

**i. Building**

- 1. physical address: 1 Coe Drive, Durham, NH 03824
- 2. the oldest section originally constructed in 1934 as an elementary school and renovated and expanded in 1946, 1954, 1956, 1979 and 1995
- 3. serves grades 5 through 8
- 4. enrollment in 2014 of 682
- 5. total square footage of approximately 106,966
- 6. floor plan attached

**ii. Grounds**

- 1. Oyster River Middle School has very limited field space located directly behind the building. At the south end of the field is a permanent softball backstop. The softball outfield is the same space used for other sports. At the north end of the field is an activity area called the "middle ground." Further north is a small uneven area bounded by a nature preserve.
- 2. Between the field and the building is a large blacktopped area that is used for recess, bus loading and unloading and car parking.
- 3. The middle school field is used for numerous activities during and immediately after the school day. It also serves as a space for ORYA activities that run well after the school day.
- 4. On a daily basis, the outdoor facility (field) is utilized each physical education teaching period.
- 5. The current athletic programs offered by the Middle School that involve field use include field hockey and boys and girls soccer in the fall, and softball and track and field in the spring. They also offer intramural field hockey in the late spring for 5th and 6th graders.
- 6. In addition to the limited physical size and multiple sport usage, the field at the middle school is in need of some improvement to the quality of the turf surface.

**iii. Staffing**

- 1. Middle School has a total of 5 full-time-equivalent custodial positions
  - a. 4 fte's work second shift
  - b. 1 fte works day shift
- 2. Maintenance and grounds personnel
  - a. work out of the Service Building
  - b. provide services on a "centralized" model (i.e. these personnel are not assigned to specific buildings such as the middle school, they float from building to building as needed)
  - c. refer to the Maintenance Personnel section below

**d. Oyster River High School**

**i. Building**

- 1. physical address: 55 Coe Drive, Durham, NH 03824

2. the oldest section originally constructed in 1963 and renovated and expanded in the 1968, 1994 and 2004
3. serves grades 9 through 12
4. enrollment in 2014 of 676
5. total square footage of approximately 198,000
6. floor plans attached

ii. Grounds

1. The current configuration of the high school fields consists of the varsity soccer and lacrosse field in the space closest to the maintenance building. The baseball field has a permanent backstop midway on the north side of the property. The JV soccer field is situated so that it overlaps the baseball outfield. The softball field has a permanent backstop midway on the south side of the property and also has an overlapping soccer field on it. The field hockey field is nearest to the school building.
2. The high school physical education classes use all the field space during the fall and spring seasons. During the winter months, weather permitting, the fields and adjacent woods are also used for snow-shoeing and cross-country skiing. Occasionally, other classes such as science or art will use the fields and adjacent areas to the woods. The brick pavers section in the patio courtyard is used throughout the day by the whole student population. The students are often infringing upon the field hockey field due to lack of space in the courtyard.
3. High school athletic teams use the high school fields in the fall and spring seasons (mid-August – early November and late March – early June). During these periods, the fields are used to capacity beginning at 2:45 pm and usually ending at approximately 6:00 pm.
4. Proper field maintenance is difficult due to the overuse and overcrowding of the high school fields. The fields are in use daily between 7:30 am and sunset. Field maintenance must work around physical education classes during the school day. In addition, the heavy usage causes a great deal of damage, which must be repaired on an ongoing basis.

iii. Staffing

1. High School has a total of 8 full-time-equivalent custodial positions
  - a. 7 fte's work second shift
  - b. 1 fte works day shift
2. Maintenance and grounds personnel
  - a. work out of the Service Building
  - b. provide services on a "centralized" model (i.e. these personnel are not assigned to specific buildings such as the high school, they float from building to building as needed)
  - c. refer to the Maintenance Personnel section below

**e. Service Building**

i. Building

1. physical address: 33 Coe Drive, Durham, NH 03824
2. constructed in 2002
3. location of main offices for – food service, information technology and maintenance/grounds departments
4. total square footage of approximately 6,900
5. custodial staffing – 0.5 FTE serves both the Service Building and SAU Building

6. floor plan attached
- f. SAU Building**
- i. Building
    1. physical address: 36 Coe Drive, Durham, NH 03824
    2. location of main offices for – Superintendent, Asst. Superintendent, Director of Special Services and business offices
    3. total square footage of approximately 3,900
    4. custodial staffing – 0.5 FTE serves both the Service Building and SAU Building
    5. no floor plan available
- g. Transportation Building**
- i.
    1. physical address: 48 George Bennett Rd, Lee, NH 03861
    2. constructed in 2011
    3. location of the Transportation Office and School Bus yard
    4. total square footage of building approximately 860
    5. floor plan attached
- h. Maintenance, Grounds and Supervisory Personnel**
- i. As noted above, all maintenance personnel provide services on a “centralized” model (i.e. these personnel are not assigned to specific buildings, they float from building to building as needed)
  - ii. there are 2 FTE’s designated as primarily maintenance mechanics, secondarily as grounds assistance
  - iii. there are 2 FTE’s designated as primarily grounds workers, secondarily as maintenance assistance
  - iv. there is 1 PTE designated as maintenance/event set up, weekends only.
- i. Non-Operations Personnel in 2014 totaled 340.9 FTE’s**
- i. Professional Teaching Staff – 196.3 FTE’s
  - ii. Para-professional Staff – 92.5 FTE’s
  - iii. Administrator Level Staff – 9 FTE’s
  - iv. Other Support Staff – 43.1 FTE’s
- i. ORCSD custodial personnel are represented by the Oyster River Educational Support Personnel Association (ORESPA) which is affiliated with NEA New Hampshire. ORCSD maintenance and grounds personnel do not collectively bargain.



**PROPOSAL SUBMISSION SHEET**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Cost Quotation – for all items contained in sections II-A(1-2), V, VI, VII and VIII in the RFP (i.e. FMS including management of maintenance, custodial and grounds departments as well as custodial equipment & supplies):

Year 1        \$ \_\_\_\_\_ annually

Year 2        \$ \_\_\_\_\_ annually

Year 3        \$ \_\_\_\_\_ annually

Optional Year 4    \$ \_\_\_\_\_ annually

Optional Year 5    \$ \_\_\_\_\_ annually

Cost Break Out – break out for each building the custodial equipment & supplies included in the numbers above:

<u>Location</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
Mast Way					
Moharimet					
Middle					
High					
Service					
SAU					
Transportation					

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

In compliance with this Request for Proposals and to all the conditions detailed herein, by signing the Proposal Submission Sheet above (page 15) the above-signed offers and agrees to furnish the services in accordance with this RFP or as mutually agreed upon by subsequent negotiation. A valid proposal shall consist of:

1. return a full copy of this RFP document, including return of a completed and signed Proposal Submission Sheet (page 15)
2. inclusion of a separate signed narrative document following the format as outlined above in Sections III-C and III-E. Special emphasis should be made to show -
  - a. how FMS will be provided in a manner consistent with sections II-A, V, VI, VII and VIII of the RFP
  - b. how the FMS contractor responds to the Goals outlined in section II-B by identifying any/ all capabilities the contractor would bring forth either as part of a FMS contract or as an extra capability of the FMS contractor available under separate contract.
  - c. indicate the specific custodial equipment to be installed as part of the contract, how the custodial equipment investment will be amortized over the life of the contract and whether there are options regarding the assignment of ownership of said equipment to ORCSD at the end of the contract.

The issuance of this document and receipt of information in response to this document will not cause the ORCSD to incur any liability or obligation to FMS contractors, financial or otherwise. The ORCSD assumes no liability or obligation to reimburse or in any way compensate FMS contractors for expenses incurred in connection with a response to this RFP.

The ORCSD reserves the right to use information submitted in response to this RFP in any manner it may deem beneficial to the ORCSD. Any materials or information submitted by FMS contractors that are considered confidential must be clearly marked as such. In the event that confidentiality cannot be afforded, the FMS contractor will be notified and will be permitted to withdraw its proposal.

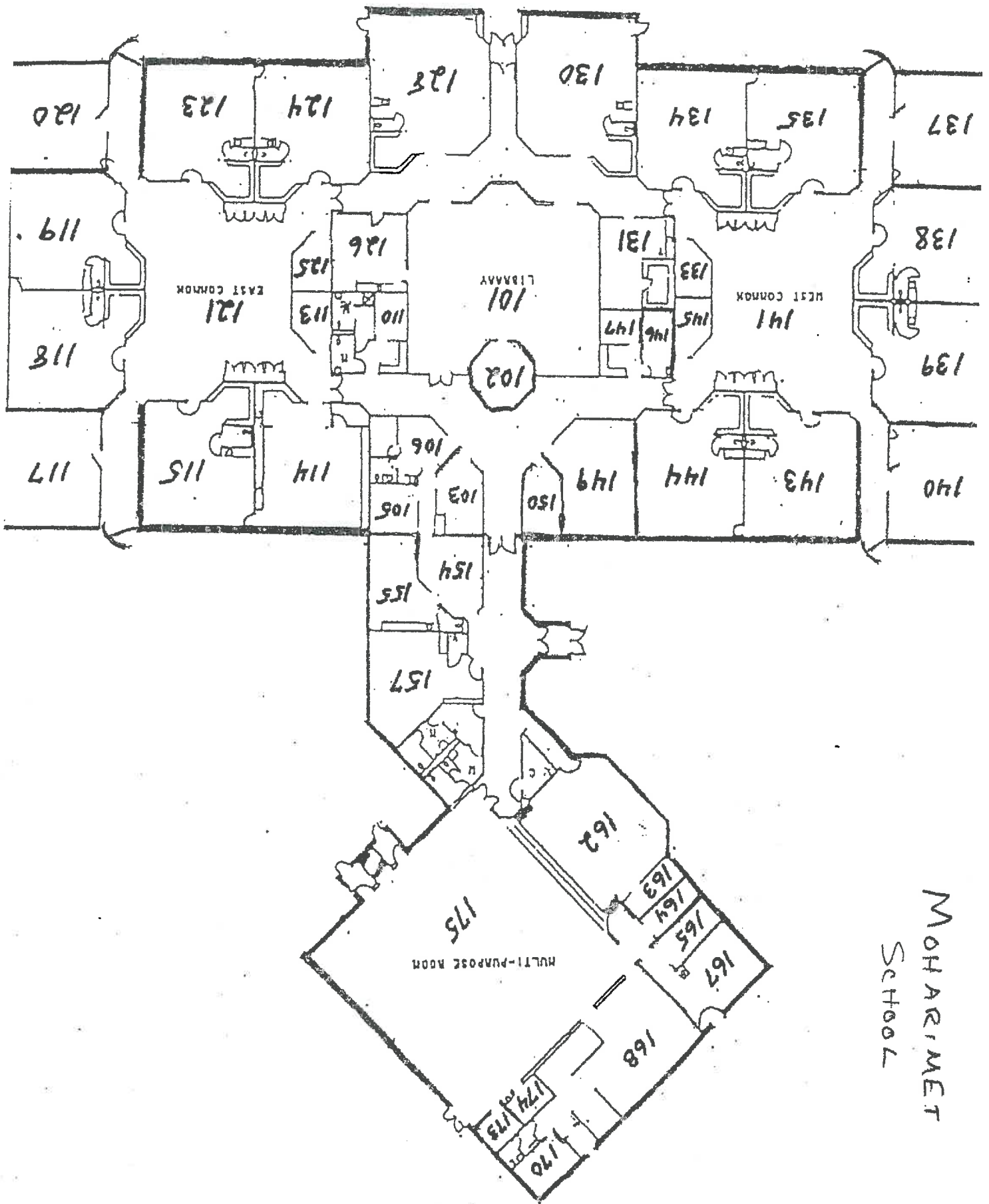
FMS contractors are advised to read and understand NH statute RSA 91-A and its potential ramifications.

