

**Oyster River Cooperative School District
REGULAR MEETING**

December 4, 2013

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 11/20/13 meeting minutes.
- V. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- VI. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - PTO Update
 - B. Superintendent’s Report**
 - Elementary Enrollment Balance Options Update
 - C. Business Administrator**
 - Draft Warrant Article
 - D. Student Senate Report**
 - E. Other:**
 - Long Range Planning Committee – November 2013 Projection
 - ORHS –New Guidance Model at High School and student supports
 - ORMS – Youth Risk Behavior Survey Results
- VII. DISCUSSION ITEMS**
- VIII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve ORHS Overnight Field Trips – NHMEA Jazz Festival 2/6/14-2/8/14 and NHMEA All State Ensembles – 4/10/14-4/12/14
 - Motion to approve list of policies
- IX. SCHOOL BOARD COMMITTEE UPDATES**
- X. PUBLIC COMMENTS**
- XI. CLOSING ACTIONS**
 - A. Future meeting dates:** 12/18/13, 1/2/14 regular meeting
- XII. ADJOURNMENT**
- XIII. NON-PUBLIC SESSION: RSA 91-A:3 {If Needed}**
NON-MEETING SESSION: RSA 91-A:2 {If Needed}

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

Respectfully submitted,

Superintendent

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

Oyster River Cooperative School District
SAU #5

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

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

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

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

Oyster River Cooperative School District Members:

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

Information Regarding Nonpublic Session

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

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

**Oyster River Cooperative School District
Regular Meeting**

November 20, 2013

**6:30 p.m.
DRAFT**

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

ADMINISTRATORS PRESENT: Superintendent Jim Morse, Carolyn Eastman, Susan Caswell, Dennis Harrington, Jay Richard, Carrie Vaich, Todd Allen, and Catherine Plourde

MEMBERS OF THE PUBLIC: There were approximately thirty-five members of the public present for this meeting.

I CALL TO ORDER: Chair Maria Barth called the meeting to order at 7:00 p.m.

The Superintendent will be giving his enrollment presentation prior to the public comment section of the meeting.

II PLEDGE OF ALLEGIANCE:

IV APPROVAL OF MINUTES:

October 23rd Minutes: Revision: Replace “approve” with “fund”

October 16th Minutes: Revision: Move the vote to after Megan Turnbull’s comment.

Al Howland moved to approve the October 23 and October 16th minutes with the above revisions, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

November 6th Minutes: Kenny Rotner moved to approve the November 6th minutes, 2nd by Al Howland. Motion approved 7-0 with the Student Representative voting in the affirmative.

Approval of Manifests: Vendor Manifest #12: \$288,408.03

DISTRICT REPORTS

Assistant Superintendent/Curriculum and Instruction Report(s): None

Superintendent Report:

Elementary Enrollment Balance Options:

Superintendent Morse presented the Elementary Enrollment Balance Options:
Goals Guiding Superintendent Morse's Recommendations:

Decrease the disparity in enrollment between Moharimet at 409 students and Mast Way at 292 students.

Bring the enrollment members at the two schools within functional capacity which is 349 students for Moharimet and 369 students for Mast Way.

Create a solution that is permanent that does not require students changing schools every five or so years

Eliminate the use of portable classrooms at Moharimet

School Board Directive:

The School Board directed the Superintendent at the last board meeting "to present other options with at least one being that Kindergarten be moved to Mast Way....by November 20"

Superintendent Morse detailed the cost/savings of each model as well as the parent concerns.

Another option was conceived by a group of parents looking for a solution that could unite our community. Their idea would be for the administration to have the authority to place students so that the goal of equitable enrollment can be achieved without divisiveness or contention.

Highlights of their idea are to maintain the K-4 Model with the following conditions:

Unenrolled Kindergarten students without siblings would be placed by administration to Mast Way for the fall of 2014.

Any new students to the District in grades 1-4 would be placed by administration in Mast Way.

Enrollment would be managed every year so that new students would be placed at Mast Way until it reaches comparable enrollment with Moharimet.

Even after school to school equity is reached, enrollment would continue to be managed by administration to ensure that grade to grade equity is achieved.

No new buses will be needed

Population density or busing would guide placement

No children is forced to relocated from Moharimet to Mast Way

The Modular at Moharimet is eliminated by 2017

Improve Special Education classroom space in Moharimet by 2016

Superintendent Morse feels that there is real potential to the Managing Enrollment option that needs refinement. He is asking the School Board's permission to work with a cross section of the community to work through this option more thoroughly.

Final Result

No option has absolute support

Regardless of the option chosen we recognize there needs to be:

Collaboration among staff

Elementary wide events

Engage the elementary PTO's/Consider forming one PTO serving both schools

The goal is to provide equity and cohesiveness between Mast Way and Moharimet.

Rob McEwan presented an Executive Summary of a Proposed Managed Enrollment Plan:

This plan defines the goal as equity, not equal enrollment
Manage future Kindergarten class sizes so they are balanced to reflect the capacity of the two schools

If you have a child at Mast Way now, your family stays at Mast Way

If you have a child at Moharimet now, your family stays at Moharimet

The Managed Enrollment Plan Adheres to Board and Community goals:

Puts Moharimet under functional capacity in 2014 with Modulars

Restores second SPED room to Moharimet in 2014

Retires Modulars in 2016

No impact to current students and their families from transitions or future school splits

Space for all-day Kindergarten will be available in 2016

Families that are new to the district will be assigned to a grade school by the SAU.

Retain modulars for two years

Return SPED/Extended Resource Room immediately.

Superintendent Morse is asking for the Board to delay the decision until the December 18th meeting. This will allow time to assemble a Superintendent's Advisory Committee that will consist of parents and staff members that will work together to find resolve for the inequitable enrollment issue.

The Board had a lengthy discussion with the Superintendent reviewing each of the options. At the Boards direction, Superintendent Morse will be focusing on the Managed Enrollment Plan and the K-2 3-4 Options.

