

**Oyster River Cooperative School District  
REGULAR MEETING**

**September 4, 2013**      **Oyster River High School, Room 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 8/14/13 and 8/21/13 meeting minutes and 8/28/13 regular manifest minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
  - A. District**
  - B. Board**
- VI. DISTRICT REPORTS**
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
    - Curriculum Update
  - B. Superintendent's Report**
    - Unofficial Enrollment for Beginning of Year-As of 8/28/13 MS/HS and 8/2/9/13 MW/MOH
    - Status of ORHS OCR Complaint
  - C. Business Administrator**
    - Budget Update
  - D. Student Senate Report**
  - E. Other:**
- VII. DISCUSSION ITEMS**
  - Release of privileged attorney-client communications
  - Budget Goals
  - ABC Charge and Change in Membership
- VIII. ACTIONS**
  - A. Superintendent Actions**
  - B. Board Action Items**
    - Motion to release privileged attorney-client communications
    - Motion to affirm the hiring of Moharimet Grade 1 Teacher Position
    - Nomination of ORCSD School Resource Officer for ORHS-ORMS/Truant Officers for Lee (Mast Way and Madbury (Moharimet)
    - Motion to approve ORMS Maternity Leave of Absence from October 2013 – December 2013
    - Motion to approve ORHS Coach Nominations
    - Motion to approve ORCSD Handbooks for 2013-2014.
    - Motion to sign the DOE 25/MS25
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
  - A. Future meeting dates:** 9/18/13, 10/2/13 Regular Meeting
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:2 I (a) Strategies with Respect to collective bargaining**

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

Respectfully submitted,

Superintendent

|  |
|--|
| <p><b>If you require special communication aids, please notify us 48 hours in advance.</b></p> |
|--|

**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, Chair      | Term on Board: 2012 –2015  |
| • Thomas Newkirk, Vice Chair | Term on Board: 2012 - 2013 |
| • Krista Butts, Member       | Term on Board: 2010 - 2013 |
| • Megan Turnbull             | Term on Board: 2011 - 2014 |
| • Ann Lamborghini Lane       | Term on Board: 2011 - 2014 |
| • Allan Howland              | Term on Board: 2012 - 2015 |
| • Edwin Charle               | Term on Board: 2012 – 2015 |

**Information Regarding Nonpublic Session**

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

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

# Oyster River Cooperative School District

## Regular Meeting

August 14, 2013

6:30 p.m.

DRAFT

**BOARD MEMBERS PRESENT:** Chair Maria Barth, Tom Newkirk, Kenny Rotner, Megan Turnbull, Ed Charle, Ann Lane, Al Howland and Student Representative Peter Zwart

**ADMINISTRATORS PRESENT:** Superintendent James Morse, Susan Caswell, Dennis Harrington, Jay Richard

There were 8 members of the public present.

**I CALL TO ORDER:** By Chair Maria Barth at 6:30 for Manifest Review/Approval

**II PLEDGE OF ALLEGIANCE** at 7:00 p.m.

**III PUBLIC COMMENTS:** Maria Barth reminded that public comments will not be about specific individuals.

There were no public comments.

## **IV ACTIONS**

### **Superintendent and Board Actions**

**Motion to affirm the hiring of ORMS Special Education Teacher Position:**  
Sally Heuchling

**Ann Lane moved to approve the hiring of Sally Heuchling as the ORMS Special Education Teacher Position, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the student representative voting in the affirmative.**

**Motion to affirm the hiring of ORHS Special Education Teacher Position:**  
Ann Golding

**Ann Lane moved to approve Ann Golding as the ORHS Special Education Teacher position, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the student representative voting in the affirmative.**

**Motion to affirm the hiring of Mast Way .6 School Psychologist Position:**  
Felicia Sperry

**Al Howland moved to approve the hiring of a Mast way .6 School Psychologist, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the student representative voting in the affirmative.**

**Motion to approve ORMS Paraprofessional Maternity Leave of Absence of 8/26/13-11/15/13:**

**Ann Lane moved to approve the ORMS Paraprofessional Maternity LOA, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the student representative voting in the affirmative.**

**Motion to approve ORHS Nominations for Department Heads and Advisors:**

**Department Heads:**

|                          |                    |         |
|--------------------------|--------------------|---------|
| Jon Bromley              | Science            | \$2,500 |
| Tom Hausman              | World Language     | \$2,500 |
| Kara Sullivan (.5 time)  | English            | \$1,250 |
| Shauna Horsely (.5 time) | English            | \$1,250 |
| Don Maynard              | PE/Health          | \$2,500 |
| Pam Raiford              | Social Studies     | \$2,500 |
| Pam Carr                 | Fine Arts/Business | \$2,500 |
| Brendan Whalen           | Math               | \$2,500 |
| Kristen Wilson           | Special Education  | \$2,500 |

**Advisors:**

|                        |                         |         |
|------------------------|-------------------------|---------|
| Nate Oxnard            | SPARC/Robotics          | \$3,070 |
| Derek Cangelo          | Senate Advisor          | \$3,070 |
| Andrea Drake           | Math Team Coach         | \$3,220 |
| Meredith Freeman-Caple | Fall/Spring Musical     | \$3,220 |
| Kathy Fink             | State Management        | \$2,145 |
| Heather Healy          | Senior Class Advisor    | \$3,370 |
| Stephan Lord           | Junior Class Advisor    | \$2,677 |
| Matt Pappas            | Sophomore Class Advisor | \$2,294 |
| John Monahan           | Freshman Class Advisor  | \$2,294 |

|                 |                        |         |
|-----------------|------------------------|---------|
| Corey Blais     | Yearbook               | \$3,453 |
| Shawn Kelly     | Mouth of the River     | \$1,919 |
| Celeste Best    | NHS .5                 | \$1,264 |
| Pam Carr        | NHS .5                 | \$1,264 |
| Marc LaForce    | Music                  | \$2,377 |
| Mike Troy       | Fall Stage Management  | \$1,871 |
| Susan Wilkinson | Community Service Club | \$2,302 |

**Ann Lane moved to approve the above ORHS Department Heads and Advisors for 203-2014, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the student representative voting in the affirmative.**

**Motion to approve ORMS Coaches and Volunteers:**

**Volunteer Positions:**

|             |               |
|-------------|---------------|
| Zach Daly   | Golf Team     |
| Emma Wilson | Cross Country |

**Paid Positions:**

|                 |                   |         |
|-----------------|-------------------|---------|
| Dave Montgomery | MS Cross Country  | \$2,302 |
| Chris Hall      | MS Cross Country  | \$2,302 |
| Kim Wesson      | MS Cross Country  | \$2,302 |
| Nate Grove      | MS Soccer Grade 8 | \$2,144 |
| Sunpreet Sadana | MS Volleyball     | \$1,919 |
| Geoff Jablonski | JV Golf           | \$1,247 |

**Ann Lane moved to approve the above volunteer and paid positions at the Middle School, 2<sup>nd</sup> by Al Howland. Motion approved 7- with the student representative voting in the affirmative.**

**Motion to consider new Agenda format:**

**Ann Lane moved to approve the revised School Board Agenda, 2<sup>nd</sup> by Al Howland.**

**Ann Lane amended her motion to swap III Public Comments to IV Approval of Minutes, 2<sup>nd</sup> by Al Howland. Motion to amend approved 7-0 with the student representative voting in the affirmative.**

**The motion as amended approved 7-0 with the Student Representative voting in the affirmative.**

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

**Policies for a first read:**

|                |    |
|----------------|----|
| Annual Reports | CM |
| Safety Program | EB |

**Tom Newkirk moved to approve Policies CM and EB for a first read, 2<sup>nd</sup> by Ann Lane. Motion approved 7-0 with the student representative voting in the affirmative.**

**Policy for 2<sup>nd</sup> Read/Adoption**

|   |         |
|---|---------|
| Establishing criteria for special education evaluations   | TBD     |
| Complaints about school personnel                         | KEB     |
| Reconsiderations of Instructional materials and procedure | KEC & R |
| Public Conduct on school property                         | KFA     |
| Visitors to the schools                                   | KI      |

**Tom Newkirk moved to approve the Establishing Criteria for Special Education Evaluations, Policy KEB, KEC&R, KFA and KI Policies for a 2<sup>nd</sup> Read/Adoption, 2<sup>nd</sup> by Ann Lane. Tom Newkirk moved to amend the motion to include:**

**The board will be informed of any action in a timely manner, 2<sup>nd</sup> by Ann Lane. The motion to amend passed 7-0 with the student representative voting in the affirmative.**

**The amended motion approved 7-0 with the student representative voting in the affirmative.**

**Policies for Deletion:**

|                                       |       |
|---------------------------------------|-------|
| Distinguished Service Award           | AEB   |
| Distinguished Service Award-Procedure | AEB-R |
| Building and Grounds Security         | ECA   |

**Tom Newkirk moved to approve Policies AEB, AEB-R, ECA for deletion, 2<sup>nd</sup> by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.**

## **DISTRICT REPORTS**

**Assistant Superintendent Report:** Carolyn Eastman reported that the state standards institute met today at Portsmouth High School. It was a free event to network and collaborate in some high quality sessions. There is a teacher mentor program that will be a two day training next week. She also reviewed with the Board other activities and work being done in the District.