FMS contractors are advised to read and understand ORCSD's "Bidding & Purchasing" Policy DJE, especially section A "Determination of Fair Value." Policy DJE is incorporated herein by reference.

Pricing information supplied as part of any proposal must be valid for a minimum of 120 days.

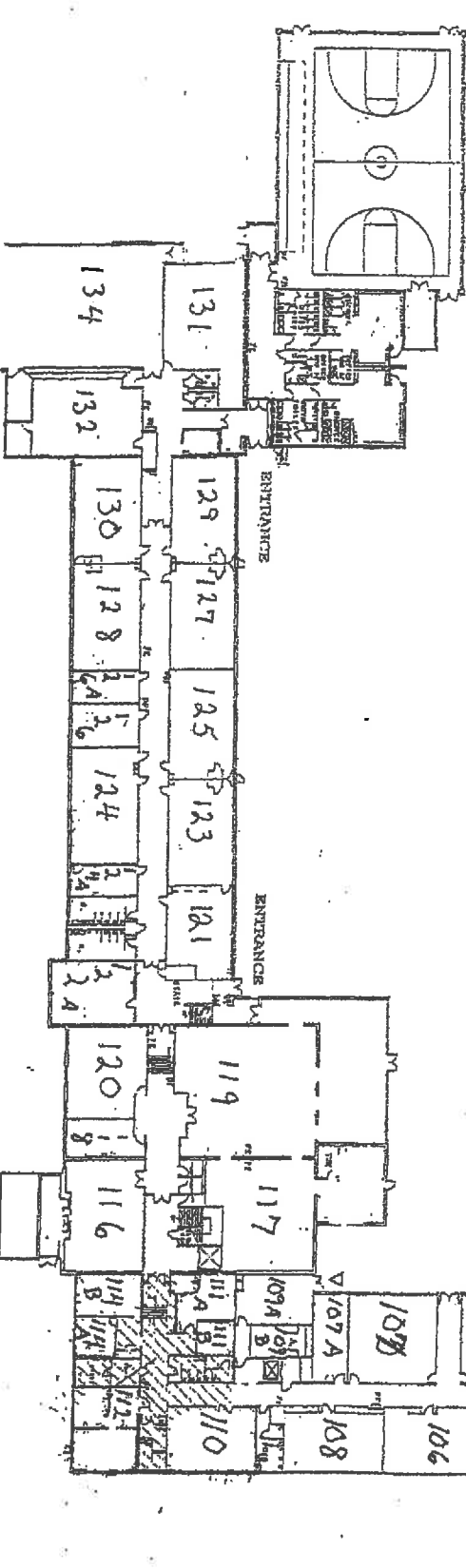
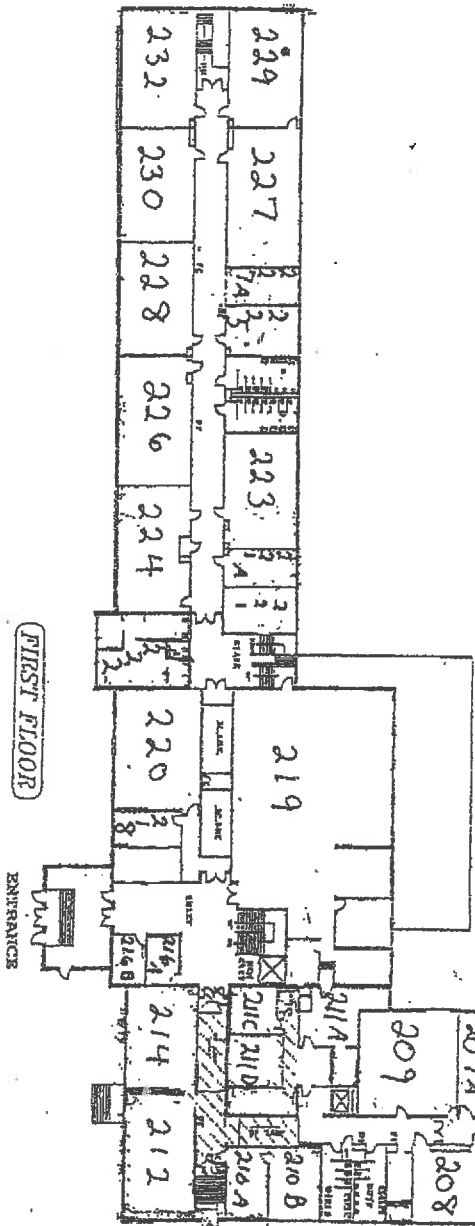
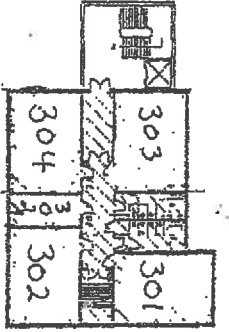
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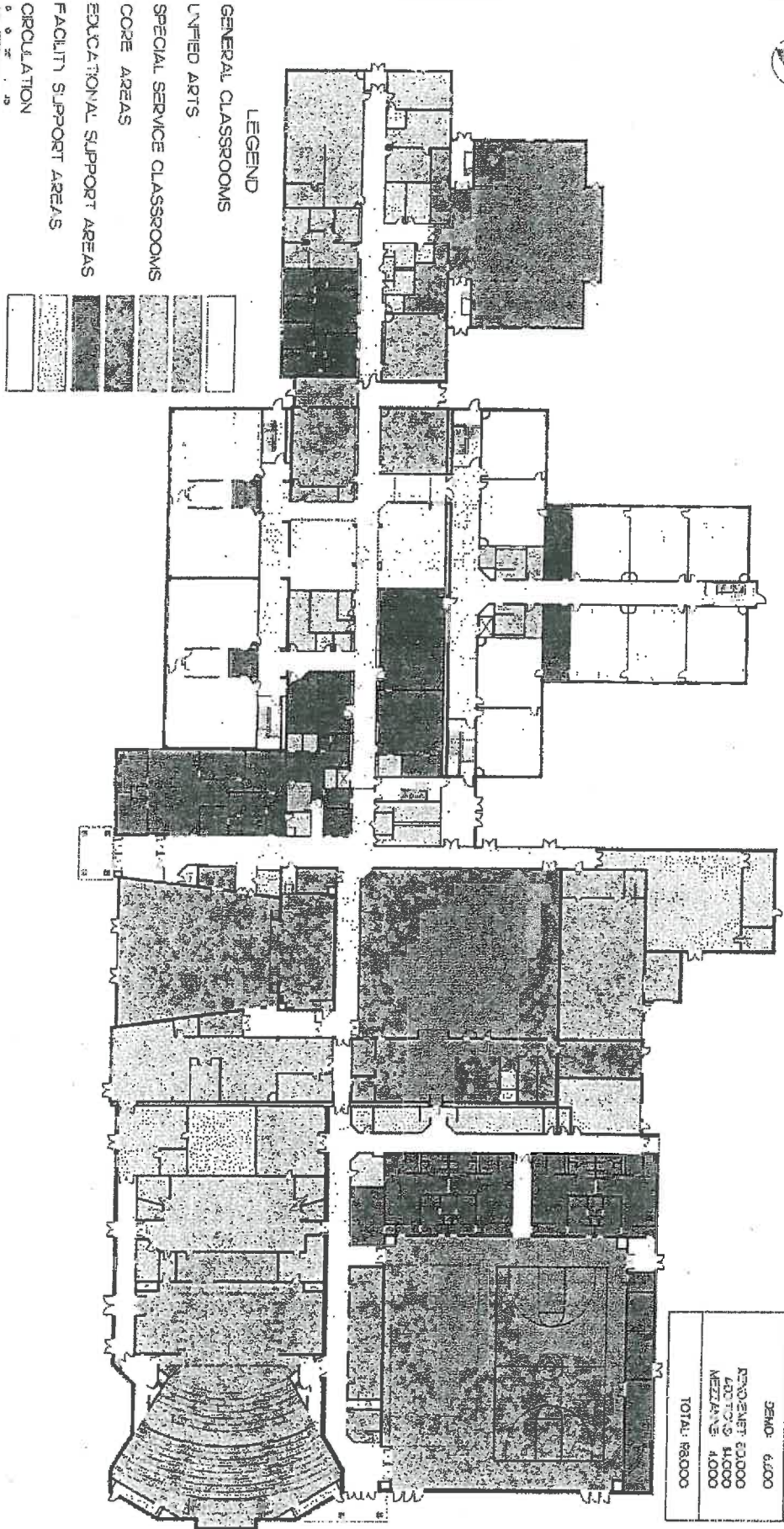




Moharimet  
School

# MIDDLE SCHOOL





SCALE: 1/8" = 1'-0"