DISCUSSION ITEMS

Guild Request for Interpretation of Policy BHC and Policy GBB and Update from Policy Update: Chair Maria Barth discussed the staff members who are also residents in the District. This has been sent to legal counsel and the Policy Committee for review. Tom Newkirk read a letter from the Guild. They

would like to see a Policy crafted to allow dialogue and meaningful exchange ideas.

PUBLIC COMMENTS:

Dean Rubine of Lee spoke of the elementary options. He spoke of redrawing the District line and grandfathering the current families in the schools.

Allison Mueller of Durham discussed the Managed Enrollment option. Some consequences would have a divide in the community and neighborhoods. This model is dangerous for home values in the District by the uncertainty of where their children would attend school.

Denise Day of Durham discussed enrollment projections in the District and thinks that the Board needs to look carefully at any options with numbers that need to be accurate.

Rob McEwan of Madbury spoke that the group putting forth the managed enrollment did not target any neighborhoods. It must include siblings and grandfathering and allow administration flexibility in assigning schools.

Nate Fitch of Durham thinks that once more details are determined to see which option is better academically. Which option will gain the most academic benefit? He is in favor of the management enrollment option.

Peter Jacobs of Madbury feels that there should not be any decisions made in the District without a Strategic Plan in place.

Eric Archey of Madbury feels that Managed Enrollment is the best option is for the District.

Michael Williams of Durham urged the Board to have the committee look at only one option and bring back a proposal for approval. He feels that if Moharimet adds two classrooms it will allow for a lot more flexibility.

Tom Merrick of Durham feels that if they adopt goals which will adopt policies and rules.

Vail Cox of Madbury feels that the solution does not have to be solved overnight. She urged the Board to not consider options 1 and 2. She would like the Board to vote for an ongoing management enrollment plan.

Nicole Toy of Durham would like the Board to make a change that is a community decision.

Laura Williams of Durham supports a K-4 model in the schools. She doesn't feel that the real estate market will be affected by the redistricting.

Catherine Eddy of Madbury spoke about high school tuitioning and feels that we are moving too fast with considering a long term contract with another school.

REPORTS

Tuition Update: Superintendent Morse feels that we are close to presenting to the Board options. They are still in discussions with both Barrington and Newmarket. A finalized draft will be presented at the December 18th Board meeting.

Business Administration: Sue Caswell presented the proposed tuition rates for the FY2014 Durham UNH rate. This rate is used as the basis upon which the Town of Durham seeks a "payment-in-lieu-of-taxes" from UNH for those children residing in UNH's family housing facility (Forest Park) and as the rate charged at 1/3 to those staff that reside outside the District and have children attending ORCSD schools. The estimated cost per pupil resultant numbers is as follows:

| | |
|----------------|----------|
| Elementary: | \$16,289 |
| Middle School: | \$15,576 |
| High School: | \$17,837 |

Tom Newkirk to approve the above tuition rates, 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

Student Senate Report: None

Oyster River High School Coaches:

Volunteer Positions:

| | |
|--------------|-----------------|
| Jason Nifong | Boys Basketball |
| Mark Newton | Frisbee Coach |

Paid Positions:

| | | |
|---------------|--|---------|
| Leslie Sarno | Girls 7 th Grade Basketball | \$1,919 |
| Paul Kerrigan | Boys JV Basketball | \$3,242 |
| Nate Grove | Boys 7/8 Intramural | \$ 876 |

Kenny Rotner moved to approve the above coach positions, 2nd by Ann Lane. Motion approved 7-0 with the Student Representative voting in the affirmative.

SCHOOL BOARD COMMITTEE UPDATES: Chair Maria Barth is resigning from the Communications Committee and appointed Kenny Rotner as her replacement.

Ann Lane moved to appoint Kenny Rotner to the Communications Committee, 2nd by Megan Turnbull. Motion approved 7-0 with the Student Representative voting in the affirmative.

PUBLIC COMMENTS: Vail Cox feels that the Policy resolution for the educators is important.

David Taylor of Durham noted that any appointments need to be approved by the Board. The Advisory Committee needs to be public.

Dean Rubine of Lee talked about the managed enrollment of moving all the new kids to the District.

Rob McEwan of Madbury noted that the schools will even out in 2017 with the management enrollment option.

CLOSING ACTIONS:

Future Meeting Dates: December 4 and December 18

Page 8
November 20, 2013

DRAFT

ADJOURNMENT: Al Howland moved to adjourn the meeting at 10:15 p.m., 2nd by Kenny Rotner. Motion approved 7-0 with the Student Representative voting in the affirmative.

Respectfully yours,

Laura Grasso Dobson
Recording Secretary

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

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

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

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

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

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

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

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

| | | |
|-----------|----|--------|
| 2014-2015 | \$ | xx,xxx |
| 2015-2016 | \$ | xx,xxx |
| 2016-2017 | \$ | xx,xxx |

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

ARTICLE 4: Shall the District raise and appropriate a supplemental appropriation of \$1.00 for the purpose of an addition of a cafeteria for the Moharimet School. The amount will be funded from the Local Government Center premium holiday funds.
The School Board recommends this appropriation. (Majority vote required)

ARTICLE 5: Shall the District vote to discontinue the following Capital Reserve Funds with said funds with accumulated interest to date of withdrawal, to be transferred to the municipality's general fund:
Facilities Development Capital Reserve Fund – Established: March 9, 1999 - \$98,289

ARTICLE 6: Tuition students

ARTICLE 7: Shall the District raise and appropriate as an operating budget, not including appropriations by special warrant article and other appropriations voted separately, the amount set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$ xx,xxx,xxx distributed as follows: Fund 10 = \$ xx,xxx,xxx (regular operating budget); Fund 21 = \$ xxx,xxx (expenditures from food service revenues); Fund 22 = \$ xxx,xxx (expenditures from federal/special revenues); Fund 23 = \$ x,xxx (expenditures from pass through funds)? Should this article be defeated, the operating budget shall be \$ xx,xxx,xxx (Default Budget) which is the same as last year with certain adjustments required by previous action of the district or by law; or the district may hold one special meeting in accordance with RSA 40:13, X, and XVI to take up the issue of the revised operating budget only. *The School Board recommends this appropriation. (Majority vote required)*