**Tuition Detailed Presentation:** Superintendent Morse presented the Tuition Student Options.

Intended Purpose of Enrolling Tuition Students:

- To maintain current programs
- To enhance programs
- To decrease cost per student
- To generate alternative revenue
- To lower the tax effort
- To utilize state of the art facility for maximum student gain

Enrollment Decline to Continue:

Peak enrolment in 2000 was 2,393 students  
2012-13 is 1,944  
Projected 2022-23 excluding tuition is 1,552 students

How accurate are the projections?

Backcasting shows the model to be most accurate in the near term with average error of estimate approximately plus or minus 2% on total enrollment one year out. The average error of estimate increases as we project further out in time, reaching about plus or minus 8% when projecting ten years into the future.

Capacity Study:

The capacity study by NHSAA indicates that ORHS has space for 1,205 students using state of NH Guidelines or 915 students using ORCSD Class Size Policy IIB.

Thus ORHS has space for up to 300 students using the District policy.

Recommended Tuition Revenue Distribution:

Assuming 100 – 125 tuition students: 100% taxpayer relief

Assuming 180 tuition students: 60% Education needs 40% taxpayer relief

Assuming 240-290 Students 50% Education needs 10% capital improvement,  
40% taxpayer relief

School Side Only Taxpayer Relief:

Estimate the need for 15-20 staff, leaving at 40% for taxpayer relief.

Reduces taxes \$300 per hundred thousand in house valuation.

Meet Academic Needs of Students:

Add staff necessary to meet Board policy in core subjects

World Language

English – offer courses not currently available

Math Lab

All day kindergarten

String Instrument Program

Athletic Fields/Track

Athletic Opportunity

Cafeteria/Gymnasium – Moharimet

Technology Classes

Option 1 Barrington Only

Accept up to 125 Barrington tuition by 2015-16

Fills 1/3 of seats

Minor need to hire additional staff in special education

Already attending so we have a relationship

They have choice to attend other school systems

Option 2: Deerfield Only

Accept only Deerfield tuition students

Fills 2/3 of available seats

Approximately 188 students

Will need to hire staff



Option 3: Accept both Barrington and Deerfield  
Accepts both Barrington and Deerfield students

Fills most available seats  
Will need to hire staff  
Rate charged would be higher

Option 4: Newmarket only  
Accept only Newmarket tuition students  
Fills most available seats  
Willing to enter into a long term relationship  
Rate per student would be higher  
Phase Barrington out

Accept No high school students:  
High school course choice options become limited  
Within ten years enrollment drops to approximately  
555 high school students  
Curriculum becomes restrictive  
Class size likely to increase

Superintendent Morse detailed the schools NECAP results as they compare to Oyster River.

**Future Planning:**

Since October 2012:  
Continual updates presented to the School Board  
Postcards to all residents sharing dates of meetings

April-May 2013  
Request to present to Town Council  
District wide community survey  
District community forum at Oyster River High School

June – September 2013  
Continued discussion and School Board deliberation  
School Board decision regarding tuition students  
School Board Guidance as to which option

Late October-Early November

School Board decides on course of action  
Offers to one or more school system

Late November – Late December 2013

School Board holds public forums

March

Tuition issue goes to voters

Where are we now?

No decision has been made.

The Board had an in depth question and answer period with the Superintendent and Dr. Hayes of Newmarket.

**Newmarket Update:** Superintendent Jim Hayes of Newmarket presented a suggested structure for a tuition agreement between the two Districts and answered questions from the Board.

The Board took a five minute recess at 9:40 p.m.

**Strategic Plan Update:** Has been moved to a future meeting.

**Business Administrator:** Has been moved to a future meeting.

**Student Senate Report:** Has been moved to a future meeting.

**Other:**

**Right to Know Presentation – Attorney Diane Gorrow:**

Diane spoke to the Board regarding the Right-to-Know Law.

Meeting aspect of the right to know law:

The purpose is to give the public full view of the Boards actions and discussions.

Emails: They are a governmental record. If there was a Right to Know request, they would be entitled to the emails.

August 14, 2013

There was a discussion with Diane Gorrow and the Board regarding the differences between nonmeetings and nonpublic meetings.

She reviewed the previous lawsuits with the Board and how they affected the Right to Know Law.

**Enrollment Update:**

Moharimet enrollment for Grade 1 and 2 exceeds the class size requirements. Superintendent Morse is recommending that the Board authorizing him to hire a Grade 1 and 2 combined teacher that will bring the class sizes down to 20.

**Tom Newkirk moved to authorize the Superintendent to hire a one year teaching position for a Grades 1 and 2 combined teacher, 2<sup>nd</sup> by Al Howland. Motion approved 7-0 with the student representative voting in the affirmative.**

It was discussed by the Board that this is not a remedy for the elementary school enrollment sizes and that this needs to be looked at to find a better solution moving forward.

**Approval of Manifests:**

Vendor Manifest #4: \$792,032.36

Payroll Manifest \$3: \$196,703.67

Payroll Manifest #4: \$36,232.45

**ANNOUNCEMENTS and COMMENDATIONS:**

Moved to the next meeting

**BOARD APPROVALS:**

Moved to the next meeting

**CLOSING ACTIONS:**

**Future Meeting Dates:** 8/28 Regular Manifest Meeting, 9/4 Regular Meeting

**Tom Newkirk moved to adjourn the meeting at 10:50 p.m., 2<sup>nd</sup> by Ann Lane. Motion approved 7-0 with the student representative voting in the affirmative.**

Respectfully submitted,

Laura Grasso Dobson  
Recording Secretary

**Oyster River Cooperative School District**

Meeting Minutes DRAFT

August 21, 2013

7:00 p.m.

BOARD MEMBERS PRESENT: Chair Maria Barth, Tom Newkirk, Kenny Rotner, Ed Charle, Ann Lane, and Al Howland

ABSENT: Megan Turnbull, Student Representative Peter Zwart

ADMINISTRATORS PRESENT: Superintendent James Morse, Dennis Harrington, Jay Richard, Carrie Vaich

There were 60+ members of the public present.

**I. CALL TO ORDER:** By Chair Maria Barth at 7:00 will add a Public Comments section to the beginning and end of meeting for 1.5 minutes for each participant.

**Motion to approve ORMS Long Term Substitute teacher for a one year position:**  
Erin Bobo-Caron

**Al Howland moved to approve Erin Bobo-Caron for ORMS Long Term teacher Substitute for a one year position, 2<sup>nd</sup> by Ann Lane. Motion approved 6-0.**

**II. PUBLIC COMMENTS:** Maria Barth reminded that public comments will be limited to 1.5 minutes each.

Jody Walker sent letter to the Board, has three older children enrolled at Moharimet. Shocked and disappointed. Against this move.

Joanne Chartrand – teacher at Moharimet presented an extensive list of concerns. Very strongly against this move. Both schools are excellent because of school community.

Marsha Lapierre – teacher at Moharimet. One week away from starting school not fair to make change. All have received letters to welcome them.

Jessica Raspa – Teacher at Moharimet. Focused on bus transportation and length of time students would remain on bus before proceeding to Mast Way.

Tuck Pescoletto – Durham parent. Procedural issues, Board embroiled in issues. No formal communication. Gross dereliction of transparency/communication.

Michael Hawley – Parent of Kindergartener and 2<sup>nd</sup> grader.

Jocelyn O'Quinn – Thank you. We understand that there is a space problem all the way back to 2001. Kindergarten is just a band aid. Strategic plan still in process, there is urgency now.

Rick Quilette – Bus routing from Moharimet to Mast Way/possibly next week if a motion was made. Who opposes – almost all hands go up.

Jacqueline Boon – New to community. Teachers/Principals better equipped to handle.

Concerned parent asked why a 5<sup>th</sup> grade substitute versus a teacher. 1 year contract.

Michael William – 8 days before. Raises more questions than answers.