OWNER:  
OYSTER RIVER COOPERATIVE  
SCHOOL DISTRICT - SAU #5  
DURHAM, NEW HAMPSHIRE

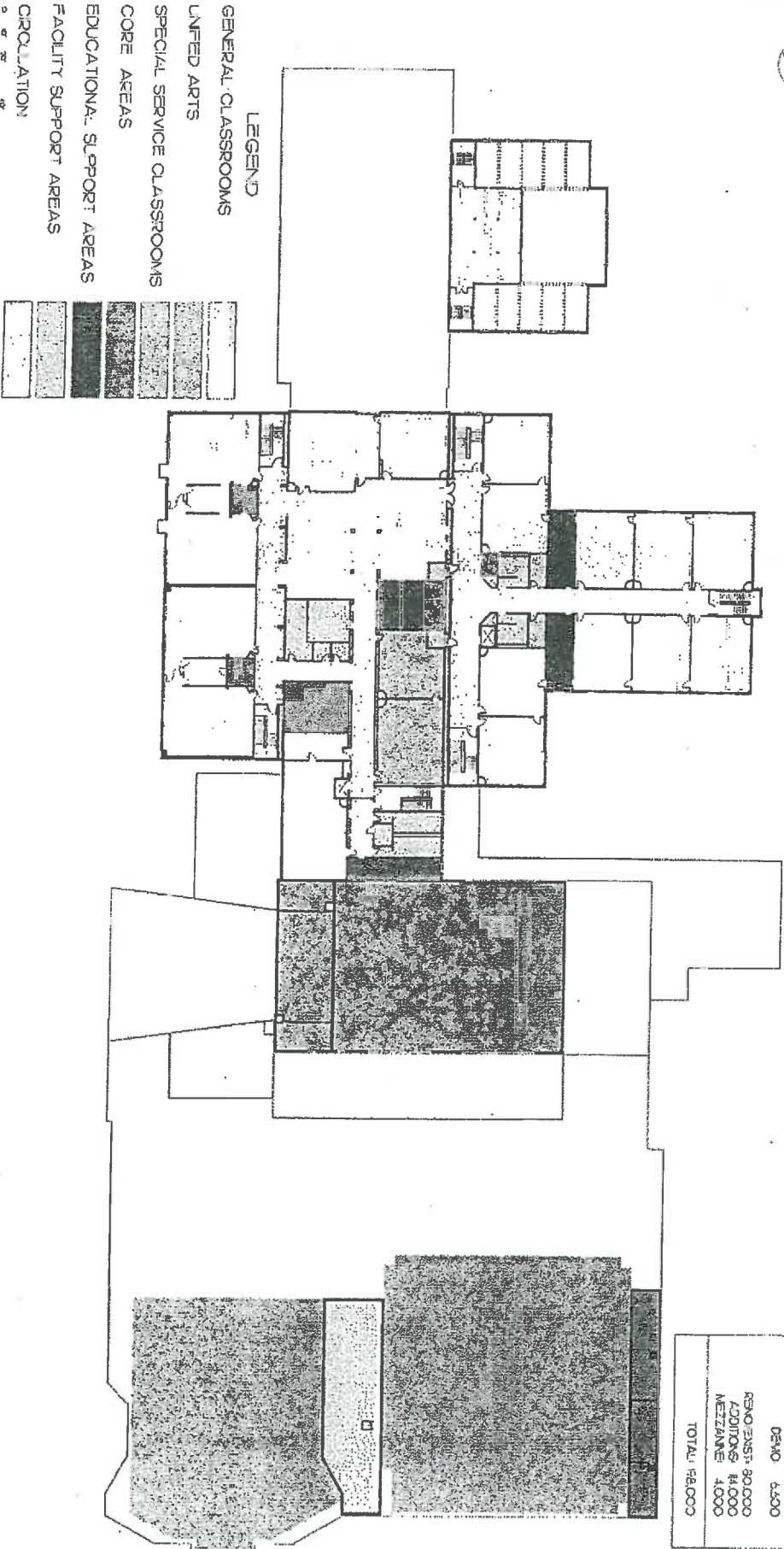
# OYSTER RIVER COOPERATIVE HIGH SCHOOL

## PROPOSED 1ST FLOOR PLAN

SEPTEMBER 2002

TOTAL - ALL FLOORS	
SEMO:	6,000
PERM. EVNT:	63,000
EDUC. SVCS:	11,000
MEZZANINE:	4,000
TOTAL: 84,000	

**T E A M** Design Inc. **Architects**  
45 MARKET ROAD, SUITE 200, DEXTER, NH 03038  
MAIL: PO BOX 468, NATHAN, NH 03079-0468  
Tel: 603.431-4687 Fax: 603.431-4619  
E-mail: info@teadesign.com



TOTAL - ALL FLOORS	
DEMO	6,500
RENO EXIST	80,000
ADDITIONS	14,000
MEZANINE	4,000
<b>TOTAL</b>	<b>104,500</b>

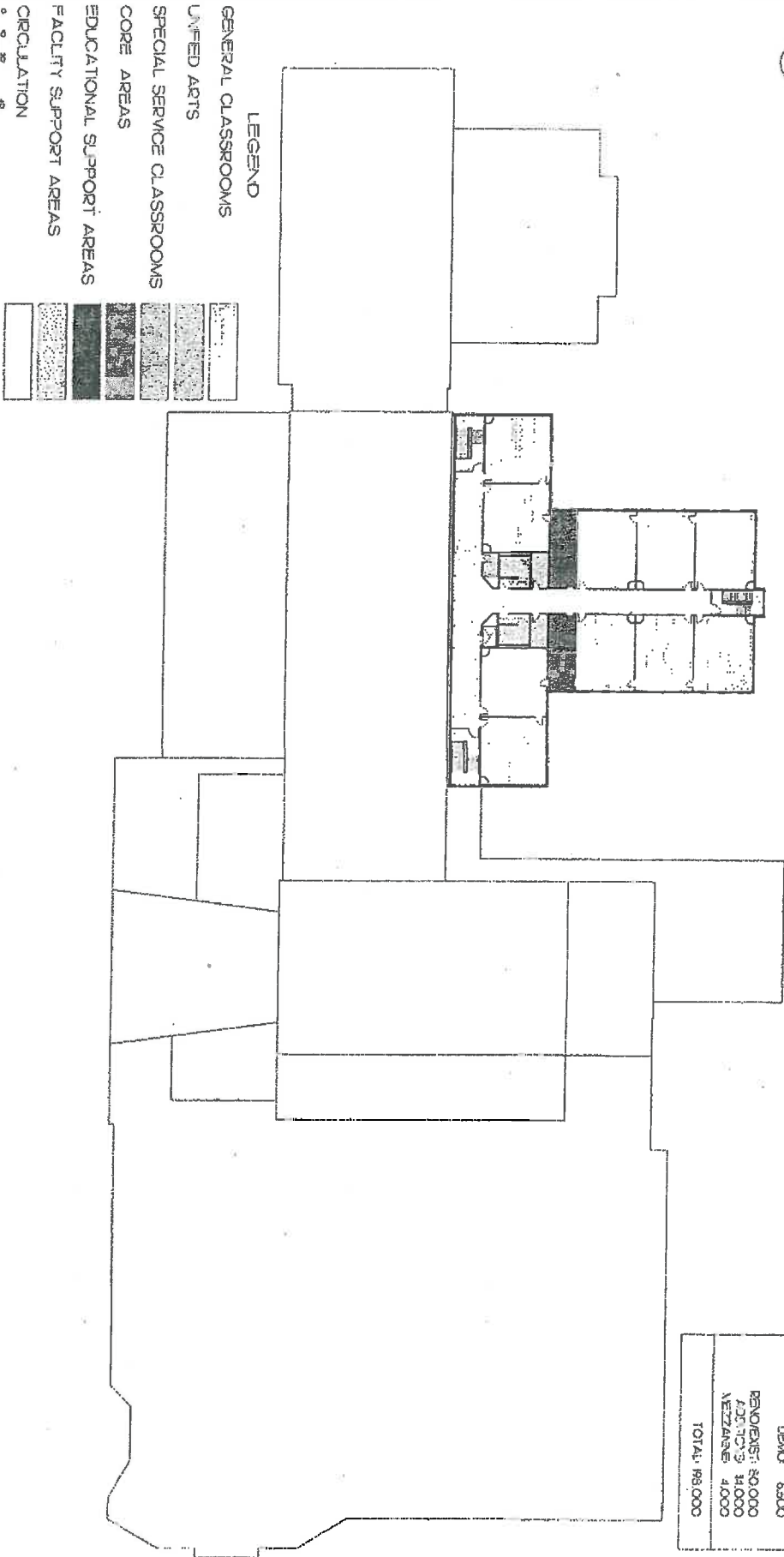
OWNER:  
 OYSTER RIVER COOPERATIVE  
 SCHOOL DISTRICT - SAUMS  
 DURHAM, NEW HAMPSHIRE

# OYSTER RIVER COOPERATIVE HIGH SCHOOL

## PROPOSED 2ND FLOOR PLAN

SEPTEMBER 2002

**T E A M** DESIGN INC ♦ ARCHITECTS  
 40 WINDY HILL ROAD, WESTPORT, NH 03591-4488  
 USE: PO Box 7813, Manchester, NH 03114-4813  
 Tel: 603 434-4000 Fax: 603 434-1875  
 e-mail: info@teamdesign.net



TOTAL - ALL FLOORS	
DEMO	6,500
RENOVATIONS	80,000
ADDITIONS	14,000
MEZZANINES	4,000
TOTAL	98,000

- LEGEND**
- GENERAL CLASSROOMS
  - UNIFIED ARTS
  - SPECIAL SERVICE CLASSROOMS
  - CORE AREAS
  - EDUCATIONAL SUPPORT AREAS
  - FACULTY SUPPORT AREAS
  - CIRCULATION
- 

OWNER:  
OYSTER RIVER COOPERATIVE  
SCHOOL DISTRICT - SAU #5  
DURHAM, NEW HAMPSHIRE

# OYSTER RIVER COOPERATIVE HIGH SCHOOL

## PROPOSED 3RD FLOOR PLAN

SEPTEMBER 2002

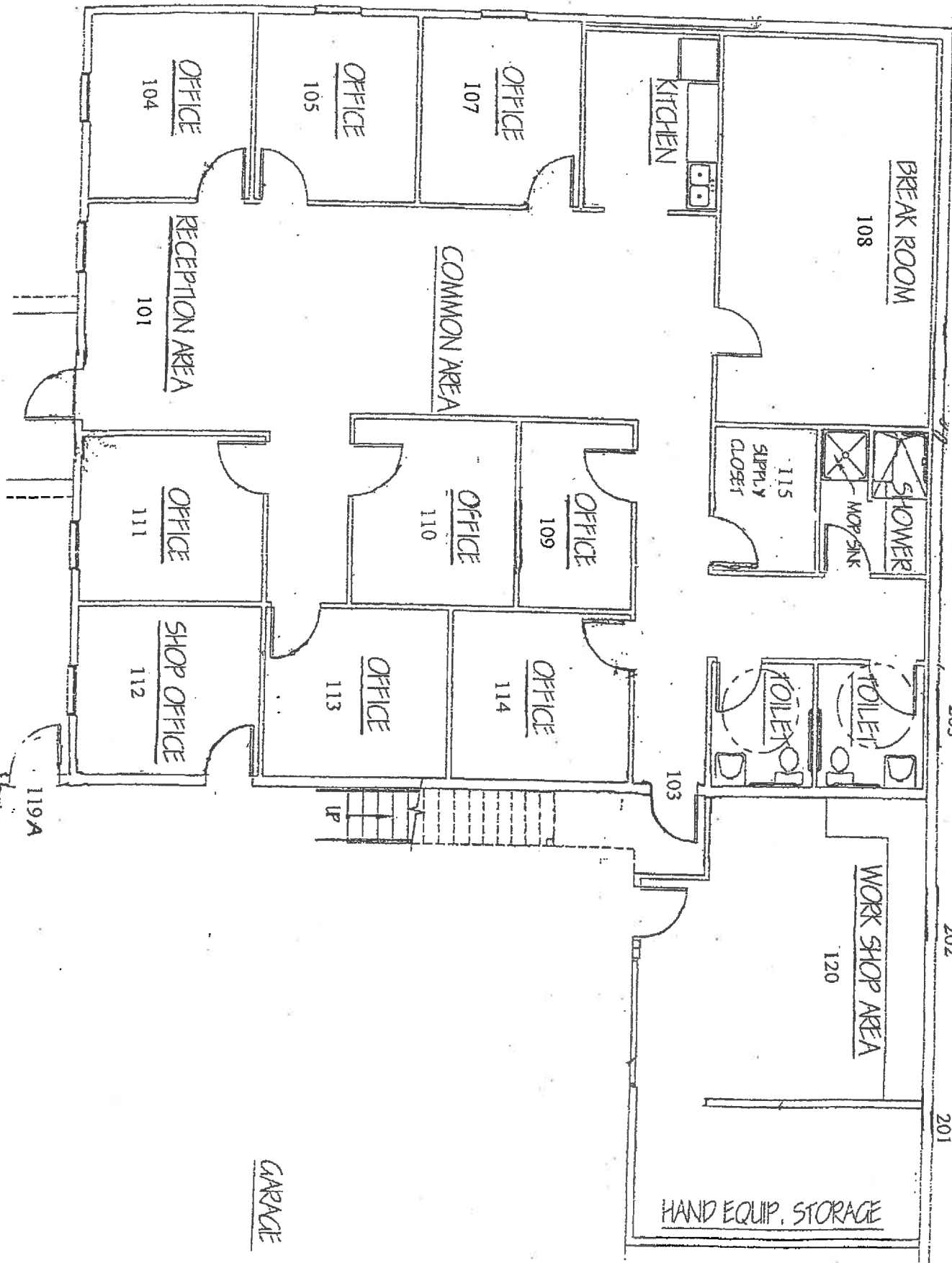
**T&W DESIGN INC. ARCHITECTS**  
40 FERRY ROAD  
MILLIS, MASSACHUSETTS 01946  
TEL: 603 634-4660 FAX: 603 634-4675  
EMAIL: info@tandw.com