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

Maria Barth, Chairperson

Thomas Newkirk, Vice-chair

Kenneth Rotner

Allan Howland

Edwin Charle

Megan Turnbull

Ann Lane

Enrollment Projections for ORCSD, 2013-2023

Long Range Planning Committee

Michael Goldberg Tom Merrick David Taylor Robert Mohr Lisa Allison

Frank Radack Lorna Jacobsen Jennifer De Stefano Katrin Kasper

November, 2013

Enrollment Projections Report 2013-2023

- Describe LRPC Purpose and Methodology
- Present the ten year enrollment projections
- Provide Elementary Enrollment projections by School
- Provide High School projections to 2025.
- Questions and Discussion

Summary of LRPC Goals

- Provide the School Board with enrollment projections for each of the next 10 years.
- Make every effort to provide projections for the following school year in the fall when they can be used in the budgeting process.
- Continually improve and refine the model used to make enrollment projections.

ORCSD

November 2013

3

Enrollment Up this Year, But Decline Will Resume

- Peak enrollment was 2,393 in 2000
- 2013-14 (excluding tuition) is 1,988
 - *Decline over 13 years was 405*
- Projected 2023-24 (excluding tuition) 1,649
 - *Decline over 10 years projected to be 339*
- Projected 2023-24 with current Barrington tuition arrangement 1,732

ORCSD

November 2013

4

Suddenly, Last Summer...

- Many more students moved in than out.
- Most of the new students were in Elementary and Middle School grades.
- Moharimet saw a greater number of net move-ins than Mast Way.
- This put more students into the grades below HS and it raised grade progression ratios.
- Births rose from a low of 69 in year ending 10/31/2012 to 81 in year ending 10/1/ 2013.

ORCSD

November 2013

5

How This Changes the Projections

- Projected total enrollment to stay around 2,000 students for five years.
- Declines resume in 2018-2019, driven by lower birth rates.
- Overall rate of decline is slower because grade progression ratios are higher.
- Increase at HS in next five years as Middle Schoolers move up.

ORCSD

November 2013

6

Methodology

- Kindergarten and Grade 1

Historical and projected births and enrollment trends are used to project the number of students (using linear regression).

- Grades 2 – 12

Grade Progression Ratios (GPRs) are used to forecast the number of students.

Projections for Grades 2-12

- Calculate GPR's for each grade and year.
- Find the 5-year average GPR for each grade.
- Apply average GPRs to actual and predicted enrollments to predict enrollments into the future.
- Takes into account the net migration (in-migration and out-migration) over time and by grade.

What is a “Grade Progression Ratio?”

Number of students in grade J and year t

+

Add students who move to ORSD in grade J+1 and year t+1

-

Subtract students who leave ORSD before grade J+1 and year t+1

=

Number of students in grade J+1 and year t+1

A numerical example:

200 students in 5th grade in 2012

+ 10 new students join ORSD at the 6th grade for 2013

-5 students leave ORSD before 6th grade in 2013

= 205 students in 6th grade in 2014

GPR (5th to 6th = $205/200 = 1.025$)

GPRs Account for Net New Students

- More families with children moving in than moving out. (5 year average used)
- All GPRs are in the range of 1.01 – 1.05 except High School, which is impacted by tuition students coming in and native students going to private schools.

Elementary School Split

- Historical ratios used to estimate K and grade 1 split between the schools.
- GPR for each elementary school is used to project grades 2-4 based on projections for grades 1-3 at that school.
- Change in methodology – Different GPRs used for Moharimet and Mast Way.
- Future housing changes and redistricting are not reflected in the projected elementary split.

Projection Range (Plus and Minus)

- Historical LRPC Projections 1994 – 2012 (19 years of forecasts, each predicting 10 future years)
- Subtract Actual Enrollment for each predicted year
- Take the absolute value of the difference and divide by the actual enrollment figure to get a percentage.
- Find the average percentage difference for each forecast horizon (1 to 10 years out).

The Projections



**Enrollment Projections Summary
For Oyster River School District
Preliminary October 1, 2013-14 Actual to 2023-24 Projected**

| Year | K | 1-4 | 5-8 | 9-12 | Total | Average Absolute Error of Estimate | |
|--------------------|---------------|----------------|----------------|----------------|-----------------|------------------------------------|-------|
| | | | | | | Percent Error To Total | |
| 2013-14 | 99 | 601 | 682 | 676 | 2058 | Actual Year | |
| 2014-15 | 108 | 601 | 680 | 696 | 2085 | One Year Out | 1.7% |
| 2015-16 | 107 | 582 | 689 | 688 | 2067 | Two Years Out | 2.5% |
| 2016-17 | 89 | 573 | 665 | 740 | 2067 | Three Years Out | 3.3% |
| 2017-18 | 83 | 518 | 665 | 753 | 2019 | Four Years Out | 4.7% |
| 2018-19 | 89 | 471 | 664 | 750 | 1974 | Five Years Out | 6.1% |
| 2019-20 | 91 | 441 | 644 | 759 | 1935 | Six Years Out | 7.6% |
| 2020-21 | 94 | 414 | 634 | 733 | 1875 | Seven Years Out | 9.0% |
| 2021-22 | 92 | 415 | 573 | 734 | 1813 | Eight Years Out | 10.5% |
| 2022-23 | 92 | 428 | 521 | 733 | 1774 | Nine Years Out | 13.0% |
| 2023-24 | 96 | 439 | 488 | 710 | 1732 | Ten Years Out | 15.8% |