#### **IV. ACTIONS**

##### **Superintendent and Board Actions**

**Motion to release confidential/privileged communication from attorney to public:**

**Ann Lane moved to release confidential/privileged communication from attorney to public, 2<sup>nd</sup> by Al Howland. Kenneth Rotner objects due to the lack of time to review letter.**

**Kenny Rotner made a motion to postpone to the September 4<sup>th</sup> meeting. No second.**

**Motion approved 5-1 with Kenneth Rotner voting in the negative.**

**Motion that the Board vote to direct the superintendent and district administrators to develop and present a comprehensive plan of action to the Board at our October 16, 2013 meeting to address the district's K-8 enrollments to take effect for the 2014-2015 school year:**

**Ann Lane moved to direct the superintendent and district administrators to develop and present a comprehensive plan of action to the Board at our October 16, 2013 meeting to address the district's K-8 enrollments to take effect for the 2014-2015 school year, 2<sup>nd</sup> by Maria Barth.**

**Motion approved 5-1 with the Tom Newkirk voting in the negative.**

##### **CLOSING ACTIONS:**

**Ann Lane moved to adjourn the meeting at 7:50 p.m., 2<sup>nd</sup> by Al Howland. Motion approved 6-0**

Respectfully submitted,

Dr, James C. Morse Sr.  
Superintendent

RECEIVED  
AUG 20 2013

**SOULE, LESLIE, KIDDER, SAYWARD & LOUGHMAN**

BY: .....

**P.L.L.C. • ATTORNEYS AT LAW**

LEWIS SOULE (1924-1986)  
BRADLEY F. KIDDER (1939-2000)

220 MAIN STREET  
SALEM, NEW HAMPSHIRE 03079

ROBERT P. LESLIE, OF COUNSEL

PETER H. BRONSTEIN  
DAVID W. SAYWARD  
BARBARA F. LOUGHMAN  
MICHAEL S. ELWELL  
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TELEPHONE: (603) 898-9776  
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16 DEPOT STREET  
P.O. BOX 908  
WOLFEBORO, N.H. 03894  
TEL: (603) 569-8044  
FAX: (603) 569-2137

PETER C. PHILLIPS  
MAUREEN L. POMEROY

August 19, 2013

**CONFIDENTIAL ATTORNEY**  
**CLIENT COMMUNICATION**

**VIA E-MAIL (imorse@orcsd.org) & U.S. MAIL**

Dr. James Morse, Jr., Superintendent  
SAU #5  
36 Coe Drive  
Durham, New Hampshire 03824-2200

Re: Oyster River Cooperative School District -- Right-to-Know Law

Dear Jim:

As requested, I reviewed David Taylor's July 14, 2013, July 24, 2013, and August 18, 2013 e-mails about an e-mail that Megan Turnbull sent to you, Wendy DiFruscio, and other members of the Policy Committee on March 14, 2013. Mr. Taylor states that the e-mail violated the meeting requirements of the Right-To-Know Law, and; therefore, Megan Turnbull is in contempt of the Court Order which enjoins the School Board from communicating by e-mail to circumvent the public meeting requirements. As explained below, the e-mail does not violate or circumvent the meeting requirements of the Right-To-Know Law. However, as I advised the School Board at the August 14, 2013 Right-To-Know Law training, to avoid any questions about whether a School Board member's e-mail violates the injunction and the Right-To-Know Law, School Board members should not communicate with each other by e-mail about the School District's business except for scheduling purposes.

The Right-To-Know Law, specifically RSA 91-A:2, defines a meeting as the convening of a quorum of the membership of a public body whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate

Dr. James Morse, Jr., Superintendent

August 19, 2013

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with each other contemporaneously for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction or advisory power. Megan Turnbull's e-mail was sent to a quorum of the Policy Committee and discussed matters over which the committee has supervision, control, jurisdiction or advisory policies. However, it is not a meeting under the definition in RSA 91-A:2 because all the members were not able to communicate with each other contemporaneously.

The March 14, 2013 e-mail also did not violate RSA 91-A:2-a which limits communications by public bodies outside a meeting. RSA 91-A:2-a has two sections and Mr. Taylor contends that Megan Turnbull violated both sections. RSA 91-A:2-a, I makes it clear that School Board members must deliberate on matters over which they have supervision, control, jurisdiction, or advisory power only in meetings held in compliance with the meeting requirements of RSA 91-A:2, II or III. Mr. Taylor contends that Megan Turnbull's e-mail violated RSA 91-A:2, I because it covered matters over which the Policy Committee has supervision, control, jurisdiction, or advisory powers and crossed the line into deliberation.

I disagree with Mr. Taylor's conclusion that Megan Turnbull's response to Maria Barth's e-mail was a deliberation. Maria Barth's e-mail was not an e-mail that circumvented the spirit and purpose of the Right-to-Know Law. In her e-mail, Maria Barth directed Megan Turnbull to the Superintendent. Maria Barth's e-mail is analogous to a scheduling e-mail which doesn't violate the spirit or purpose of the Right-To-Know Law. As you know, no School Board members responded to Megan Turnbull's e-mail. If a School Board member had responded to Megan Turnbull's e-mail with a discussion of the issues she raised in her e-mail, then it is likely that the Court would find that RSA 91-A:2-a, I was violated.

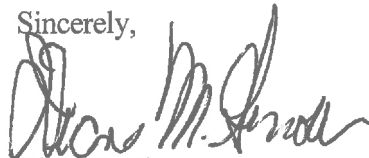
The second section of RSA 91-A:2-a, II provides: "Communications outside of a meeting, including, but not limited to, sequential communications among members of a public body, shall not be used to circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1." RSA 91-A:2-a, II (Emphasis added). The purpose of the Right-To-Know Law as set forth in RSA 91-A:1 is "to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people." Megan Turnbull's e-mail does not violate RSA 91-A:2-a, II because it is not a "sequential communication among members of a public body" since no School Board member responded to her e-mail. There was no "discussion" or "deliberation" upon the matters raised in Megan Turnbull's e-mail. A "discussion" is a conversation, informal debate, or discourse about a matter to arrive at the truth or to convince others. Webster's Third New International Dictionary Unabridged. A "discussion" implies talking about something in a deliberative fashion with varying opinions offered to settle an issue or decide a course of conduct. Webster's New World College Dictionary Fourth Edition. A "deliberation" is a discussion and consideration by a number of persons of the reasons for and against a measure. Webster's Third New International Dictionary Unabridged. Since the other Committee members did not respond to her e-mail, no discussion or deliberation occurred. Therefore, the e-mail did not violate the Right-To-Know Law or circumvent the spirit and purpose of the Right-to-Know Law.

Dr. James Morse, Jr., Superintendent  
August 19, 2013  
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As I explained in the training, it is difficult to provide a list of all actions that may violate the spirit and purpose of the meeting requirements of the Right-to-Know Law. However, in the Oyster River case, the Court has stated that using e-mails to schedule a meeting did not violate the Right-to-Know Law or circumvent the spirit of the law. Therefore, if the School Board members limit their e-mails to each other for scheduling, they will not violate the injunction or Right-To-Know Law. The best practice to avoid any arguments or claims that other e-mails violate the meeting requirements and the injunction is for School Board members to avoid communicating with each other about School District business by e-mail. My caution, however, does not mean that every e-mail sent by a School Board member to other School Board members violates the Right-to-Know Law.

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane M. Gorrow". The signature is fluid and cursive, with a large initial "D" and "M".

Diane M. Gorrow

E-mail: [gorrow@soulcfirm.com](mailto:gorrow@soulcfirm.com)

DMG:sdb



Oyster River Cooperative School Board  
August 28, 2013 ORHS-C-124 – 5:30 PM  
Regular Manifest Meeting Minutes

Attendees:

Maria Barth  
Kenny Rotner  
Ann Lane  
Al Howland  
Susan Caswell, Business Administrator

Maria called the Meeting to order at 5:30 PM.

Discussion pertaining to the following:

- Bill for modular's,
- Bill for rental space for district buses,
- Health insurance bill. Sue Caswell explained this expense.
- Remaining manifest reviewed and signed.