SERVICE BUILDING

SECOND FLOOR

- CONCESSION STAND 205
- RESTROOM 204
- RESTROOM 203
- MECHANICAL 202
- MEZZANINE 201



KITCHEN

BREAK ROOM

108

115  
SUPPLY  
CLOSET

SHOWER

MOP SINK

205

CONCESSION STAND

204

RESTROOM

203

RESTROOM

103

WORK SHOP AREA

120

202

MECHANICAL

201

MEZZANINE

HAND EQUIP. STORAGE

107

OFFICE

105

OFFICE

104

OFFICE

COMMON AREA

101

RECEPTION AREA

110

OFFICE

109

OFFICE

111

OFFICE

112

SHOP OFFICE

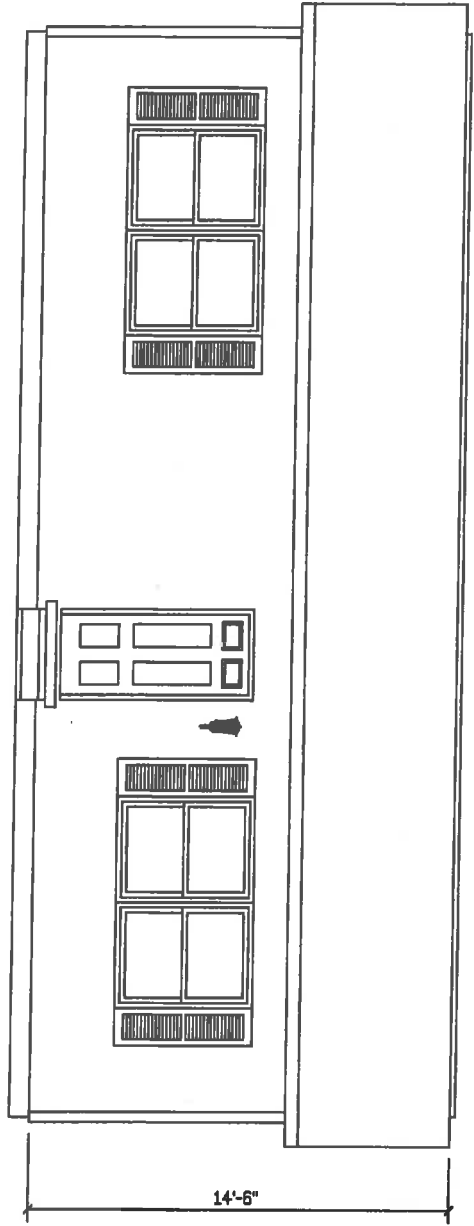
UP

119A

GARAGE

Transportation Office

CAMERON 141



STAIRS DESIGNED TO 8 1/4" RISE  
 MAX. AND 9" TREAD MIN W/ 1 1/8" NOSING

SITE LOCATION

BUILDING IDENTIFICATION	DATE	DATE	DATE	DATE	DATE	DATE
MANUF. IDENTIFICATION	DATE	DATE	DATE	DATE	DATE	DATE
BUILDING IDENTIFICATION THIS PLAN DERIVED FROM MASTER SERIES BUILDING SYSTEM DATE 8-19-99 SCALE 1/4"=1'-0"		24 X 35 SUPERIOR BUILDERS 1525 PR. RT. 442 E. HANCOCK RD. 17128 A DIVISION OF MARLEY HOMES, INC. BLDG. / CUST.		24 X 35 BRANCH - CAMERON		REV.
					DATE	141A



To: Dr. James Morse

From: Principal Todd Allen

Date: March 5, 2014

Subject: Nomination Revision of ORHS department heads and Coaches

Please accept the revision and nomination of the following people for department heads and coaches for the remainder of the 2013-14 school year.

**Department Heads**

<b>Name</b>	<b>Department</b>	<b>Stipend</b>
Kristen Wilson	Special Education	\$1,250
Jon Peterson	Special Education	\$1,250

**Coaches**

Glen Miller	Varsity Softball Coach	\$3,933	0	\$3,933
Vince Bahl	Boys Varsity Lacrosse	\$3,933	0	\$3,933

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Glen Miller	School: Oyster River High School
Position: <b>Head Varsity Softball Coach</b>	<input checked="" type="checkbox"/> Paid or <input type="checkbox"/> Unpaid

**Athletic Director Narrative:**

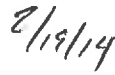
Please accept this nomination for Glen Miller to be the head girls softball coach. Glen has many years coaching at multiple levels of softball. He has taught it at the youth level focusing highly on fundamentals and also has experience managing high level travel programs with elite players from many different schools. Being a college professor is his full time profession Glen appreciates the importance of preparation and expectations. I believe Glen as a great grasp on our current program and will be able to quickly improve the fundamentals of the game and also make it enjoyable for all girls wanting to play.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

  
\_\_\_\_\_  
Date.

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

Name of Candidate: Vince Bahl	School: Oyster River High School
Position: Head Boys Varsity Lacrosse Coach	<input checked="" type="checkbox"/> Paid or <input type="checkbox"/> Unpaid


Athletic Director Narrative:

Please accept this nomination for Vince Bahl as the head boys' varsity lacrosse coach. Coach Bahl has been a staple in youth lacrosse not only Durham but the entire seacoast. He has earned a reputation of outstanding work ethic and commitment in teaching the game of lacrosse. Vince, being no stranger to volunteering for many years is heavily involved with the youth and high school programs and knows and has earned great respect from many of our current athletes.

Attachments:

Reference Check

Application

  
\_\_\_\_\_  
Signature of Athletic Director

2/19/14  
Date

# Moharimet Musical Stipends 2013-2014

Program	Staff Member	Stipend Amt.	Acct. #
Moharimet Musical Director	Pam Felber	\$479.50 plus \$187.50 longevity	Contracted Services Other Cocurricular MOH 10-103-1410-53290-33-13-00000
Moharimet Musical Assistant Director	Cynthia Merrill, 8 Carriage Way, Durham, NH 03824	\$450	Contracted Services Other Cocurricular MOH 10-103-1410-53290-33-13-00000

- The name noted in blue is NOT an ORCSD employee

Approved: \_\_\_\_\_



# Overnight

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

Today's Date: 1/31/14

Teacher/Organization: Rosi Subject: Art History

Trip Date & Time: Depart on Friday 5/2 at 7:30 (am/pm)

Return on Sunday 5/4 at 4 (am/pm)

Trip Contact Name & Phone Number: Maria Rosi 414-801-9030  
(Name) (Phone #)

Trip Destination/Address: NYC

Instructional Objective: Explore the art museums of NYC

Number of Students attending: 8 \*

**\*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: \_\_\_\_\_

Chaperone Name(s): Maria Rosi, Tracy Bilynsky

Cell Phone Numbers active during trip: 414 801 9030

Transportation: Bus; Yes\*\* or No

\*\*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: Joe Kell



# ART & NYC



**What & Where:** A weekend in NYC exploring some of the ART we've studied & experiencing the unique culture of the Big Apple...we'll visit the Museum of Modern Art, the Metropolitan Museum of Fine Art, see a Broadway show, eat great pizza, hang out in Central Park....and more

**When:** Friday, May 2-Sunday, May 4...you will miss school on Friday and you must go to school on Monday.

**Who:** Just our Art History class, Mrs. Bilynsky, & Mrs. Pearce

**How Much:** I'm committed to keeping the trip under \$300. This will include transportation to and from the city, a hotel with two full beds in each room (3 or 4 people per room), a Broadway show, and admittance to two art museums. You will have to bring additional money for food and miscellaneous expenses.

**Why:** Because seeing art in person is incredible! And so is NYC!

Want to go? 

## Permissions and Deposit

1. You must seek a **recommendation (they sign below) from 2 different teachers** you have right now.
2. You must seek your **parents' permission (they sign below)**...please see me if you or your parents have any questions or concerns. [mrosi@orcscsd.org](mailto:mrosi@orcscsd.org), 414 801 9030
3. You must bring in a non-refundable **deposit of \$100 by February 21<sup>st</sup>**. Your deposit is non-refundable because not attending will drastically change the cost of the trip for other students. Your \$100 will help offset this. Please write checks to 'Maria Rosi'. Once all deposits are in we will finalize all arrangements and establish the remaining balance due per student.

## Teacher Recommendations

Please briefly indicate whether you recommend this student for a weekend field trip to New York City:

Printed Name:

Signature:

Date:

---

Please briefly indicate whether you recommend this student for a weekend field trip to New York City:

Printed Name:

Signature:

Date:

## Parent/Student Permission Slip

**Students on this trip will be expected to:**

- \*Use their best possible judgment at all times**
- \*Be safe: Take care of themselves and each other**
- \*Be at designated meeting spots at designated times**
- \*Conduct themselves according to ORHS guidelines**
- \*Be prepared to accept consequences for any violations**
- \*Take in all the great art they can and have a blast!**

I understand what is expected and accept the consequences for any violation of school policies while on this trip.