Elementary School Projections

LRPC Projections based on October 1, 2013 Enrollment

| | Mast Way Projections | | | | | | Moharimet Projections | | | | | | Total |
|---------|----------------------|----|----|----|----|----------|-----------------------|----|----|----|-----|-----------|-------|
| | K | 1 | 2 | 3 | 4 | MW Total | K | 1 | 2 | 3 | 4 | MOH Total | |
| 2013-14 | 42 | 66 | 50 | 74 | 61 | 293 | 57 | 91 | 89 | 78 | 92 | 407 | 700 |
| 2014-15 | 47 | 61 | 68 | 50 | 75 | 301 | 60 | 81 | 94 | 93 | 80 | 408 | 709 |
| 2015-16 | 47 | 54 | 63 | 67 | 50 | 281 | 58 | 72 | 84 | 99 | 96 | 409 | 690 |
| 2016-17 | 39 | 54 | 56 | 62 | 68 | 279 | 49 | 71 | 74 | 88 | 101 | 383 | 662 |
| 2017-18 | 36 | 45 | 55 | 55 | 63 | 254 | 46 | 59 | 74 | 78 | 90 | 347 | 601 |
| 2018-19 | 39 | 42 | 46 | 55 | 56 | 238 | 49 | 55 | 61 | 77 | 80 | 322 | 560 |
| 2019-20 | 40 | 42 | 43 | 46 | 55 | 226 | 51 | 55 | 57 | 64 | 79 | 306 | 532 |
| 2020-21 | 41 | 43 | 43 | 43 | 46 | 216 | 52 | 57 | 57 | 60 | 66 | 292 | 508 |
| 2021-22 | 41 | 45 | 44 | 43 | 43 | 216 | 51 | 60 | 59 | 60 | 61 | 291 | 507 |
| 2022-23 | 40 | 47 | 46 | 44 | 43 | 220 | 51 | 63 | 62 | 62 | 62 | 300 | 520 |
| 2023-24 | 42 | 46 | 48 | 46 | 44 | 226 | 53 | 62 | 65 | 65 | 64 | 309 | 535 |

ORCSD

November 2013

16

HS Tuition Students in Projection

HS Tuition Students

| Year | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Tuition Total | HS Total Without Tuition |
|---------------|---------|----------|----------|----------|---------------|--------------------------|
| Actual → 2013 | 23 | 18 | 17 | 12 | 70 | 606 |
| 2014 | 23 | 24 | 17 | 17 | 82 | 614 |
| 2015 | 22 | 25 | 23 | 18 | 88 | 600 |
| 2016 | 25 | 23 | 25 | 24 | 97 | 643 |
| 2017 | 26 | 27 | 22 | 25 | 99 | 654 |
| 2018 | 23 | 26 | 26 | 23 | 99 | 651 |
| 2019 | 24 | 24 | 26 | 26 | 101 | 658 |
| 2020 | 22 | 24 | 23 | 26 | 96 | 637 |
| 2021 | 26 | 22 | 24 | 24 | 97 | 637 |
| 2022 | 23 | 26 | 22 | 24 | 96 | 637 |
| 2023 | 21 | 24 | 26 | 13 | 84 | 626 |
| 2024 | 21 | 21 | 23 | 26 | 91 | 606 |
| 2025 | 17 | 21 | 21 | 25 | 83 | 547 |

ORCSD

November 2013

16

HS Enrollment from District

Oyster Rive HS Enrollment
Actual and Projections Without Tuition

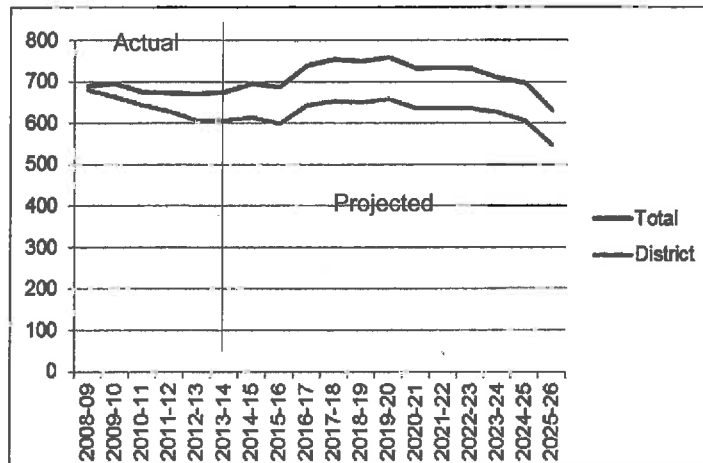
| Grade | 9 | 10 | 11 | 12 | Total |
|-------|-----|-----|-----|-----|-------|
| 2008 | 143 | 169 | 182 | 180 | 680 |
| 2009 | 145 | 150 | 185 | 182 | 662 |
| 2010 | 160 | 185 | 148 | 170 | 643 |
| 2011 | 154 | 160 | 165 | 150 | 629 |
| 2012 | 129 | 161 | 154 | 162 | 606 |
| 2013 | 161 | 128 | 184 | 153 | 606 |
| 2014 | 160 | 182 | 127 | 165 | 614 |
| 2015 | 151 | 161 | 161 | 127 | 600 |
| 2016 | 171 | 152 | 159 | 181 | 643 |
| 2017 | 171 | 172 | 151 | 180 | 654 |
| 2018 | 157 | 173 | 170 | 151 | 651 |
| 2019 | 158 | 158 | 171 | 171 | 658 |
| 2020 | 148 | 160 | 157 | 172 | 637 |
| 2021 | 172 | 150 | 158 | 157 | 637 |
| 2022 | 156 | 174 | 148 | 159 | 637 |
| 2023 | 138 | 158 | 172 | 158 | 626 |
| 2024 | 137 | 140 | 156 | 173 | 606 |
| 2025 | 114 | 139 | 138 | 156 | 547 |