Al Howland made a motion to adjourn, seconded by Ann Lane. Meeting adjourned at 5:50 PM – all in favor. Vote 4-0

Respectfully submitted,  
Maria Barth  
ORCSD School Board

# UNOFFICIAL OPENING DAY ENROLLMENT FIGURES

8/29/13

## \*Preschool -

|                   |                   |
|-------------------|-------------------|
| Mast Way – 287    | Moharimet – 409   |
| Kindergarten – 41 | Kindergarten - 56 |
| Grade 1 – 63      | Grade 1 – 91      |
| Grade 2 – 49      | Grade 2 – 91      |
| Grade 3 – 74      | Grade 3 – 79      |
| Grade 4 – 60      | Grade 4 – 92      |

## Middle School – 684

|               |
|---------------|
| Grade 5 - 172 |
| Grade 6 - 176 |
| Grade 7 - 161 |
| Grade 8 - 175 |

## High School – 680

|                 |
|-----------------|
| Grade 9 – 186   |
| Grade 10 – 1147 |
| Grade 11 – 181  |
| Grade 12 – 166  |

TOTAL K – 12 STUDENT ENROLLMENT: 2060

\*With Preschool:

## Total Student Enrollment for 10/1/12 – 2,013 (October 1 Count)

|                              |      |
|------------------------------|------|
| LRPC PROJECTIONS FOR 2013-14 |      |
| As Of: 12/2012               |      |
| Elementary:                  | 670  |
| Middle School:               | 650  |
| High School:                 | 675  |
| Total Enrollment:            | 1995 |



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE FOR CIVIL RIGHTS

THE WANAMAKER BUILDING, SUITE 515  
100 PENN SQUARE EAST  
PHILADELPHIA, PA 19107-3323

REGION III  
DELAWARE  
KENTUCKY  
MARYLAND  
PENNSYLVANIA  
WEST VIRGINIA

**August 14, 2013**

IN RESPONSE, PLEASE REFER TO: 01-13-1129

Dr. James Morse  
Superintendent  
Oyster River Cooperative School District  
36 Coe Drive  
Durham, NH 03824

RECEIVED  
AUG 20 2013

BY: *Jn* ..... 8/20/13

Dear Dr. Morse:

This is to notify you of the resolution of the complaint against Oyster River Cooperative School District (the District) alleging discrimination on the basis of sex. Specifically, the Complainant alleges that the District does not provide equal athletic opportunities to its female athletes at the Oyster River High School (the High School) in the areas of provision of locker rooms, practice and competitive facilities.

OCR enforces Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, and its implementing regulation, 34 C.F.R. Part 106. Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a recipient of Federal financial assistance. Because the District receives Federal financial assistance from the Department, the District is subject to these laws.

The Complainant entered into an agreement with the District (copy enclosed), which resolves the allegations in this complaint. Therefore, we are closing our file on this matter effective the date of this letter. Please be advised that OCR does not sign, approve, or endorse any agreement reached between the complainant and the District and does not monitor the implementation of the agreement. However, if a breach of the agreement occurs, the complainant has the right to file another complaint. If a new complaint is filed, OCR will investigate only allegations of discrimination, not allegations that the agreement has been breached. To be considered timely, the new complaint must be filed either within 180 days of the original discrimination or within 60 days of the date the complainant obtains information that a breach occurred, whichever is later.

This letter sets forth OCR's determination in an individual OCR case. This letter is not a formal statement of OCR policy and should not be relied upon, cited, or construed as such. OCR's formal policy statements are approved by a duly authorized OCR official and made available to the public. The complainant may have the right to file a private suit in federal court whether or not OCR finds a violation.

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

Page 2 – Dr. James Morse

Thank you for your cooperation. If you have any questions, please do not hesitate to contact, Ms. Cynthia Wesley Equal Opportunity Specialist, at (215) 656-8548.

Sincerely,



Rhasheda S. Douglas  
Team Leader

Enclosures

Oyster River Cooperative School District (the District) and Beth Downs (the Complainant) mutually agree to enter into this Voluntary Resolution Agreement (Agreement) as part of the U.S. Department of Education, Office for Civil Rights (OCR) Early Complaint Resolution (ECR) process, to mutually resolve the issues the Complainant raised in complaint #01-13-1129 filed with OCR.

1. Beginning in the 2013-2014 school year, the Oyster River Bobcat Girls' Varsity Ice Hockey Team will hold all of its interscholastic competitive events, including post-season games, at the Whittemore Center or, if that is unavailable at other comparable indoor facilities. For the 2014-2015 hockey season and thereafter, the District will ensure that games are scheduled at comparable facilities for the boys and girls varsity ice hockey teams. The District will incur any expenses associated with this change, and will fund the game schedule for the Girls' Varsity Ice Hockey Team, to the same extent it funds the Boys' Varsity Ice Hockey Team's competitive schedule.
2. The location of practices for the Girls' Varsity Ice Hockey Team will be selected by a majority of team members and their parents pursuant to a survey which will be administered at the end of each season and which will concern the practice site for the upcoming season. The survey will be conducted at a time that allows for the scheduling of an indoor athletic practice facility that is comparable to that used by the boys' varsity ice hockey team for the next competitive season, should the team elect not to continue the use of Churchill Arena for hockey practice. If the girls, by a majority vote, elect to use an indoor facility, the practice times and fee for use will be comparable to the boys' varsity hockey team's practice times and fee schedule. The girls' varsity team will not be disadvantaged in comparison to the boys' varsity team.
3. The District acknowledges its obligation to comply with Title IX and its regulations. The District further agrees that it will fund the Girls' Varsity Ice Hockey Team at the same level that it funds the Boys' Varsity Ice Hockey Team a level that provides them with comparable benefits as a varsity sport.

The Parties agree that this agreement resolves the complaint. The parties understand that OCR will close the complaint and if the agreement is breached, the Complainant has a right to refile the complaint with OCR. In the event of a breach of this agreement, if the Complainant refiles the complaint, OCR will not address the alleged breach of the agreement. Instead, OCR will determine whether to investigate the original allegation.

When making this determination, OCR will consider the nature of the alleged breach, its relation to any alleged discrimination and any other factors as appropriate. To be considered timely, the Complainant must refile the complaint either within 180 days of the date of the original discrimination or within 60 days of the date the Complainant obtains information that a breach of the agreement occurred, whichever is later.

James Chmosek  
Superintendent or designee

8/14/2013  
Date

[Signature]  
Complainant

8/13/13  
Date

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
FISCAL YEAR 2012-2013  
FINANCIAL STATUS AS OF:**

**6/30/2013**

|                                      | Budgeted          | Expended          | Encumbrances | Amount Remaining | Percentage Spent |
|--------------------------------------|-------------------|-------------------|--------------|------------------|------------------|
|                                      | 2012-13           | 2012-13           | 2012-13      | 2012-13          | 2012-13          |
| <b>SALARIES:</b>                     |                   |                   |              |                  |                  |
| Administrator                        | 1,230,502         | 1,234,185         | 0            | (3,683)          | 100%             |
| Teacher                              | 13,714,641        | 13,742,845        | 0            | (28,204)         | 100%             |
| Para                                 | 2,016,616         | 1,933,518         | 0            | 83,098           | 96%              |
| Tutor                                | 151,837           | 124,199           | 0            | 27,639           | 82%              |
| Custodian                            | 666,011           | 698,817           | 0            | (32,806)         | 105%             |
| Secretary                            | 375,217           | 394,086           | 0            | (18,869)         | 105%             |
| District Hourly                      | 492,162           | 514,771           | 0            | (22,608)         | 105%             |
| Maintenance                          | 208,933           | 222,476           | 0            | (13,544)         | 106%             |
| Drivers                              | 585,485           | 666,182           | 0            | (80,698)         | 114%             |
| Media Assistant                      | 10,400            | 11,995            | 0            | (1,595)          | 115%             |
| Misc & Summer                        | 218,591           | 175,755           | 0            | 42,836           | 80%              |
| Subs - Professional                  | 273,241           | 285,329           | 0            | (12,087)         | 104%             |
| Subs - Para                          | 16,500            | 41,322            | 0            | (24,822)         | 250%             |
| Subs - Secretary                     | 4,750             | 12,647            | 0            | (7,897)          | 266%             |
| O:T                                  | 42,276            | 6,657             | 0            | 35,619           | 16%              |
| Med & Dent Payback                   | 567,773           | 593,570           | 0            | (25,797)         | 105%             |
| <b>TOTAL SALARIES</b>                | <b>20,574,935</b> | <b>20,662,352</b> | <b>0</b>     | <b>(87,417)</b>  | <b>100.4%</b>    |
| <b>BENEFITS:</b>                     |                   |                   |              |                  |                  |
| Health Ins                           | 4,755,565         | 4,642,054         | 0            | 113,511          | 98%              |
| Dental Ins                           | 165,495           | 124,898           | 0            | 40,597           | 75%              |
| Life Ins                             | 62,134            | 51,381            | 0            | 10,753           | 83%              |
| LTD Ins                              | 58,395            | 49,437            | 0            | 8,959            | 85%              |
| FICA                                 | 1,559,596         | 1,539,203         | 0            | 20,393           | 99%              |
| Retirement - Non Professional        | 244,517           | 241,452           | 0            | 3,064            | 99%              |
| Retirement - Professional            | 1,559,605         | 1,582,303         | 0            | (22,699)         | 101%             |
| Annuity                              | 85,035            | 94,207            | 0            | (9,172)          | 111%             |
| Tuition Reimb                        | 8,000             | 19,562            | 0            | (11,562)         | 245%             |
| Unemployment Comp                    | 25,000            | 19,825            | 0            | 5,175            | 79%              |
| Workers Com                          | 106,145           | 58,956            | 0            | 47,189           | 56%              |
| <b>TOTAL BENEFITS</b>                | <b>8,629,487</b>  | <b>8,423,278</b>  | <b>0</b>     | <b>206,209</b>   | <b>97.6%</b>     |
| <b>ALL OTHER OPERATING EXPENSES:</b> |                   |                   |              |                  |                  |
| Mast Way                             | 142,137           | 136,443           | 0            | 5,694            | 96%              |
| Moharimet                            | 143,213           | 145,272           | 0            | (2,059)          | 101%             |
| Middle School                        | 321,548           | 290,910           | 0            | 30,638           | 90%              |
| High School                          | 439,563           | 454,516           | 0            | (14,953)         | 103%             |
| District                             | 2,169,329         | 2,149,921         | 0            | 19,408           | 99%              |
| Transportation                       | 701,956           | 613,506           | 0            | 88,450           | 87%              |
| Technology                           | 501,321           | 454,283           | 0            | 47,038           | 91%              |
| Facilities                           | 1,570,170         | 1,430,922         | 0            | 139,248          | 91%              |
| SPED                                 | 1,941,487         | 1,801,964         | 0            | 139,523          | 93%              |
| <b>TOTAL OPERATING</b>               | <b>7,930,723</b>  | <b>7,477,737</b>  | <b>0</b>     | <b>452,987</b>   | <b>94.3%</b>     |
| <b>GRAND TOTAL</b>                   | <b>37,135,145</b> | <b>36,563,367</b> | <b>0</b>     | <b>571,778</b>   | <b>98.5%</b>     |