Parent Name- Please Print \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student Name- Please Print \_\_\_\_\_

Student Signature \_\_\_\_\_

Cell Phone you will have while in NYC (            )

PROPOSAL SUBMISSION SHEET

Company Name: ARAMARK Management Services, Limited Partnership

Street Address: 1101 Market Street

City, State & ZIP: Philadelphia, Pa. 19107

Telephone: (215) 238-7138 Email: pressler-brian@aramark.com

Name of Contact: Brian Pressler

Cost Quotation - for all items contained in sections II-A91-2), V, VI, VII and VIII in the RFP (i.e. FMS including management of maintenance, custodial and grounds departments as well as custodial equipment and supplies):

Year 1 \$ 250,308.00 annually

Year 2 \$ 257,817.24 annually


Year 3 \$ 265,551.75 annually

Optional Year 4 \$ 273,518.30 annually

Optional Year 5 \$ 281,723.84 annually

Cost Break Out – break out for each building the custodial equipment and supplies included in the numbers above:

Location	Year 1	Year 2	Year 3	Year 4	Year 5
Mast Way	\$ 4,261	\$ 4,389	\$ 4,521	\$ 4,656	\$ 4,796
Moharimet	\$ 4,261	\$ 4,389	\$ 4,521	\$ 4,656	\$ 4,796
Middle	\$ 10,656	\$ 10,976	\$ 11,305	\$ 11,644	\$ 11,993
High	\$ 19,333	\$ 19,913	\$ 20,510	\$ 21,126	\$ 21,759
Service	\$ 670	\$ 690	\$ 711	\$ 732	\$ 754
SAU	\$ 395	\$ 407	\$ 419	\$ 432	\$ 445
Transportation	\$ 80	\$ 82	\$ 85	\$ 88	\$ 91

  
Signature

Brian Pressler  
Print Name

February 20, 2014  
Date

Policies for  
 First/Second Read/Adoption/Deletion  
 SB Meeting of  
 March 5, 2014

Title	Code
<b>Policies for First Read</b>	
Emergency Care and First Aid	JLCE
Student Transportation Services	EEA
Board-Employee Communications	BHC
Suspension of Policies	BGF
Foreign Exchange Students	JFABB
Gifts to Schools	KCD
Advertising in the Schools	KHB
Student Fund Raising Activities	JJE & R
Evaluation of the Superintendent	CBI & R
Naming of Facilities	FF
Grading System	IKA
Student Assignment {Student District Placement}	JEAB
Use of Building and Facilities	KF/KF-R/KF-R1
Teacher Performance and Evaluation System	GCO
<b>Policies for 2<sup>nd</sup> Read/Adoption</b>	
<b>Policies for Deletion</b>	
Assignment of Students to Classes and Grade Levels	JG
Evaluation of Professional Staff/Administrators- Existing	GCO
Student Fund Raising Activities - Existing	JJE

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 (EBBC— Same Language also required) School Board First Read: March 5, 2014	Page 1 of 1

### EMERGENCY CARE AND FIRST AID

~~All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.~~

~~School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.~~

~~The Superintendent will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.~~

~~The school will annually obtain or update at the start of each school year emergency contact information of parents or legal guardian for each student and staff member. Accident forms are available at each school building office and the SAU office. The school physician, school nurse, or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians.~~

~~Additionally, the school physician, school nurse, or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians.~~

~~For significant injuries, the staff person witnessing the event must fill out an accident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.~~

~~The District makes it possible for parents to subscribe to student accident insurance at low rates. This program is offered each year during September. The District does not provide student accident insurance.~~

The Oyster River Cooperative School Superintendent, in consultation with school health personnel, will ensure that procedures are implemented in the schools to provide for emergency care and first aid for students, school staff and visitors who are injured or become ill at school.

Appropriate staff will receive an orientation regarding the District's emergency care and first aid procedures, and each school will designated staff who have received first aid and CPR training. Emergency cards will be maintained for all students.

Minor injuries and illnesses should be referred to the school nurse or other designated school staff

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JLCE
DRAFT to Policy Committee: May 9, 2011 Date to School Board for First Read: May 25, 2011 School Board Second Read/Adoption: June 15, 2011 ( <del>EBBC – Same Language also required</del> ) School Board First Read: March 5, 2014	Page 1 of 1

for treatment. Treatment will be provided within the school in accordance with applicable laws and Board policies. In the event of a serious injury or illness, the individual may be transported to his/her physician or health facility, depending upon the particular circumstances.

Parents will be informed when their child is injured or becomes ill at school, and appropriate records will be kept by the school nurse.

Authorization:

In case of medical emergency, in the event that I/we cannot be reached, I/we authorize the Oyster River School District, its agents, employees, and other officers to procure and consent to any medical examination, diagnostic process or course of treatment, including transportation and hospital care, to be rendered to my/our child by or under that supervision of any duly licensed health care provider.

An accident report must be completed for all serious injuries.

Legal References:

RSA 200:40; ~~200-40-a, Emergency Care~~  
 RSA 200:40-a, ~~Administration of Oxygen by School Nurse~~  
 NH Code of Administrative Rules, Section Ed.306.12(b), ~~School Health Services~~  
 NH Code of Admin. R. 306.04(a)(19); 306.12(b)

Cross Reference:

~~EBBC – Emergency Care and First Aid~~

JLCD – Administering Medications to Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: March 5, 2014	Page 1 of 2 Recommended

## STUDENT TRANSPORTATION SERVICES

~~The purpose of providing transportation to and from school for students in the Oyster River District is to maximize the opportunity for public school education for the children of the district.~~

~~The determination of transportation policies and regulations is based on the following three concerns:~~

- ~~1. The safety and well being of children.~~
- ~~2. To minimize the time elapsed between leaving home for school and arriving home after school.~~
- ~~3. The cost to the district.~~

The Oyster River Cooperative School District will provide pupil transportation services consistent with applicable law.

### RESPONSIBILITY:

~~The responsibility for a student using school transportation rests with the parents until the student boards the bus for school and after the student has left the bus on the return trip.~~

Parent/Guardian are responsible for student until the student embarks and disembarks from the school vehicle.

The principal of the school has complete authority over students from the time they board a bus school vehicle until they leave the bus school vehicle for home. The responsibility of the principal for the safety and discipline of the students is delegated to the transportation supervisor and thence to the bus driver when students are on the bus school vehicle, loading, or unloading.

### TRANSPORTATION SUPERVISOR:

The transportation supervisor will function within established board policies pertaining to all aspects of pupil transportation. The transportation supervisor will work with and be responsible directly to the business administrator. The principal will work closely with appropriate staff to ensure safety and discipline of the student is maintained.

If deemed advisable by the transportation supervisor and approved by the school board, some students may be required to walk distances beyond those specified, but within the maximum distances allowed by RSA 189:6 and 189:8. Pupils residing in areas which are inaccessible by a local school district's established mode of transportation may be required to walk a distance not to exceed one and one-half miles to a school bus stop. This exception is generally reserved to the "mud season" or other deficiencies in road construction/ownership. The route must be approved by the Commissioner of Education.

Alternative transportation may be arranged for children living in remote areas if deemed advisable by the transportation supervisor and approved by the school board.

The transportation supervisor will establish regulations for bus school vehicle riders which will be distributed to students and parents at the beginning of each school year.

The transportation supervisor will develop and supervise a student training program. At least twice during the school year, each pupil who is transported to school in a vehicle shall be instructed in safe riding practices and shall participate in emergency evacuation drills.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: EEA
Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: March 5, 2014	Page 2 of 2

*STUDENT TRANSPORTATION SERVICES (continued)*

Transportation privileges may be suspended for failure to conform to district transportation regulations. A procedure for suspension will be developed by the transportation supervisor and made part of transportation regulations.

The transportation supervisor is authorized to hire, train, supervise, and dismiss bus drivers.

**ELIGIBILITY:**

All students in K-4 living more than one mile from school shall be transported to school.

All students in grades 5-12 living more than one and one-half miles from school shall be transported to school.

Students living less than the above distances from a school may be transported to school if, in the judgment of the transportation supervisor, conditions warrant it.

Tuition pupils attending Oyster River schools may be transported to school for a fee, to be approved by the board, providing that no extra mileage or time is involved.

**ROUTES AND ~~BUS~~-SCHOOL VEHICLE STOPS:**

The transportation supervisor is responsible for establishing ~~bus~~-school vehicle routes, ~~bus~~-school vehicle stops, assigning pupils to ~~buses~~school vehicles, and for publicizing the routes with approximate time schedule.

Students in grades K-4 may be required to walk up to three-fourth's of a mile along public roads to a ~~bus~~-school vehicle stop.

Students in grades 5-12 may be required to walk up to one and one-half miles along public roads to a ~~bus~~-school vehicle stop.

**EDUCATIONALLY ~~HANDICAPPED~~Disabled:**

Educationally ~~handicapped~~-disabled students will be furnished suitable transportation if warranted by the student's individual education plan.

Educationally ~~handicapped~~-disabled students placed in out of district programs will be furnished suitable transportation from home to program.

**APPEALS:**

Parents may appeal decisions affecting their child's transportation. An appeals procedure will be part of transportation regulations.

**Legal Reference: RSA 193:12**

**Cross Reference: JFCC – Student Conduct on School Buses**



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BHC Previously BID
Review Policy Committee: January 15, 2014 School Board First Read: March 5, 2014	Page 1 of 1 Category: Optional

### BOARD-EMPLOYEE COMMUNICATIONS

The official line of communication between the Oyster River School Board and school staff is through the Superintendent. It is understood that staff will address all concerns at the building/department level to their principal or director, then the assistant superintendent or business administrator and finally to the superintendent before addressing concerns directly to the Board. When staff choose to speak to the Board, they must address whether they are speaking as staff members and whether they've addresses their concerns to their supervisor or director. The Superintendent is responsible for keeping school staff informed about the Board's goals, initiatives and concerns. School staff are also invited to attend Board meetings so that they can observe Board deliberations first-hand. The Superintendent is also responsible for keeping the Board informed about activities in the schools and input from school staff regarding issues of concern.

It is understood that Board members and staff share a keen interest in the schools and in education generally, and it is expected that they may discuss educational trends and issues of interest in the schools on an informal basis. However, all parties should keep in mind that individual Board members have no authority to act except when they are convened in a legal meeting of the Board. Staff are expected to use the communication channels provided through Board policies and other means to address specific complaints or issues of interest.

Cross Reference: BBAA – Board Member Authority  
 BG – Board Policy Development  
 BEDH – Public Participation at Board Meetings  
 KI – Visitors to the Schools

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: BGF
School Board First Read: March 5, 2014	Page 1 of 1 Category: Recommended

## SUSPENSION OF POLICIES

The policies of the Oyster River Cooperative School Board are subject to suspension only upon a majority vote of the entire Board membership at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given.

Those Board policies which pertain to the internal operations of the Board are subject to suspension only upon a two-thirds vote (5 members) of all members of the Board at a meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of the entire Board membership when no such written notice has been given. The reason for suspending such policy shall be clearly noted in the School Board Minutes.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JFABB
Policy Committee Review: January 29, 2014 First Read School Board: March 5, 2014	Page 1 of 1 Recommended

## FOREIGN EXCHANGE STUDENTS – Participation in Graduation Activities

**Definition:** A foreign exchange student is defined as one who is enrolled at Oyster River High School via a recognized and approved exchange program, e.g.— such as American Field Service (AFS), Japanese Foundation of Intercultural Exchange (JFIE), Educational Foundation for Foreign Study (EF), etc.

Foreign exchange students who are enrolled in full-time year-long programs, and are returning to their home countries following the completion of one academic year may be allowed to participate in the graduation ceremony and receive a certificate of program completion from ORHS at the discretion of the principal and superintendent. Students being granted the privilege of participating in graduation must have maintained good academic and behavioral standing at ORHS and have fulfilled all of the requirements of their individual exchange program.