ORCSD

November 2013

17

HS Enrollment Projection with Current Barrington Tuition Arrangement



ORCSD

November 2013

18

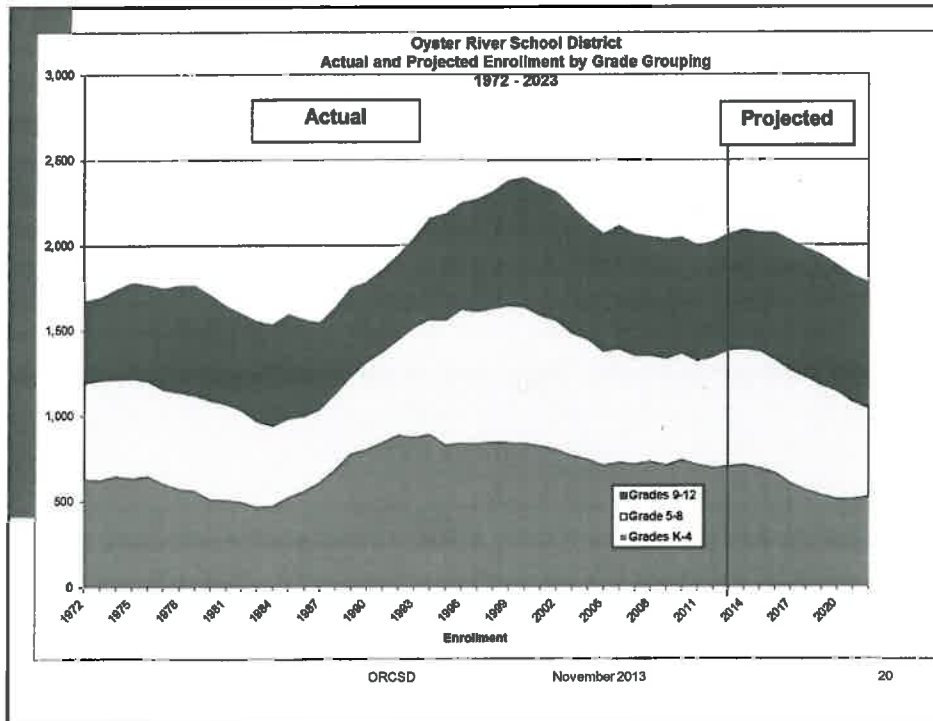
Accuracy of High School Projections

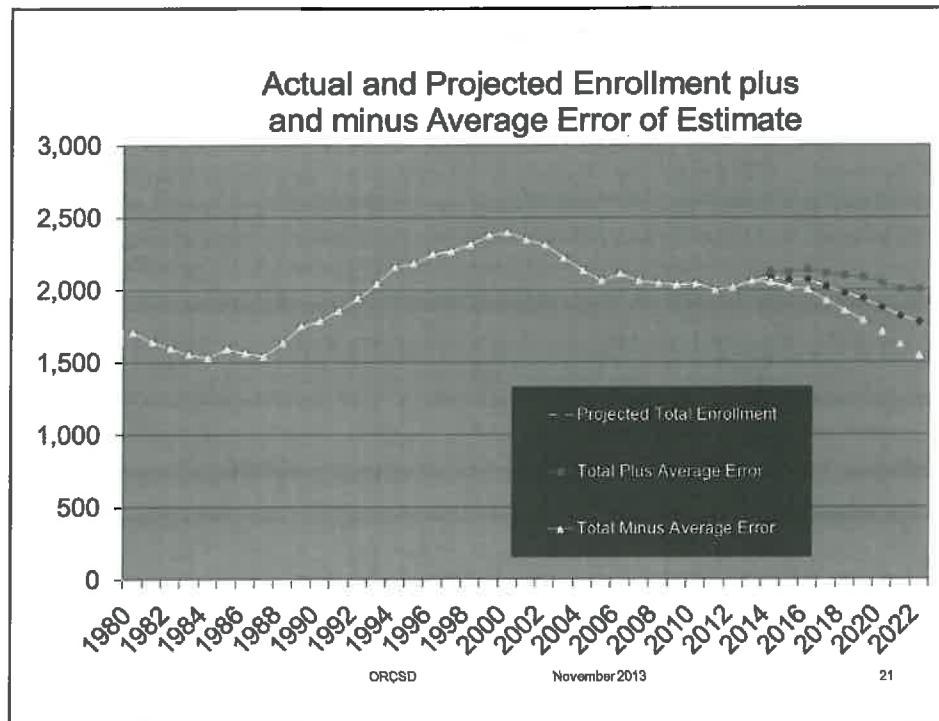
| | <u>Grade 9</u> | <u>Grade 10</u> | <u>Grade 11</u> | <u>Grade 12</u> | <u>Total</u> | <u>% + or -</u> |
|--|----------------|-----------------|-----------------|-----------------|--------------|-----------------|
| 2013 Actual | 161 | 128 | 164 | 153 | 606 | |
| <i>Predictions Made for 2013 in prior years:</i> | | | | | | |
| 2006 | | | | | 566 | -6.6% |
| 2007 | | | | | 561 | -7.4% |
| 2008 | | | | | 617 | 1.8% |
| 2009 | 159 | 135 | 151 | 153 | 598 | -1.3% |
| 2010 | 164 | 139 | 155 | 158 | 616 | 1.7% |
| 2011 | 166 | 150 | 155 | 159 | 630 | 4.0% |
| 2012 | 158 | 131 | 157 | 156 | 602 | -0.7% |

ORCSD

November 2013

19





Why Do We Project Enrollment Will Decline Longer Term?