**Comment Section:**

This report shows the accounts that contribute to fund balance. Additional revenues also add \$525,936 to the total fun balance of \$1,097,714.

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT**

**OFFICE OF THE SUPERINTENDENT**

**36 Coe Drive**

**Durham, New Hampshire 03824**

**Telephone: 603-868-5100**

**Facsimile # 603-868-6668**

---

**Fiscal Year 2015 Budget Goals**

1. The ORCSD 2014-15 Budget will not exceed the cost of living as established by U.S. Government for 2013. Health Insurance, negotiated contracts and State cost shifts/mandate not subject to COLA.
2. Class size will be in accordance to Policy IIB in order to meet the needs of students both for acceleration and remediation.
3. Program growth/staff growth will be analyzed before adding new staff or programs to the the 2014-15 proposed budget to determine if needs can be met by reassignment of staff, reassignment of funds, and/or retirement savings.
4. Tuition funds will be used to maintain and enhance programs, offset capital costs and to lower tax impact on District taxpayers.
5. The ORCSD will standardize curriculum and assessment materials in order to minimize cost, provide quality staff support, and enter into a predictable cycle of resource acquisitions.
6. The proposed 2014-15 budget will account for unique costs associated with the implementation of common core, the draft strategic plan and proposed technology plan.

**SAU #5**

**DURHAM, LEE, MADBURY**



**FY14 Advisory Budget Committee Purpose and Charge  
Adopted by School Board 05/02/12**

**Purpose:**

To form an advisory committee that becomes educated about the ORCSD budget and provides budget recommendations to the School Board. These recommendations will put the needs of the students first and will also be fiscally responsible to taxpayers.

**Charge:**

1. The School Board will provide a list of budgetary concerns that the Advisory Budget Committee will investigate. A written report will be provided during the fall budget process.
2. Provide modeling for the District and Board that show financial impacts based on different scenarios.
3. Will investigate how changes in federal and NH legislation influence local school funding.
4. May recommend methods to improve financial reporting.
5. May recommend methods to improve communication about the budget process to the community.
6. The Advisory Budget Committee will attend School Board Budget meetings that pertain to budgetary discussions and provide input and questions as necessary.
7. The Advisory Budget Committee investigate how best to use funding to bring the facilities up to code in light of the declining enrollment.

**FY14 Advisory Budget Committee Structure  
Adopted by School Board 4/18/12**

**Structure:**

To approve staggering 3 terms for 9 members of the ORCSD Advisory Budget Committee, commencing with the following rotation:

3 continuing members to May 2014:

- Lisa Allison (Lee)
- Steve Woodruff (Lee)
- Philip Dollar (Durham)

2-3 open positions for 1 year term to May 2013

2-3 open position for 3 year terms to May 2015

Desirable to have representation from each community.

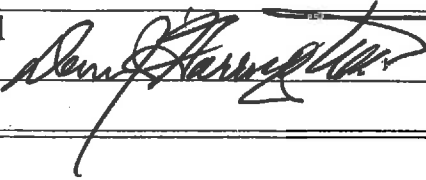
**School Board/Advisory Budget Committee Process  
Reviewed by School Board 5/5/12**

In order to facilitate the budgeting process and allow for an exchange of expertise and knowledge the Oyster River School Board and Advisory Budget Committee will meet together to review the annual school budget.

**Budget Process**

- SchoolBoard will adopt a calendar for Budget Process in early Spring
- Budget Goals will be set by the School Board in May
- School Board may assign focus areas to Advisory Budget Committee for review
- Leadership Team will develop a working budget and each department will review their budget with the Superintendent
- In October the working budget will be presented to the School Board and the Advisory Budget Committee
- Review of the budget will continue with departments and the Advisory Budget Committee from October to December
- The SchoolBoard will approve a budget and warrant articles in December to present to the communities at their Public Hearing in January

Oyster River Cooperative School District  
Nomination Summary  
**Confidential**

|                          |   |
|--------------------------|---|
| Name:                    | Amanda McMeniman  |
| Date:                    | 8/21/13   |
| Position:                | Grade one teacher   |
| Person Replacing:        | Additional staff member (one year)  |
| Budgeted Amount:         |   |
| Recommended Step/Salary: | m Step 6 \$52,217   |
| Interviewed By:          | Superintendent Morse<br>Principal Harrington<br>Former teacher Bratt  |
| # Interviewed:           | 6   |
| Education:               | Wheelock College: Boston; 2000 Master of Science in Education GPA 3.67<br>University of New Hampshire: Durham, NH: 1999 graduate; Bachelor of Science in Kinesiology-P.E., Minor in Elementary Education: Cum Laude   |
| Certification:           | EdID# 106527  |
| HQT Status               |   |
| Related Experience:      | Teacher, First Grade Pearl City, Hawaii 2004-2005<br>Teacher, Grade six Pearl Harbor City Hawii 2002-2004<br>Teacher, Grade 3 Mililani Mauka School 2001-2002<br>Teacher Goshen Intermediate School Grade 5 2000-2001 |
| Comments:                | Child centered, attuned with standards based education, experience with standards based reporting, a collaborator, Math and Science strength, dynamic personality.  |
| Date: <u>8/21/13</u>     | Authorized Signature:   |

**REQUIRED Attachments:**

Resume  3 Letters of Recommendation  Copy of Certification

40223 ✓ 8/23/13

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

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INTEROFFICE MEMORANDUM

---

TO: School Board  
FROM: Dr. James C. Morse, Sr.  
DATE: September 4, 2013  
RE: Appointment of SRO and Truant Officer's

Please nominate the below listed individuals for the 2013-2014 school year:

|                                    |  |
|------------------------------------|--|
| School Resource Officer ORHS/ORMS: | Officer Ed Levesque BOY – February 2014<br>Officer Holly Malasky February 2014 - EOY |
| Truant Officer Mast Way School:    | Sergeant Brian Huppe – Lee   |
| Truant Officer Moharimet School:   | Chief Joseph McGann - Madbury  |

Thank you.



## ORHS ATHLETICS

55 Coe Drive  
Durham, NH 03824  
603-868-2375 x1105  
603-868-1355 Fax

### OYSTER RIVER HIGH SCHOOL ATHLETICS DEPARTMENT

**To:** Dr. Jim Morse, Superintendent  
**From:** Corey Parker  
**Date:** 8/6/13  
**Re:** Additional Fall 2013 ORHS & ORMS Coach and Volunteer Nominees

**Message:**

Please accept the following names for nomination to coach their selected sports this upcoming winter season.