### Cross Reference:

Policy IKF – Graduation

Policy IKFC – High School Diploma- Alternative Program

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KCD
Review by Policy 01/29/14 School Board First Read: March 5, 2014	Recode from KH Page 1 of 1 Category: Optional

## GIFTS TO THE SCHOOLS

The Oyster River School Board wishes to encourage gifts, donations, and acts of generosity on the part of citizens, groups of citizens, or other sponsors in the community. However, to ensure the proper handling of such gifts and to discourage both advertising by means of the gift and unwarranted solicitations of such gifts by members of the staff, the following procedures are established:

### Governing Principles:

- The **primary** purpose of accepting gifts is to benefit the schools and the students, not to promote specific products or services. **Any acceptance and recognition of products or service will follow District policies and guidelines.**
- Gifts to the schools will not be accepted when they are in conflict with or endorse values that are in conflict with school district principles, policies or plans.

### Authorization:

- Individuals or organizations desiring to contribute supplies or equipment must consult with the Superintendent regarding the acceptability and timing of such contributions.
- Contributions of equipment or services that may involve major costs for installation or maintenance or initial or continuing financial commitments of school funds shall be presented to the Superintendent for consideration and approval.
- Any gift of ~~\$5000~~ **\$500** or less offered to the schools will be considered for approval by the Superintendent. A description of the gift, the reason for its offer, and its use and need shall be reported to the School Board or its agent. A gift greater than ~~\$5000~~ **\$500** must be approved by the School Board as well as any other gift deemed appropriate by the Superintendent for School Board approval.

### Recognition of gifts:

- ~~Appropriate a~~ **Acknowledgment of major** gifts will be made by the School Board.

### Conditions Upon Acceptance:

- Equipment contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
- In lieu of specific instructions, the school principal shall determine the use of a money gift, grant, or bequest.
- Gifts to the school district become the property of the district and are subject to the same controls and regulations that govern the use of all district-owned property.
- Donations of equipment shall be added to the district's inventory provided it is operative at the time of donation and meets an educational purpose of the district. Gifts which meet the definition of a fixed asset as outlined in district policy DID, inventories must be added to the school's fixed assets inventory.
- Any purchase to be funded by a cash donation must be processed in accordance with district policy.
- Any gift rejected by the School Board or the Superintendent shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for the rejection of the gift.
- A letter of gratitude will be sent to the donor for accepted gifts from the School Board.

### Restrictions of Advertising:

- See policy on advertising. (KHB – Advertising in the Schools).

Cross Reference: DID – Fixed Assets  
**KHB – Advertising in the Schools**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KHB
Reviewed by Policy Committee: 1/29/14 Recode from KJ School Board First read: March 5, 2014	Page 1 of 1

### ADVERTISING IN THE SCHOOLS

Neither the facilities, the name, the staff, nor the children of the Oyster River Cooperative School District schools, school system, not any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other non-school agency or organization except that;

- The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the schools.
- The school may use films or other educational materials bearing only simple mention of the producing or sponsoring firm.
- The school may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the schools.
- The Superintendent may, at his/her discretion, announce or authorize to be announced any lecture or other community activity of particular educational merit.
- The school may, upon approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and non-controversial and which promote the education or other best interests of the pupils.
- The school may, upon approval of the Superintendent, accept financial or equipment resources in return for recognition of the donor at the athletic venue during that athletic season.
- The school may, upon approval of the superintendent or designee, accept financial or equipment resources in return for short-term or permanent recognition of the donor(s). Short-term recognition will be accepted by the principal or athletic director with superintendent approval, for a limited period of time during a District event. Any permanent recognition of a donor(s) will require School Board approval.
- No fundraising activities will be done without prior superintendent approval.
- School publications may accept and publish paid advertising under established procedures.
- Promotional literature will not be distributed through the schools except for recognized educational and youth-oriented organizations.

Cross Reference:

KCD – Gifts to the Schools  
AC – Non-Discrimination & Equal Opportunity  
JJE – Student Fund Raising Activities

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE
Date of Adoption: March 26, 1987-Replaced 2/12/14 School Board First Read: March 5, 2014	Page 1 of 1 Category: Optional

### STUDENT FUND RAISING ACTIVITIES

The Oyster River Cooperative School Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be for the support of the school mission, Fundraising will not be school sponsored unless it is approved by the superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the superintendent or his/her designee, and those accounts shall be audited annually.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE-R
Policy Committee Review: 5/4/10 & 7/13 & 1/29/14 School Board First Read: March 5, 2014	Page 1 of 2

## FUNDRAISING ACTIVITIES - Procedure

It is the intent of the School Board to provide, through the normal budget process, the facilities and resources necessary to support and achieve the educational mission and goals of our schools. Through community involvement, the Board recognizes that appropriate fundraising activities can enrich the educational opportunities and resources available to students and enhance school facilities and equipment. Fundraising activities by students, school-affiliated organizations and community groups in support of the schools must be approved in advance by the administration and comply with the following guidelines. The Superintendent has the authority to develop any administrative procedures necessary to implement this policy.

### Fundraising Guidelines

- A. Guidelines Applicable to All Fundraising Activities
1. Fundraising activities must not interfere with the educational program.
  2. The use of instructional time to promote or participate in fundraising activities is discouraged and will be approved only in unusual circumstances.
  3. No student shall be required to participate in fundraising activities as a condition of participating in a required school program.
  4. All students participating in fundraising activities must be supervised by an adult.
  5. Students in the elementary grades are prohibited from participating in fundraising activities involving door-to-door solicitations. Students in middle school are prohibited from participating in fundraising activities involving door-to-door solicitations unless there is parent approval and supervision. Students in high school are prohibited from participating in fundraising activities involving door-to-door solicitations unless there is parent approval.
  6. Fundraising activities that render a service or product for contributions received are preferred to requests for direct cash donations.
  7. No money may be raised or collected, or binding commitments made to suppliers of any goods or services associated with a fundraising activity, until the activity has been approved.
  8. The school unit and/or school name, logo or other insignia may not be used for fundraising purposes without specific approval.
  9. Fundraising activities must comply with federal, state, and local laws, including those related to the school nutrition program and games of chance, and all applicable Board policies and school rules.
  10. Revenue and expenditure reports for each activity must be submitted to the principal. All fundraising activities shall be subject to the district's accounting and auditing procedures.
  11. Each principal shall maintain a fundraising calendar and organizers are encouraged to schedule activities as far in advance as possible. The principal has the discretion to deny approval of activities if activities overlap or otherwise place an undue burden on the school unit and/or the community.
- B. Guidelines Applicable to Activities Involving Alterations/Additions to School Unit Property

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1. Any fundraising that will result in alterations or additions to district facilities or property must be approved by the Superintendent and the Board.
2. Any fundraising activity involving permanent donor recognition (such as installation of engraved bricks, tiles, signs, plaques, etc.) shall:
  - a. Include only the donor name (first and last name) or the name of the person the donor is honoring; or
  - b. In the case of a business, only the business name. Businesses selling services or products not legal for students to purchase or otherwise inappropriate to the public school setting will not be allowed.
  - c. The school unit reserves the right to review and refuse any submission which, in the judgment of administrators, is not appropriate to the public school setting or which includes messages of a personal, political, social or religious nature. Fundraising activities are not intended to create a public forum.
3. Any fundraising activity that involves the installation of art work or any other items created by individuals or groups is subject to any school guidelines for such work.
4. Any items installed or affixed to school property become the property of the school unit. The school unit has complete discretion to remove or replace any item that is damaged, destroyed, becomes outdated or when the area is renovated or remodeled.

### Approval Process

1. The person responsible for the proposed fundraising activity must complete a fundraising request form and submit it to the building principal.
2. The principal will review the request to see if it meets the fundraising guidelines and any applicable school rules.
3. No significant fundraising activities will be done without prior superintendent approval.
4. The principal will notify the organizer within a reasonable time as to whether the activity is approved or denied.
5. The principal will provide the Superintendent with a copy of all fundraising requests and the principal's decision.
6. If a principal denies a request, the organizer may ask the Superintendent to review the request. The Superintendent's decision is final.
7. As noted above, all fundraising requests that may involve alterations or additions to school unit property must be approved by the Superintendent and the Board. The Board's decision is final.

Cross-Reference: IGDB – Management of Funds  
KF – Use of Building and Facility  
KHB – Advertising in Schools



<p>OYSTER RIVER COOPERATIVE SCHOOL BOARD</p>	<p>Policy Code: CBI</p>
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*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 by February 15 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 Board shall direct the superintendent ~~shall to~~ furnish the committee with a written self-assessment which addresses the performance areas as outlined in CBI-R in a timely manner. ~~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.

Cross Reference: CBI-R – Evaluation of the Superintendent - Procedure

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## 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 BOARD	Policy Code: FF
Reviewed by Policy Committee: 2/4/14 School Board First Read: March 5, 2014	Page 1 of 1 Category: Optional

## NAMING OF FACILITIES

### District Buildings/Facilities:

In the naming of buildings/facilities, the board will defer to the superintendent and administration. The source of funding will be a consideration and the School Board will have final approval. ~~appoint an advisory committee to provide recommendations to the Board.~~

- ~~1. The name should be easily identifiable with the school.~~
- ~~2. The name should not be in conflict with the names of other schools in the system.~~
- ~~3. If possible, the name should relate to the geographical area of the school, but, most important, it should have significance for the students of the school.~~
- ~~4. The names of people, particularly living people, should be avoided.~~

### School Facilities

The board recognizes that rooms, equipment, and materials within the schools, including athletic fields, will not be names.

### Other Buildings

In the naming of other buildings in the district, the board will appoint an advisory committee to recommend three names in order of preference. The committee will observe these guidelines:

- ~~1. The name should be easily identifiable with the building and its function.~~
- ~~2. The name should not be in conflict with the names of schools or other buildings in the system.~~
- ~~3. If possible, the name should relate to the geographical area of the building.~~
- ~~4. The names of people, particularly living people, should be avoided.~~

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IKA
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## GRADING SYSTEM

~~The belief of the Oyster River Cooperative School District concerning academic achievement as well as children's social growth and development is based on the premise that children have diverse capabilities and individual patterns of growth and learning.~~

~~Therefore, †The Oyster River Cooperative School †Board feels~~ **deems** it important that teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, growth, and make instructional plans for him/her. ~~Thus a -S~~sharing of information among parent, teacher, and student is essential.

The Superintendent and the building Principals will develop a grading system appropriate **to** ~~for~~ the grade levels of the respective schools. The grading system will be approved by the Board and published in the Parent-Student Handbooks. All grading decisions shall be made at the building level and the decision shall be final.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JEAB
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### STUDENT DISTRICT PLACEMENT

Oyster River students will attend the school housing the grade to which they have been assigned. At the elementary level a student will attend the school which serves the neighborhood in which he/she resides except as reassignment is necessary because of limited classroom capacity within a building or because of the limitations of efficient transportation, **or when other circumstances warrant it**. Effort will be made to ensure that the student completes the elementary program in the school which he/she initially enters following kindergarten.

~~Parents will be notified of school assignment preceding the opening of the school year.~~

~~Cross Reference: JG – Assignment of Students to Classes and Grade Levels~~

#### Legal Reference:

NH Code of Administrative Rules, Section ED 302.02(I), Duties of the Superintendent  
NH Code of Administrative Rules, Section ED 306.14(a), Instructional Program;  
Appropriate Assignment of all Incoming Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
School Board First Read: November 7, 2012 School Board Second Read/Adoption: November 14, 2012 Policy Review: February 4, 2014 School Board First Read: March 5, 2014	Page 1 of 2 Category: Recommended

## USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the conduct and best interests of the school system. Authorization to use school facilities does not connote Board endorsement or approval of the activity or of the sponsoring organization/individual.