- Dramatic Decline in Adults of Childbearing Age, taking account of net move-ins.
- Lowest birth rate in the nation in New Hampshire.
- New England the lowest region.
- Confirmed by Actual Dramatic decline in Births over the past 10 years:

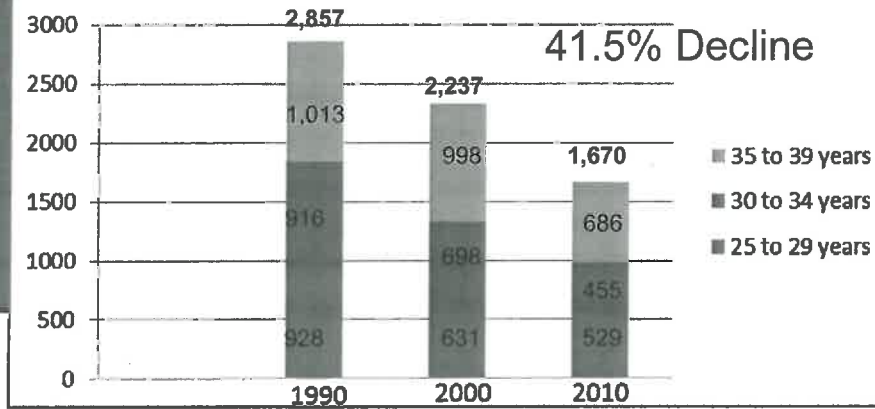
***130 in 2002 cohort, 69 in 2012 cohort,
81 in 2013 cohort***

Summary

- Total ORCSD enrollment is projected to remain over 2,000 for four more years, then decline to 1,732 in 2023-24, reflecting a decline of about 300 students in the last 6 projection years.
- The number of elementary school students will decrease, with elementary enrollment dropping by about 165 students over 10 years.
- Middle school enrollment, now 682, is projected to rise to 690 in 2015-16, then drop to under 500 by 2023.
- High School enrollment (including Barrington), now 676, rises to 760 in 2019-20, then declines to 630 in 2025-26.
- Without tuition students, High School enrollment, now 606, rises slightly as current Middle Schoolers move through, then declines to current level in 2024-25 and 550 in 2025-26.

Any Questions?

ORCSD Adults in Prime Childbearing Years *Source: Us Census Bureau*



ORCSD

November 2013

25

Births Drive Enrollment Births By Cohort Year (Oct 1 – Sept 30)

| Year | Births to Mothers Residing in ORCSD | | Current Enrollment | Year they will enter grade | |
|------|-------------------------------------|--|--------------------|----------------------------|------|
| | 12 Mos Ending 9/30 | | | 2013 | 12 |
| 2001 | 124 | | | 9 | 12 |
| 2002 | 130 | This cohort is currently in sixth grade | 175 | 2016 | 2019 |
| 2003 | 119 | | | | |
| 2004 | 118 | | | | |
| 2005 | 110 | | | | |
| 2006 | 92 | This cohort is currently in second grade | 139 | 2020 | 2023 |
| 2007 | 101 | | | 2021 | 2024 |
| 2008 | 101 | | | 2022 | 2025 |
| 2009 | 90 | This cohort is in Kindergarten Sept 2014 | | 2023 | 2026 |
| 2010 | 93 | | | 2024 | 2027 |
| 2011 | 74 | | | 2025 | 2028 |
| 2012 | 69 | | | 2026 | 2029 |
| 2013 | 81 | | | 2027 | 2030 |

Source: New Hampshire Department of State Division of Vital Records Administration

ORCSD

November 2013

26

School Counseling Model Change

The 2013-2014 school year has brought with it significant changes for the ORHS Counseling Office. We welcomed two new counselors to the office: Kim Cassamas and Jason Baker, as well as a new Counseling Office secretary, Sandi Osterloh. Structurally, the 680 students are divided by alphabet between the 3 school counselors: Kim Cassamas, Jason Baker and Kim Sekera. All counselors now manage 504 plans, as well as the academic, social/emotional and career needs of their respective caseload. Heather Machanoff, Counseling Director, no longer has a dedicated caseload. The structural changes allow the Counseling Office to more effectively serve the ORHS student body while simultaneously improve or develop programming to meet ever changing student needs. With this in mind, the Counseling department will be revising the mission statement to reflect the new model, as well as the current philosophy of the staff.

Counselors meet with students as needed, in addition to those in crisis. Individual counseling takes place daily, when needed. IN response to the increasing anxiety and stress level reported by teachers and students, the Counseling Office will be running a Stress Management group during office hours in December and January. The long-term goal is to establish other relevant topic-groups throughout the school year.

Curriculum work has been ongoing, however, this year the Counseling department paired with the Social Studies department to create curriculum related to creating a culture of kindness at ORHS, utilizing the movie Bully. The showing of the movie to both freshman students, as well as parents, is the first piece of the curriculum development, which is ongoing. The Counseling Office will continue to pursue opportunities to pair with relevant curriculum whenever possible.

Additionally, the delivery of career and college planning services is assessed yearly, and changes/improvements are made in response to student needs. This year, the office added 2 day-time and 2 afterschool application help sessions to assist students with the completion of college applications, and the use of Naviance. The Counseling Department will be offering a College Application Boot camp in the summer of 2014 as well.

Increased communication is a priority for the Counseling Office. In addition to the newsletters provided to students and families, the Counseling website is an excellent vehicle to deliver information. During the first quarter, major revisions have occurred, and while there is still some work to do, the website is almost complete. The utilization of the TV's located around the school enhances the ability to deliver information in a timely manner. With increased communication in mind, the Counseling department has paired with ORTV to create a recurring segment called 'Counselor Corner' on various topics throughout the school year.

In an effort to meet student needs, counselors will continue the practice of creating a preliminary 4 year plan with all freshmen. Meetings are ongoing, and students will meet once again in March to review the plan in light of course selection. Moving forward, the Counseling Office will introduce summer opportunities for incoming freshman and parents to meet their respective counselor and discuss this preliminary 4 year plan.