**ORHS Volunteer Positions:**

|               |                      |
|---------------|----------------------|
| Zach Daly     | Golf Team            |
| Emma Wilson   | Cross Country        |
| Josh Goodrich | Boys Varsity Soccer  |
| Leslie Sarno  | Girls Varsity Soccer |
| Kayla Waldron | Unified Soccer Coach |

**Paid Positions:**

**ORHS Paid Positions:**

| Name              | Team                    | Stipend | Years | Longevity | Total              |
|-------------------|-------------------------|---------|-------|-----------|--------------------|
| Sarah Richards    | Girls JV Field Hockey   | \$2,556 | 0     | \$0       | \$2,556            |
| Daniel Watson*    | Boys Reserve Soccer     | \$1,967 | 0     | \$0       | \$1,967            |
| Michelle Crothers | Girls JV Varsity Soccer | \$1,278 | 0     | \$0       | \$1,278 (.5 fte)** |

\*Replacing Jacob Bayer

\*\*Sharing position w/Megan Wiley

**ORMS Paid Position:**

| Name     | Team         | Stipend | Years | Longevity | Total  |
|----------|--------------|---------|-------|-----------|--------|
| Jen Snow | Girls Soccer | \$1,19  | 0     | \$0       | \$1,19 |

Yours in sports,

Corey Parker  
Director of Athletics  
Oyster River Cooperative School District  
[cparker@orcscd.org](mailto:cparker@orcscd.org)

Oyster River Cooperative School District


**COACHING NOMINATION FORM**

|   |   |
|---|---|
| Name of Candidate: <b>Josh Goodrich</b> | School: Oyster River High School                        |
| Position:<br><b>Boys Varsity Soccer</b> | Paid      or <input checked="" type="checkbox"/> Unpaid |
|   |   |

Athletic Director Narrative:

Please accept this nomination for Josh Goodrich as a volunteer coach within our boys' soccer program. Josh, a senior at UNH brings a great deal of high level play and skill development to assist our current coaches and offer another set of eyes to work directly with our players. Josh, a standout high school player will immediately bring another positive instructor to our staff that the kids will benefit greatly from.

Attachments:       Application       References

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

8/16/13  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**


|  |  |
|--|--|
| Name of Candidate: <b>Leslie Sarno</b>   | School: <b>Oyster River High School</b>                        |
| Position:<br><b>Girls Soccer program</b> | Paid      or <input checked="" type="checkbox"/> <b>Unpaid</b> |
|  |  |

**Athletic Director Narrative:**

Please accept this nomination for Leslie Sarno to volunteer again with the girls' soccer program. Leslie, who is working at ORMS is a great help to assist and add additional coach instruction during practices.

Attachments:       Application      References (already employed in ORCSD).

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

  
\_\_\_\_\_  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

|   |   |
|---|---|
| Name of Candidate: <b>Kayla Waldron</b> | School: Oyster River High School                        |
| Position:<br><b>Unified Soccer</b>      | Paid      or <input checked="" type="checkbox"/> Unpaid |
|   |   |

**Athletic Director Narrative:**

Please accept this nomination for Kayla Waldron to become the unified soccer coach for the fall of 2013. Kayla, a special education teacher in the high school does a fabulous job working with the students and encouraging participation. Although a newer program the unified sports is a great outlet and allow athletic participation for some kinds who have never had that experience. Kayla is great at communicating with the parents and very supportive and encouraging to the students.

Attachments: \_\_\_\_\_

References (already employed in ORCSD).

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

8/28/13  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

|  |  |
|--|--|
| Name of Candidate: <b>Sarah Richards</b>               | School: Oyster River High School                             |
| Position:<br><b>Girl's Junior Varsity Field Hockey</b> | <input checked="" type="checkbox"/> Paid      or      Unpaid |
|  |  |

**Athletic Director Narrative:**

Please accept this nomination for Sarah Richards for the girls junior varsity field hockey coach. Sarah, a 2005 graduate of Oyster River returns to our coaching staff after 2 years removed from coaching due to her professional job. At this time I am happy to welcome her back to the program. She brings a wealth of knowledge of the game of field hockey and great skill, having played collegiately at the division I level. I think the kids will welcome her well given her enthusiasm and passion for the game of field hockey.

Attachments:       Application       References

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

8/16/13  
Date



Oyster River Cooperative School District

**COACHING NOMINATION FORM**

|  |  |
|--|--|
| Name of Candidate: <b>Daniel Watson</b>  | School: Oyster River High School                             |
| Position:<br><b>Boy's Reserve Soccer</b> | <input checked="" type="checkbox"/> Paid      or      Unpaid |
|  |  |

**Athletic Director Narrative:**

Please accept this nomination for Daniel Watson as the new boys reserve soccer coach. Because of medical reasons Jacob Bayer must step down and Daniel Watson is an ideal replacement. Dan, a 2004 graduate was a 3 year starter for Oyster River has a wealth of knowledge of the game. Dan returned to assist the boys program in 2008 after graduation from UNH. His professional employment has brought him back to ORHS as a paraprofessional. Being in the building and his great personality will make for a great coach and help transition the freshman not only on the soccer field but act as a mentor for their HS experience as well.

Attachments:       Application       References (Already employed in ORCSD)

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

8/28/13  
\_\_\_\_\_  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

|   |   |
|---|---|
| Name of Candidate: <b>Michelle Crothers</b> | School: <b>Oyster River High School</b>                                     |
| Position:<br><b>Girls JV Soccer</b>         | <input checked="" type="checkbox"/> Paid or <input type="checkbox"/> Unpaid |
|   |   |

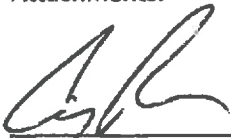
**Athletic Director Narrative:**

Please accept this nomination for Michelle Crothers as a stipend position for the girl's junior varsity soccer program. Michelle, a graduate of ORHS has experience in teaching and playing soccer. In addition she was a collegiate athlete for lacrosse and appreciates and can help mentor our players on time management skills. Having served in the peace corps the past few years she will bring a great perspective to our players and assist in their growth on and off the field.

Attachments:

Application

References

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

8/29/13  
Date

Oyster River Cooperative School District

**COACHING NOMINATION FORM**

|  |   |
|--|---|
| Name of Candidate: <b>Jen Snow</b>             | School: Oyster River High School  |
| Position:<br><b>Middle School Girls Soccer</b> | <input checked="" type="checkbox"/> Paid or <input type="checkbox"/> Unpaid |
|  |   |

**Athletic Director Narrative:**

Please accept this nomination for Jen Snow to be the MS girls' soccer coach. Jen, a teacher at the middle has many years of coaching athletics and playing at the division I level in college. She knows the kids, knows the fundamentals and will create a fun filled learning environment.

**Attachments:**       Application      References (already employed in ORCSD).

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

8/28/13  
Date

|  |                                      |
|--|--------------------------------------|
| OYSTER RIVER COOPERATIVE SCHOOL BOARD  | Policy Code: CHCA                    |
| Draft to Policy Committee: June 11, 2013<br>School Board First Read: June 19, 2013<br>School Board Second Read/Adoption: July 17, 2013 | Page 1 of 1<br>Category: Recommended |

## APPROVAL OF HANDBOOKS AND DIRECTIVES

The Oyster River Cooperative School principal(s) and directors, as applicable, are responsible for the development of student handbooks per administrative handbooks.

The contents of all handbooks must conform with District-wide policies, regulations as well as State and Federal Laws. The Board must annually approve and adopt in the summer of the upcoming school year, all handbooks prior to publication and distribution.