### General Statement of Activities Permitted:

It is not the intent of this policy to create difficulties or financial burdens for our parents, volunteers, staff, or students who are involved in fund raising or other efforts which enhance student learning and benefit our students provided these activities are approved by the building principal.

### Prohibited:

Any activity or organization which:

1. Promulgates any theory or doctrine subversive to the laws of the United States, the State of New Hampshire or any political subdivision thereof.
2. Advocates governmental change by violence.
3. Violates the canons of good morals, manners or taste, or is injurious to the district buildings, grounds or equipment.
4. Is in conflict with school activities or programs.
5. Raises funds for any purpose except as permitted by board policy or special action of the board.
6. Is discriminatory.

### Granting of Approval:

The Superintendent of schools or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above requirements.

Right is reserved by the board to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants may be required to submit an explanatory statement declaring that to the best of their knowledge the projected use is within the general policy and is not in violation of prohibited activities noted above.



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
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USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Fees:

The Board will approve a schedule of fees for use of school facilities. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. The Board intends that recognized parent volunteer groups, such as PTO's, will not be charged fees for use of facilities that have approval of the building Principal and Business Administrator. [Fee schedule will be reviewed as part of the annual budget process.](#)

Certificates of Insurance:

Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The Oyster River Cooperative School District shall be listed on the certificate as an additional named insured.

Damages:

Anyone submitting an application for the rental of school property must assume responsibility for the proper use of the facility and for the conduct of all attending the event. As a condition for permission to use the facility the user must indemnify the school district from any claims which might arise from the use. If any school district property is lost or damaged during usage, the amount of loss or damage will be determined by the superintendent of schools, and a bill for damages (both labor and materials) will be mailed to the applicant of record, who accepts responsibility for payment of damages as a condition for permission to use the facility. In addition, the Superintendent or designee may require the submission of a deposit in advance to cover any potential loss or damage to school district property.

Receipts:

Receipts from fees shall be used for facilities maintenance and operation costs.

Regulations:

Regulations governing this policy shall be posted on the school district web site.

Cross Reference:

- KF-R Guidelines on the Use of School Facilities
- KF-R1 Building Rental Fees
- JLCF – Wellness Policy
- JL – Soliciting Funds
- KFB – Advertising in Schools

Legal Reference: Military Recruitment in high schools

## **GUIDELINES ON THE USE OF SCHOOL FACILITIES**

Use of facilities, owned and operated by the Oyster River Cooperative School District, is governed by federal and state law and by ORCSD policy KG.

### **Reservations and Arrangements:**

1. All use/rental applications shall be made at least 14 days in advance. Reservations are made on a school year basis unless prior approval received by the Superintendent's office. Applications for facility use/rental are available online at our orcsd.com website under Facilities department.
2. A written permit will be issued to the applicant by the Central office and a copy, along with a copy of the regulations governing use, will be sent to all concerned. No reservation will be made until the application is approved by the Superintendent of Schools or his/her designee.
3. If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in the policy, groups paying rental charges takes precedence. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling. If a space is reserved, it is with the understanding that it will be used. Any space reserved for an "on hold" basis, must have prior approval by the facilities office.
4. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
5. All applicants for use of district facilities shall hold the Oyster River Cooperative school District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Individuals requesting to use a facility for non-school event must execute an Oyster River Release of All claims prior to receiving permission to use the facility. Forms for release will be made available by the Facilities office to requesting parties.
6. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide Commercial General Liability to use school facilities by providing a written certificate of insurance proving liability coverage and property damage insurance totaling \$1,000,000/\$1,000,000 with the Oyster River Cooperative School District listed on the certificate as an additional named insured.
7. Rental payment checks should be made payable to the Oyster River Cooperative School District. Payment must be received at the District Central Office at least ten days prior to the event. If payment is not made by this date the Superintendent or designee has the authority to cancel the applicants permit.
8. Any additional expenses incurred during the event i.e., custodial, security, media, kitchen help or any other expenses will be billed within two (2) weeks after completion of rental. Payment of services will be expected within thirty days from billing date.
9. Anyone considering renting school facilities and wishing to take measurements or survey the area shall contact the Facilities office to make prior arrangements.
10. Rain date reservation requests will need prior approval of the Facilities Office. ORCSD reserves the right to charge custodial costs and rental fees even if the rain date goes unused.

### **USER RESPONSIBILITIES AND GUIDELINES ON THE USE OF SCHOOL FACILITIES**

#### **Regulations Governing the Use of Facilities:**

Persons or organizations violating these regulations may forfeit their rights to further use of school facilities. Sponsoring organizations shall provide sufficient competent adult supervision that has the authority to sign the written agreement and is responsible to the organization seeking permission to use the school facilities. The responsibility for the enforcement and communication of these regulations shall rest with the person(s) or organizations(s) using the facilities. The staff member in charge should ascertain that users are aware of policy and regulations governing use or school facilities.

1. Bring your signed forms or confirmation sheet with you to all practice, activities and games. Please give a copy of this sheet to the person who will be on site for the planned activity.
2. A member of the school staff (administrator, teacher, school board member, custodian, coach, assistant coach, aide, maintenance person) or an authorized program leader (coach, assistant coach, activity director/coordinator) must be present while a school facility is being used. Any organization using school facilities must agree to the assignment of custodial/supervisory personnel for continuous duty during the time stated on the application. Custodian(s) assigned to cover the events(s) will be responsible for locking and unlocking the facility; turning house lights on and off; security; and cleaning any debris left by the renting organization. The rate shall be established by the School Committee.
3. Organizations sponsoring events requiring police and/or traffic control are responsible for making all arrangements for such services directly with the police department. Any time a room, hall or facility is to be used to more than half of its rated capacity, the local police and fire departments must be notified prior to the reservation's being confirmed. Notification is the responsibility of the group or individual renting the school facility. If this is not complied with, the school district reserves the right to cancel the contracted rental agreement. Payments for these services should be made directly to the police/fire department.
4. When schools have been closed because of inclement weather, the facilities will be closed for all use. There is no parking in any of the school parking lots during or after storms for safety, plowing and sand/salting purposes. The schools do not assume the responsibility of contacting groups when such closures occur. School closures will be posted on our website. ORCSD reserves the right to tow any unauthorized vehicle at the vehicle owner's expense.
5. If a school kitchen facility is included in a rental, the rental must be approved by the District Food Service Director. Use of kitchen facilities requires the presence of designated cafeteria personnel. The kitchen area must remain under the direct control of the cafeteria manager because of the expensive equipment, food supplies and rigid sanitation requirements. The rate shall be established by the School Committee.
6. Only facilities explicitly contracted for in the written agreement may be used for an activity.
7. No school building or facility shall be used for any purpose which could result in picketing, rioting disturbing the peace or damage to property or for any purpose prohibited by law.
8. Users have the responsibility for maintaining aisles, doorways and exits free and clear of all obstructions to permit unimpeded emergency access. Users may not construct sets or add decorations unless the materials used can be documented as meeting fire safety code requirements.
9. Users are responsible for emergency evacuation of buildings and publicly announcing the provisions of that plan including the locations of the emergency exits to the attending public prior to the commencement of any activity.
10. Any activity which requires special equipment, a rearrangement of school furnishings, or decorations attached to any building surface, must have the written approval from the school principal prior to scheduling the event. Please show respect for the facility with proper care, usage and respectful language.
11. Consumption of all beverages in the ORHS and the ORMS gymnasiums is prohibited. The consumption of non-alcoholic beverages in other areas of the schools will require the written permission of the principal. Designated area: Cafeteria
12. Use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited on school property. The use/possession/selling of drugs or other controlled substances on school district property is against federal and state laws. Any person who violates this section shall be guilty of a violation and notwithstanding RSA 651:2 shall be punished by a fine. The Oyster River School Board strongly supports all efforts by law enforcement officials to eliminate drugs in schools.
13. Individuals and/or groups renting school district property must clean the area rented and clear it of their belongings at least 1 hour prior to the next scheduled event. If school is not in session the following day, areas must be cleaned by noon the following day. Oyster River Cooperative School District reserves the right to remove or discard any items left behind at renter's expense.
14. There shall be no changes in the lighting arrangement unless prior permission has been granted by the principal. Under no conditions shall there be any tampering with light controls.
15. Pianos shall not be moved without prior permission of the principal. The cost of tuning the piano for an event will be the responsibility of the renter. Pianos must be returned to the condition it was in prior to the event.
16. The possession of firearms or other weapons on school district property is prohibited.
17. Rental contracts are made with the person(s) or organization listed on the application only. The subletting of school facilities is prohibited.

18. Users who have permission to enter the building on weekends or during school breaks are responsible for the activation/deactivation of school alarm systems and accept full responsibility as a result of their negligence.
19. The use of school parking facilities in conjunction with a school facility rental is strictly on a first come - first served basis. Regular school business always takes precedence. At no time may fire lanes and emergency exits, or handicapped parking spaces and entrances, be blocked by vehicles. Vehicles are not permitted on athletic fields or grass areas at any time. Illegal parking may result in vehicles receiving tickets, warning tags or towing at the vehicles owner's expense.
20. Non-profit groups requesting a waiver shall complete a waiver form. All waivers of fees shall require a review and demonstration of financial need.
21. Table placement at district events shall not be set up as to interrupt the normal flow of pedestrian traffic into or out of an event.

#### Fields

1. At times, conditions of the high school fields may warrant closure. When this occurs, all activities for field use will be cancelled. Groups will be notified of closure as soon as possible.

#### Gym/Auditorium

1. No objects are to be fastened to, or dragged across the gymnasium floor.
2. No tape shall be applied to the gymnasium floor, walls, or bleachers.
3. Preliminary reservations requests will be accepted until June 15th for the following school year. The schedule will be confirmed during the last week in June, or after the school district calendar has been approved by the school board. The schedule will be finalized in early July, after which additional reservation requests will be accepted and scheduled if the requested dates are available.
4. Gymnasium systems (bleachers, floor protective tarps, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
5. Auditorium systems (stage rigging, lighting, audio & video) can only be operated by individuals approved by the Oyster River School District. Fees are set by the school committee.
6. Typically for non-theatrical events the auditorium may only be reserved for the day of the event. For theatrical productions, the auditorium may be reserved for a period of one week concluding the night of the final performance. Exceptions to this will be considered depending on the nature of the event, and demand on the auditorium.
7. All equipment, props, etc., owned by the renting organization must be removed from the premises the evening of the last performance, unless other arrangements have been made with the facilities office. Storage space in the auditorium is extremely limited and only available while the auditorium is reserved by the renting organization (for a theatrical production the load in would be no earlier than one week before the final performance unless other arrangements have been made in advance through the Facilities office).
8. The availability of auditorium equipment and systems for any particular use is subject to the approval of the School Principal.
9. Food, beverages and other items may be sold in the ticket booth/concession stand but are not permitted in the seating area.
10. Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. The Theatre Technician in conjunction with the Facilities Director has authority to ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs.
11. Only gaffers or spike tapes, supplied by ORCSD, or Glow tape approved by the Theatre Technician shall be applied to the stage floor. No other tape (masking or duct) shall be used. Duct tape will not be allowed in the gym/auditorium at any time. Painting of any kind must be approved by the Facility Director.