The structural as well as staff changes provide a great opportunity for counselors to support not only students, but teachers and administrators as well. With the use of the RTI (Response to Intervention) team, counselors assist in creating action plans to assist students with academic and social/emotional needs. Supports can include teacher support during office hours, the homework den afterschool, and when determined necessary, the Learning Lab. The ORCSD contracts with Community Partners, our local mental health agency, for school-based services. ORCSD also has a LADC (Licensed Alcohol and Drug Counselor) available for students 2 days per week.

The social/emotional support for our school community, in particular our high school, is a priority this year. The ORHS Crisis Team meets regularly to plan and implement supports for students and staff. As a result of these efforts over the last year staff and students have been provided expanded counseling and stress reduction opportunities. In addition, the professional staff has been provided 2 days of training on suicide prevention and post-vention strategies from The National Alliance on Mental Illness, New Hampshire. These training days were seen as extremely valuable by our staff. The crisis team also promoted a community forum in April on the subject of suicide geared toward engaging the entire community in a dialogue on mental health issues. This forum was attended by a variety of community faith leaders, mental health professionals and concerned community members. As a school community we continue to make the mental health and well-being of our students a high priority.

School Counseling Office (Formerly the Guidance Office)

- ~ Align with ASCA
- ~ Comprehensive job description
- ~ Perception
- ~ Accurate reflection of new model and staff philosophy



Counseling Office Staff

- Kim Cassamas A-Go
- Jason Baker Gr-N
- Kim Sekera O-Z
- Sandi Osterloh, Secretary



2013-2014 School Year

- Website work is nearly complete
- Freshman meetings ongoing to discuss 4-year plan
- Bully Curriculum Developed with Social Studies Dept. (ongoing)
- Introduction of Freshman and Sophomore newsletter
- Recurring segment on ORTV News: "Counselor Corner"
- Application Help Sessions
- Stress Management Groups
- Social Media Awareness (THINK)



Impacts of Model Change

- Increased ability to provide timely communication
 - Newsletters
 - Website revision
 - ORHS TV use
- Introduction of new curriculum
 - Bully Initiative
 - Stress Management Groups
- Increased ability to support teachers/administrators in finding appropriate resources
 - LADC Services 2 days/week
 - Academic Supports
 - RTI Process
 - Homework Den



Looking Ahead

- Mission Statement revision
- "College Application Bootcamp"
- Summer programming for incoming freshmen and parents
- Continued work with Crisis Team
- Continues work to align our Comprehensive program with ASCA model



Summary of ORMS Youth Risk Behavior Survey Report

12/4/13

In the spring of 2013, ORMS participated in the Youth Risk Behavior Survey along with several other middle schools, which included Dover Middle School, Henry Wilson Memorial School, Rochester Middle School, Nute Junior High, and Somersworth Middle School. Though ORHS has participated in previous years, this is the first time ORMS has participated.

When reviewing the results of this report, the ORMS data, and the aggregate responses of the six schools within Strafford County, I was able to provide the insight and highlights of the report as depicted below:

- The survey is a health behavior survey, not a drug and sexual activity survey.
- ORMS data was the “best” in comparison to the other middle schools. The data clearly shows that our students make healthier choices in comparison to their peers in the Strafford County seacoast area.
- Who took the survey? All grade seven and eight students (current grade 8 students and the freshmen class at ORHS).
- What is the purpose of the survey and why did we take it? To get a better understanding of the choices our students are making when it comes to their health. We can never assume as educators and parents we know about all of the choices our students are making. Further, this gives us an opportunity to make adjustments in educational opportunities and target specific areas of concern from the survey. One example was having our grade seven and eight students attend The Stand Up To Bullying event at the UNH Whittimore Center on 11/15/13. Over 3,500 students were in attendance from across the state and this helped us determine that 2.6% of our students indicated in the YRBS that they “have been bullied on school property.” Though our percentage is lower than other schools, we want this number to decrease significantly.

Jay Richard

Principal

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER HIGH SCHOOL, 55 COE DRIVE, DURHAM, NH 03824

ORHS OVERNIGHT FIELD TRIP REQUEST

Today's Date: 11/8/13

Teacher/Organization: MARC LAFORCE Subject: MUSIC

Trip Date & Time: Depart on 2/6/14 at 12:00 (am/pm) (pm)

Return on 2/8/14 at 6:00 (am/pm) (pm)

Trip Contact Name & Phone Number: MARC LAFORCE 767-4878

Trip Destination/Address: PINKERTON ACADEMY - DURHAM, NH

Instructional Objective: CHAPERONE STUDENTS TO NHMEA JAZZ ALL STATE FESTIVAL

Number of Students attending: 2 *

***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: No

Chaperone Name(s): MARC LAFORCE

Cell Phone Numbers active during trip: 767-4878

Transportation: Bus; Yes or No. PICK-UP ONLY

**Please make arrangements for bus transportation with the Principal's secretary, ext 1107.

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: [Signature] 11/12/13

The New Hampshire Music Educators' Association (NHMEA) sponsors two special festivals during the second half of the school year to recognize students who excel in their high school music programs. Students audition for these festivals every fall, and those who earn the honor of acceptance participate in a three day festival with rehearsals conducted by guest conductors from top high schools and universities, performances by guest artists and culminating in a performance by the students on the final Saturday.

The NHMEA **Jazz All State Festival** is held during the first weekend in February every year. Established in 1983 by a core group of music educators who recognized the importance of jazz, one of the few true American art forms, the festival started with one jazz band and one choir and participants from about a dozen New Hampshire schools. Over the past 30 years, the festival has grown to two bands and two choirs, and about 50 schools send students to auditions. The festival is hosted by a New Hampshire high school (Windham in this case) where rehearsals and performances are held. Students lodge overnight four to a room in a local hotel when they return from the day's activities (typically 9:30-10PM) and leave via buses to the host school at about 8 in the morning. The NHMEA provides adult supervision for all students at all times at both the school and the hotel (in the event of an illness or emergency) as well as a nurse and a security guard during the nighttime hours at the hotel. Students pay one half of the registration fee, with the school picking up the other half. Students are dropped off by bus from ORHS and return home after the festival with their parents. A chaperone from each high school (the school's music teacher) is in attendance throughout the festival. Oyster River has sent students every year since first participating in the festival in Mr. LaForce's first year in 1991. Mr. LaForce has also been one of the chief organizers of the festival since joining the all volunteer committee in 1991.