Cross Reference: CHCH-R – Approval of Handbooks and Directives (when written)

For Office Use Only

|       |      |
|-------|------|
| Dist. | Loc. |
|-------|------|

Form DOE-25  
 School Administrative Unit # 5

**NEW HAMPSHIRE STATE DEPARTMENT OF EDUCATION**

**Annual Financial Report**

for the Year Ending June 30, 2013

for the OYSTER RIVER COOPERATIVE School District

**Due to the State Department of Education not later than September 1, 2013**

This document has been prepared in accordance with the  
New Hampshire Financial Accounting Handbook For Local Education Agencies

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete." Per RSA 198:4-d

\_\_\_\_\_  
 School Board Chairperson

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Superintendent of Schools

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Board

\_\_\_\_\_  
 School Board

*[Handwritten signature]*

*[Handwritten signature]*

# SCHOOL FINANCIAL REPORT

For the Year Ending June 30, 2013

For School District of OYSTER RIVER COOPERATIVE, NH

SAU # 5

**DUE TO THE NH DEPARTMENT OF REVENUE**

Not Later Than September 1, 2013

"I certify under the pains and penalties of perjury, to the best of my knowledge and belief, that all of the information contained in this document is true, accurate and complete."  
Per RSA 198:4-d

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools:

\_\_\_\_\_  
Date:

**SCHOOL BOARD MEMBERS**  
*Please sign in ink.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR DRA USE ONLY**

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397

| NAME:                                       |                | OYSTER RIVER COOPERATIVE SCHOOL DISTRICT |                |                  |                |  |
|---|----------------|--|----------------|------------------|----------------|--|
| BALANCE SHEET                               |                | TITLES                                   |                |                  |                |  |
| Acct #                                      | (1)<br>Fund 10 | (2)<br>Fund 21                           | (3)<br>Fund 22 | (4)<br>Fund 30   | (5)<br>Fund 70 |  |
|   | GENERAL        | FOOD SERVICE                             | ALL OTHER      | CAPITAL PROJECTS | TRUST/AGENCY   |  |
| <b>ASSETS</b>                               |                |  |                |                  |                |  |
| <b>Current Assets</b>                       |                |  |                |                  |                |  |
| 100   | 1,782,112.09   | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 110   | 0.00           | 0.00                                     | 0.00           | 0.00             | 1,030,854.42   |  |
| 120   | 0.00           |  |                |                  |                |  |
| 130   | 188,731.64     | 5,115.51                                 | 0.00           | 0.00             | 0.00           |  |
| 140   | 0.00           | 0.00                                     | 195,491.72     | 0.00             | 0.00           |  |
| 150   | 111,481.49     | 18,874.70                                | 100.00         | 0.00             | 0.00           |  |
| 160   |                |  |                | 0.00             |                |  |
| 170   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 180   | 22,400.65      | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 190   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 11. Total Current Assets lines 1 - 10       | 2,104,705.87   | 23,990.21                                | 195,591.72     | 0.00             | 1,030,854.42   |  |
| <b>LIAB &amp; FUND EQUITY</b>               |                |  |                |                  |                |  |
| <b>Current Liabilities</b>                  |                |  |                |                  |                |  |
| 400   | 49,914.12      | 0.00                                     | 129,182.03     | 0.00             | 14,750.00      |  |
| 410   | 0.00           |  |                | 0.00             | 0.00           |  |
| 420   | 198,485.04     | 1,880.91                                 | 55,776.17      | 0.00             | 0.00           |  |
| 430   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 440   | 0.00           |  |                | 0.00             |                |  |
| 450   | 0.00           |  |                | 0.00             |                |  |
| 460   | 126.44         | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 470   | 758,467.56     | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 480   | 0.00           | 22,148.20                                | 0.00           | 0.00             | 0.00           |  |
| 490   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 22. Total Current Liabilities lines 12 - 21 | 1,006,993.16   | 24,029.11                                | 187,959.20     | 0.00             | 14,750.00      |  |
| <b>Fund Equity</b>                          |                |  |                |                  |                |  |
| <b>Nonspendable:</b>                        |                |  |                |                  |                |  |
| 751   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 752   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 756   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| <b>Restricted:</b>                          |                |  |                |                  |                |  |
| 756   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| <b>Committed:</b>                           |                |  |                |                  |                |  |
| 754   | 0.00           | (38.90)                                  | 7,632.52       | 0.00             | 1,016,104.42   |  |
| 755   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 753   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| <b>Assigned:</b>                            |                |  |                |                  |                |  |
| 760   | 0.00           | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 753   | (21,385.00)    | 0.00                                     | 0.00           | 0.00             | 0.00           |  |
| 770   | 1,119,097.71   |  |                |                  |                |  |
| 35. Total Fund Equity lines 23-34           | 1,097,712.71   | (38.90)                                  | 7,632.52       | 0.00             | 1,016,104.42   |  |
| 36. TOT LIAB & FUND EQUITY lines 22 & 35    | 2,104,705.87   | 23,990.21                                | 195,591.72     | 0.00             | 1,030,854.42   |  |

| REVENUES  | GENERAL             | FOOD SERVICE        | ALL OTHER        | CAPITAL PROJECTS        | TRUST           |
|---|---------------------|---------------------|------------------|-------------------------|-----------------|
| <b>Revenue From Local Sources</b>                               |                     |                     |                  |                         |                 |
| 1. Total Assessments  | 25,935,062.01       | 0.00                | 0.00             | 0.00                    | 0.00            |
| 2. Tuition from All Sources                                     | 875,143.48          |                     | 21,648.47        |                         |                 |
| 3. Transportation Fees from All Sources                         | 34,902.52           |                     | 0.00             |                         |                 |
| 4. Earnings on Investments                                      | 4,398.13            | 0.00                | 0.00             | 0.00                    | 343.32          |
| 5. Food Services Sales  |                     | 428,115.77          |                  |                         |                 |
| 6. Other Revenue from Local Sources                             | 124,655.28          | 0.00                | 10,868.75        | 0.00                    | 3,051.00        |
| <b>7. Total Local Non-Tax Revenue Lines 2-6</b>                 | <b>1,039,399.41</b> | <b>428,115.77</b>   | <b>32,517.22</b> | <b>0.00</b>             | <b>3,394.32</b> |
| 8. Total Local Revenue Lines 1 & 7                              | 27,034,461.42       | 428,115.77          | 32,517.22        | 0.00                    | 3,394.32        |
| <b>Revenue from State Sources</b>                               |                     |                     |                  |                         |                 |
| <b>UNRESTRICTED GRANTS-IN-AID</b>                               |                     |                     |                  |                         |                 |
| 9. Adequacy Education Grant                                     | 4,914,022.00        |                     |                  |                         |                 |
| 10. Statewide Enhanced Education Tax                            | 3,600,692.99        |                     |                  |                         |                 |
| 11. Shared Revenues   |                     |                     |                  |                         |                 |
| 12. Other (Specify)   | 0.00                | 0.00                | 0.00             | 0.00                    | 0.00            |
| <b>13. Total Unrestricted Grants-in-Aid 9-12</b>                | <b>8,514,704.99</b> | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>             | <b>0.00</b>     |
| <b>RESTRICTED GRANTS-IN-AID</b>                                 |                     |                     |                  |                         |                 |
| 14. School Building Aid   | 523,742.00          |                     |                  |                         |                 |
| 15. Kindergarten Building Aid                                   | 0.00                |                     |                  | 0.00                    |                 |
| 16. Kindergarten Aid  | 0.00                |                     |                  | 0.00                    |                 |
| 17. Catastrophic Aid  | 91,483.29           |                     |                  |                         |                 |
| 18. Vocational Education  | 3,833.19            |                     |                  |                         |                 |
| 19. All Other Restricted Grants-in Aid                          | 71.93               | 4,499.48            | 0.00             | 0.00                    | 0.00            |
| <b>20. Total Restricted Grants-in Aid (Lines 14-19)</b>         | <b>619,130.55</b>   | <b>4,499.48</b>     | <b>0.00</b>      | <b>0.00</b>             | <b>0.00</b>     |
| 21. Grants-in-Aid Through Other Public Intermediate Agenc       | 0.00                | 0.00                | 0.00             | 0.00                    |                 |
| 22. Revenue in Lieu of Taxes                                    | 0.00                |                     |                  |                         |                 |
| <b>23. Total Revenue from State Sources Lines 13, and 20-22</b> | <b>9,133,836.54</b> | <b>4,499.48</b>     | <b>0.00</b>      | <b>0.00</b>             | <b>0.00</b>     |
| <b>GENERAL</b>  |                     | <b>FOOD SERVICE</b> | <b>ALL OTHER</b> | <b>CAPITAL PROJECTS</b> | <b>TRUST</b>    |