#### Time Limits

During a school day, permission for use of facilities may not be granted until **3:00 P.M.** and may not extend beyond **10:00 P.M.**

All facilities must be cleared within thirty minutes of closing time indicated on the application.

#### Cancellation:

Request for cancellation must be received at least 24 hours in advance (weekend events 48 hours) of agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred. Cancellations can be made by contacting the Facilities Office. Verification of cancellation must be established by a Facilities staff member.

Cancellation of permission to use school facilities may be ordered by the Superintendent or his/her designee and/or Oyster River School Committee whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

**Fees for Use of School Facilities**

A schedule of fees shall be published before the beginning of each school year.

**GROUPS**

No fee for the use of school facilities will be charged for activities sponsored by the following:

**A. In-House/School District**

1. The individual schools or school districts.
2. School related organizations (PTO, Teachers' Guild, etc.).

No fee other than insurance costs for the use of school facilities will be charged for activities sponsored by the categories listed below. This assumes that school personnel are on hand during the time the building is in use. If school personnel are needed during times outside normal work schedules, the cost of these personnel shall be borne by the user. Such cost shall be published before the beginning of the school year. The cost of any non-school personnel shall also be borne by the user.

**B. Community/Municipality Based in the Oyster River School District**

1. Youth groups (ORYA, Boy/Girl Scouts, 4-H, etc.).
2. Community service organizations (Lee Historical Society, Red Cross, League of Women Voters, etc.).
3. Local government (elections, town meetings, budget hearings, etc.).

For the following groups, a custodial, equipment, and/or room rental fee will be charged at a rate set by the School Board.

**C. Outside Groups/Non profit (proof may be required 501(c)3 Certificate of Tax Exemption)**

1. Any group that does not fall in the above listed category and any groups not sponsored by the Oyster River School District.

**D. Outside Groups For Profit**

**Rental Priorities**

If there is a conflict in the scheduling of events in school facilities, consideration will be given in the following order:

1. Use for Oyster River student activities.
2. Use for youth of the Oyster River communities.
3. Use for Oyster River community's recreational programs.
4. Use for educational, cultural, civic and/or governmental programs.
5. All other acceptable uses.

**Community Emergencies**

The board recognizes the role of the school facilities in times of community emergencies and will make suitable facilities available to such recognized agencies as the Red Cross and Civil Defense. Such needs supersede any and all rental arrangements.

(Revised November 9, 1999)

I have read and understand the Oyster River School District's "Use of School Facilities and Guidelines" and agree to the terms and conditions stated in the policy.

Typed/Printed Name: \_\_\_\_\_

Signature & Date \_\_\_\_\_

Cross Reference:

KF-Use of Buildings and Facilities

KF-R1 - Building Rental Fees

JLCF - Wellness

**BUILDING RENTAL FEES**

School Board Approval: November 14, 2012 KF-R1

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT****STAFF FEES:**

Custodial Fee	\$40.00 per hr. minimum charge 3 hrs.
Kitchen Fee	\$40.00 per hr. minimum charge 3 hrs.
Auditorium Tech Fee	\$25.00 per hr. minimum charge 3 hrs.
Application Fee	\$25 per event

**Audio/Visual**

Audio/Visual	\$20.00 per day
Piano	\$50.00 per day
Tables and Chairs	\$10 per table \$1 per chair
Gym Floor Cover Tarp	\$800 per set up and breakdown

**SCHOOL RENTAL FEE****SEATING CAPACITY****Non Profit  
Outside  
District****Profit  
In/Outside  
District****MOHARIMET SCHOOL**

Multi-Purpose Room/Stage	336(lecture style)174(with tables/chairs)	\$200	\$500
Multi-Purpose Room/Cafeteria	336(lecture style)174(with tables/chairs)	\$125	\$200
Kitchen		\$75	\$100
East Commons	50	\$75	\$150
West Commons	50	\$75	\$150
Library	44	\$100	\$200
Sports Field		\$20 (per hr min)	\$75 (per hr min)
Classroom	30	\$50	\$100

**MAST WAY SCHOOL**

Multi-Purpose Room/Stage	250(lecture style)134(with tables/chairs)	\$200	\$500
Cafeteria	225(lecture style)170(with tables/chairs)	\$125	\$200
Kitchen		\$75	\$100
North Commons	40	\$75	\$150
Library	44	\$100	\$200
Classroom	30	\$50	\$100
Sports Field		\$25	\$75
		\$20 (per hr min)	\$75 (per hr min)

**MIDDLE SCHOOL**

Gymnasium	1170(w/o bleachers)550(with tables/chairs)	\$250	\$650
Cafeteria	428(lecture style)200(with tables/chairs)	\$125	\$200
Kitchen		\$40	\$100
Multi-Purpose Room/Stage	336(lecture style)174(with tables/chairs)	\$225	\$500
Library	64	\$100	\$200
Classroom	30	\$50	\$100
Open Field		\$175 (per hr min)	\$200 (per hr min)
Softball Field		\$175 (per hr min)	\$400 (per hr min)

## **HIGH SCHOOL**

Auditorium/stage & Music Room	523 seats	\$350	\$850
Gymnasium	1000(w/o bleachers)467(with tables/chairs)	\$350	\$750
Multipurpose Room/Stage		\$225	\$500
Locker Rooms		\$50	\$50
Cafeteria	428(lecture style)200(with tables/chairs)	\$100	\$200
Kitchen		\$75	\$100
Library	64	\$100	\$200
Music Room	40	\$125	\$225
Classroom	30	\$50	\$100
Varsity Soccer Field		\$200 (per hr min)	\$450 (per hr min)
JV Soccer Field		\$175 (per hr min)	\$400 (per hr min)
Field Hockey Field		\$175 (per hr min)	\$400 (per hr min)
Baseball Field		\$175 (per hr min)	\$400 (per hr min)
Softball Field		\$175 (per hr min)	\$400 (per hr min)
Tennis Courts		\$75 (per hr min)	\$200 (per hr min)

**Groups with less than 75% of Lee, Durham, Madbury residence will be charged \$5 per person per season per sport.**

**IRS Tax Exempt Certificate may be required to substantiate non-profit.**

**When there are two events held: one in the afternoon and one in the evening - a separate fee is charged for each event, providing there is an admission fee charged for each event.**

**Note: Use of gymnasiums or fields for basketball or other recreation type of activity by locally sponsored groups will be charged a flat rental fee as follows:**

**High School \$    Middle School \$    Mast Way and Moharimet \$**

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCO
Policy review: February 4, 2014 School Board First Read: March 5, 2014	Page 1 of 1 Category: Priority

### TEACHER PERFORMANCE AND EVALUATION SYSTEM

The Oyster River Cooperative School Board will adopt and the superintendent will implement a teacher performance and evaluation system. The performance and evaluation system will include procedures, evaluation criteria and other components necessary to evaluate certified teaching personnel. Such procedures, criteria and components may be included as an appendix to this policy.

The School Board will involve teachers and principals in the development of this policy and its corresponding appendix by providing such teachers with notice and an opportunity to comment on their provisions. However, all final decisions relative to evaluation procedures, criteria and components will remain with the School Board.

#### Legal Reference:

RSA 189:1-a Duty to Provide Education

RSA 189:14-a Failure to be Renominated or Reelected

NH Code of Administrative Rules, Section ED 302.02(n), Substantive Duties of Superintendents

NH Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals



OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JG Category: Priority
DRAFT to Policy Committee: May 9, 2011 Policy Committee: December 12, 2012 First Read School Board: February 6, 2013 School Board Second Read/Adoption: March 13, 2013 DELETED School Board: March 5, 2014	Page 1 of 1

### **ASSIGNMENT OF STUDENTS TO CLASSES AND GRADE LEVELS**

All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the district unless exempt by the state. Such assignments will be made by the principals of each building.

Students transferring into the school district will be placed in the grade level and class that best meets the student's needs, after review of the records from the student's prior school, and after consultation between the building principal and the student's parents/legal guardian.

Students receiving special education services will be placed in accordance with applicable law.

**Cross Reference:**

JEAB - School Assignment (Student District Placement)

**Legal References:**

NH Code of Administrative Rules, Section Ed 302.02(1), Duties of Superintendent  
NH Code of Administrative Rules, Section Ed 306.14(a), Instructional Program;  
Appropriate Assignment of All Incoming Students

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: GCO
Date of Adoption: September 21, 1988 Remove 2 <sup>nd</sup> Code/Consolidate 2/Recode/Title Change First Read School Board: April 18, 2012 Code and Title Change Adopted School Board: May 2, 2012 Previously GCN/AFC DELETED School Board: March 5, 2014 (Replaced)	Page 1 of 1

### EVALUATION OF PROFESSIONAL STAFF/ADMINISTRATORS

The Board intends to seek and maintain the best qualified staff to provide quality education for students. In keeping with this goal, there will be an ongoing appraisal of the performance of staff to provide:

1. A systematic process whereby all staff members may increase the effectiveness of their services, using the available professional resources.
2. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system.
3. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisory service to assist individuals in developing objectives to improve their competence. These may relate to the teaching-learning process and/or other professional responsibilities.
4. Effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of an increment, and/or other recommendations to the School Board.
5. Identification of incompetent staff.
6. Identification of superior staff who should receive public recognition.

All administrators will be formally evaluated on an annual basis by the superintendent or his/her designee. The written evaluation report shall be filed with the superintendent.

Evaluation of all professional staff will be conducted by the Superintendent and/or such other persons as s/he may designate.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: JJE
Date of Adoption: March 26, 1987 Code and Title Change Adopted School Board: May 2, 2012 Previously: IGDF DELETED School Board: March 5, 2014 - Replaced	Page 1 of 1

### *STUDENT FUND RAISING ACTIVITIES*

The board recognizes the need for approved student organizations to generate funds through the sale of products or services. However, the board discourages student groups from excessive solicitations. The board believes the decision as to the type and frequency of fund raising activities rests with the building principal.

In fund raising by student organizations, the following regulations shall apply:

1. Any fund raising activity by a student organization must have prior approval of the organization advisor and principal.
2. School clubs, music groups, etc. may be involved in fund raising activities, but should keep in mind a traditional district commitment to avoid competition with local merchants and to patronize, when feasible, local merchants when obtaining merchandise for sale.
3. When organizing fund raising projects, emphasis should be placed on service-type projects where talents of students are used in positive, developmental ways.
4. There shall be no door-to-door canvassing.
5. All sales activities conducted off school premises should be limited to a short duration period, such as three or four days.
6. When commercial products are involved, a reasonable profit commensurate with the time and effort involved should be expected. A reasonable amount of technical assistance from the firm involved should be expected. Agreements between firms supplying fund raising products and student groups should be in writing.
7. The principal and organization advisor shall develop procedures for responsible handling of monies involved.
8. The organization advisor shall be responsible for ensuring that the spirit of this policy is enforced.