| REVENUES  |  |           |                      |                   |                   |             |             |             |                 |
|---|--|-----------|----------------------|-------------------|-------------------|-------------|-------------|-------------|-----------------|
| <b>Revenue From Federal Sources</b>                                       |  |           |                      |                   |                   |             |             |             |                 |
| 24. Unrestricted Grants-In-Aid  |  | 4100-4299 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| <b>RESTRICTED GRANTS-IN-AID</b>   |  |           |                      |                   |                   |             |             |             |                 |
| 26. Restricted Grants-in-Aid Direct from Fed Govt                         |  | 4300-4399 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 26. Restricted Grants-in-Aid from Fed Gov't thru State                    |  | 4500-4599 | 246,168.68           | 73,816.40         | 760,179.93        | 0.00        | 0.00        | 0.00        | 0.00            |
| 27. Other Revenue for /on Behalf of LEA                                   |  | 4700-4999 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 28. Federal Forest Land Distribution                                      |  | 4810      | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| <b>29. Total Revenue from Federal Gov't (Lines 24-28)</b>                 |  |           | <b>246,168.68</b>    | <b>73,816.40</b>  | <b>760,179.93</b> |             |             |             | <b>0.00</b>     |
| <b>Other Financing Sources</b>  |  |           |                      |                   |                   |             |             |             |                 |
| 30. Sale of Bonds and Notes   |  | 5100-5139 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 31. Reimbursement Anticipation Notes                                      |  | 5140      | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| <b>Interfund Transfers</b>  |  |           |                      |                   |                   |             |             |             |                 |
| 32. Transfer from General Fund  |  | 5210      |                      | 76,152.99         | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 33. Transfer from Special Revenue Funds                                   |  | 5220-5229 | 1,200.00             | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 34. Transfer from Capital Projects  |  | 5230-5239 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 35. Transfer from Capital Reserve Funds                                   |  | 5251      | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 36. Transfer from Trust Funds   |  | 5252-5253 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 37. Compensation for Loss of Fixed Assets                                 |  | 5300-5399 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| 38. Capital Lease/Lease Purchases   |  | 5500-5600 | 0.00                 | 0.00              | 0.00              | 0.00        | 0.00        | 0.00        | 0.00            |
| <b>39. Total Other Financing Sources (Lines 30-38)</b>                    |  |           | <b>1,200.00</b>      | <b>76,152.99</b>  | <b>0.00</b>       | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>     |
| <b>40. Total Revenue &amp; Other Financing Sources (Lines 8,23,29,39)</b> |  |           | <b>36,415,665.64</b> | <b>582,584.64</b> | <b>792,697.15</b> |             |             |             | <b>3,394.32</b> |

| EXPENDITURES   | GENERAL              | FOOD SERVICE      | SPECIAL REVENUE   | CAPITAL PROJECTS | TRUST/AGENCY |
|--|----------------------|-------------------|-------------------|------------------|--------------|
| <b>Instruction</b>   |                      |                   |                   |                  |              |
| 1. Regular Programs  | 14,589,572.54        |                   | 221,311.94        |                  |              |
| 2. Special Programs  | 6,272,703.11         |                   | 525,324.51        |                  |              |
| 3. Vocational Programs   | 36,411.24            |                   | 0.00              |                  |              |
| 4. Other Instructional Programs  | 688,933.79           |                   | 26,799.38         |                  |              |
| 5. Non-Public Programs   | 0.00                 |                   | 0.00              |                  |              |
| 6. Adult & Community Programs  | 0.00                 |                   | 0.00              |                  |              |
| <b>7. Total Instructional Expenditures (Lines 1-6)</b>                 | <b>21,967,681.68</b> | <b>0.00</b>       | <b>773,435.83</b> | <b>0.00</b>      | <b>0.00</b>  |
| <b>Support Services</b>  |                      |                   |                   |                  |              |
| 8. Student Services  | 3,642,556.58         |                   | 18,436.40         |                  |              |
| 9. Instructional Staff   | 353,239.35           |                   | 4,050.00          |                  |              |
| 10. General Administration - SAU Level                                 | 1,131,915.77         |                   | 0.00              |                  |              |
| 11. School Administration  | 1,509,010.43         |                   | 0.00              |                  |              |
| 12. Business   | 563,531.37           |                   | 0.00              |                  |              |
| 13. Operation/Maintenance of Plant                                     | 3,214,793.64         |                   | 0.00              |                  |              |
| 14. Student Transportation   | 1,873,745.32         |                   | 0.00              |                  |              |
| 15. Centralized Services   | 0.00                 |                   | 1,200.00          |                  |              |
| 16. Other Support Services   |                      |                   |                   |                  |              |
| 17. Food Service Operation   |                      | 582,584.64        |                   |                  |              |
| <b>18. Total Support Services (Lines 8-17)</b>                         | <b>12,885,737.51</b> | <b>582,584.64</b> | <b>23,686.40</b>  | <b>0.00</b>      | <b>0.00</b>  |
| <b>Other Outlays</b>   |                      |                   |                   |                  |              |
| 19. Facility Acquisition & Construction                                | 0.00                 |                   | 0.00              | 0.00             |              |
| 20. Debt Service - Principal   | 1,135,000.00         |                   | 0.00              |                  |              |
| 21. Debt Service - Interest  | 493,795.00           |                   | 0.00              |                  |              |
| <b>Other Financing Uses</b>  |                      |                   |                   |                  |              |
| 22. Transfer to General Fund   |                      | 0.00              | 0.00              | 0.00             | 0.00         |
| 23. Transfer to Food Service (Special Revenue) Funds                   | 76,152.99            |                   | 0.00              |                  |              |
| 24. Transfers to All Other Special Revenue Funds                       | 0.00                 |                   | 0.00              |                  |              |
| 25. Transfer to Capital Projects Funds                                 | 0.00                 |                   | 0.00              |                  |              |
| 26. Transfer to Capital Reserves                                       | 37.58                |                   |                   |                  |              |
| 27. Transfer to Expendable Trust Funds                                 | 3,356.74             |                   |                   |                  |              |
| 28. Transfer to Nonexpendable Trust Funds                              | 0.00                 |                   |                   |                  |              |
| 29. Transfer to Fiduciary Fund   | (3,394.32)           |                   |                   |                  |              |
| 30. Allocation to Charter Schools                                      | 0.00                 |                   | 0.00              |                  |              |
| 31. Allocation to Other Agencies                                       | 0.00                 |                   | 0.00              |                  |              |
| <b>32. Total Other Outlays and Financing Uses (Lines 19-31)</b>        | <b>1,709,947.99</b>  | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>  |
| <b>33. Total Expenditures for All Purposes (Lines, 7, 18 &amp; 32)</b> | <b>36,563,367.18</b> | <b>582,584.64</b> | <b>797,122.23</b> | <b>0.00</b>      | <b>0.00</b>  |

| AMORTIZATION OF LONG TERM DEBT<br>For the Fiscal Year Ending on June 30th<br>REPORT IN WHOLE DOLLARS | (1)<br>DEBT 1 | (2)<br>DEBT 2 | (3)<br>DEBT 3 | (4)<br>DEBT 4 | (5)<br>DEBT 5 | (6)<br>TOTAL |
|--|---------------|---------------|---------------|---------------|---------------|--------------|
| Length of Debt (yrs)   | 0             | 0             | 0             | 20            | 20            |              |
| Date of Issue (mm/yy)  | 0             | 0             | 0             | 11/01         | 08/03         |              |
| Date of Final Payment(mm/yy)   | 0             | 0             | 0             | 11/21         | 02/23         |              |
| Original Debt Amount   | 0.00          | 0.00          | 0.00          | 2,300,000.00  | 20,406,711.00 |              |
| Interest Rate  | 0.00          | 0.00          | 0.00          | 4.22          | 4.09          |              |
| Principal at Beginning of Yr   | 0.00          | 0.00          | 0.00          | 1,150,000.00  | 11,220,000.00 | 12370000.00  |
| New Issues This Year   | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          | 0.00         |
| Retired Issues This Yr   | 0.00          | 0.00          | 0.00          | 115,000.00    | 1,020,000.00  | 1135000.00   |
| Remaining Principal Bal Due  | 0.00          | 0.00          | 0.00          | 1,035,000.00  | 10,200,000.00 | 11235000.00  |
| Remaining Interest Bal Due   | 0.00          | 0.00          | 0.00          | 211,600.00    | 2,249,355.00  | 2460955.00   |
| Remaining Debt(P&I) Bal Due  | 0.00          | 0.00          | 0.00          | 1,246,600.00  | 12,449,355.00 | 13695955.00  |
| Amount of Prin to be Paid Next Fisc. Yr  | 0.00          | 0.00          | 0.00          | 115,000.00    | 1,020,000.00  | 1135000.00   |
| Amount of Interest to be Paid Next Fisc Yr.  | 0.00          | 0.00          | 0.00          | 43,355.00     | 413,865.00    | 457220.00    |
| Total Debt (P&I) to be Paid Next Fisc. Yr  | 0.00          | 0.00          | 0.00          | 158,355.00    | 1,433,865.00  | 1592220.00   |