The NHMEA **All State Festival** has been in existence for over 50 years. Started by New Hampshire music educators who sought opportunities to bring together the finest high school musicians in their own school groups, the festival brings noted guest conductors to lead an orchestra, concert band, concert choir and womens' choir. The festival is hosted by a New Hampshire high school (Concord in this case) where rehearsals and performances are held. Students lodge overnight four to a room in a local hotel when they return from the day's activities (typically 9:30-10PM) and leave via buses to the host school at about 8 in the morning. The NHMEA provides adult supervision for all students at all times at both the school and the hotel (in the event of an illness or emergency) as well as a nurse and a security guard during the nighttime hours at the hotel. Students pay one half of the registration fee, with the school picking up the other half. Students are dropped off by bus from ORHS and return home after the festival with their parents. A chaperone from each high school (the school's music teacher) is in attendance throughout the festival. Oyster River has sent multiple student musicians to All State for at least the past 30 years.

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

Today's Date: 11/8/13

Teacher/Organization: MARC LAFORCE Subject: MUSIC

Trip Date & Time: Depart on 4/10/14 at 12:00 (am/pm)

Return on 4/12/14 (Date) at 6:00 (Time) (am/pm)

Trip Contact Name & Phone Number: MARC LAFORCE 767-4878
(Name) (Phone #)

Trip Destination/Address: CONCORD HIGH SCHOOL / GRAPONE CENTER

Instructional Objective: CHAPERONE ORHS PARTICIPANTS IN 2014 NAMPA ALL STATE ENSEMBLES

Number of Students attending: 5 *

***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: NO

Chaperone Name(s): MARC LAFORCE

Cell Phone Numbers active during trip: 767-4878

Transportation: Bus: Yes** or No. DROP OFF ONLY

**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: [Signature] 11/12/13

Policies for
 First/Second Read/Adoption/Deletion
 SB Meeting of
 December 4, 2013

| Title | Code |
|--|------|
| | |
| Policies for First Read | |
| Emergency Care and First Aid | JLCE |
| Student Transportation Services | EEA |
| | |
| Policies for 2nd Read/Adoption | |
| Authorized Use of School-Owned Materials | EDC |
| Use of Private Vehicles to Transport Students | EEAG |
| Free and Reduced Meals | EFC |
| School Records Retention Policy | EHB |
| Student Health Services | JLC |
| | |
| Policies for Deletion | |
| Emergency Care and First Aid | EBBC |

| | |
|--|-------------------|
| 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: December 4, 2013 | 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

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| 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: December 4, 2013 | 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

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EEA |
| Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: December 4, 2013 | 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.

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EEA |
| Date of Adoption: April 16, 1987 School Board Adoption: September 22, 2010 School Board First Read: December 4, 2013 | 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

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EDC |
| Date of Adoption: June 29, 1988 School Board First Read: November 6, 2013 Second Read Adoption: December 4, 2013 | Page 1 of 1 |

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

No **Oyster River Cooperative** school equipment may be used for other than school, school-related civic, or educational purposes.

The board shall permit school equipment to be loaned to staff members when such use is related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment **or financial restitution if lost or damaged**. The School Board authorizes the superintendent to establish these controls.

Cross Reference:

JFCB – Care of School Property

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EEAG |
| Date of Adoption: November 7, 2011 Previously: EEBB Code Revision: June 16, 2010 School Board First Read: November 6, 2013 School Board Second Read/Adoption: December 4, 2013 | Page 1 of 1 Recommended |

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles to transport **Oyster River Cooperative** students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the teacher's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Any employee or private citizen using their own or a rented vehicle to provide school-authorized student transportation must have automobile liability insurance of not less than \$500,000 Combined Single Limit and provide a Certificate of Insurance naming the District as an Additional Insured. The District will maintain liability insurance, which will be in excess of the owner's primary insurance for authorized student transportation.

Persons under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must have a valid driver's license, and the vehicle used must have a current New Hampshire inspection sticker. A commercial license is required for any vehicle that has a capacity of 16 or more.

No student shall be sent on school errands using any automobile. No student will transport another student for school authorized transportation.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the designated administrator.

Legal References:

New Hampshire Code of Administrative Rules Section Saf-C 1304.05, Exemption From School Bus Driver's Certificate

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EFC |
| Date of Adoption: June 29, 1988 Previously: EFB Recode and Title Change-Adopted School Board: May 2, 2012 School Board First Read: November 6, 2013 School Board Second Read/Adoption: December 4, 2013 | Page 1 of 1 |

FREE AND REDUCED PRICE ~~LUNCH~~ MEALS

In accordance with federal regulations, the school district shall make available to all children of ~~low economic means and children of moderate income families experiencing financial difficulties~~ who qualify for free or reduced priced lunches and breakfasts through the school ~~lunch~~ nutrition program in the local school.

The procedure for securing ~~lunches~~ meals in effect in each school will be followed. Parents who believe their children are eligible may ~~apply online at www.lunchapp.com or request an application for the school office. A determination will be made relative to their eligibility.~~ ~~contact the building principal and a determination will be made relative to their eligibility.~~ Parents may appeal a negative determination to the superintendent of schools and the school board.

~~The privacy and dignity of the children and parents receiving free or reduced price meals will be respected by keeping all eligibility information confidential.~~ This information will be kept confidential. Eligibility information will be released only to those administrators and staff who have a verifiable "need to know."

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EHB |
| School Board Second Read/Adoption: April 3, 2013 School Board First Read: November 6, 2013 School Board Second Read/Adoption: December 4, 2013 | Page 1 of 1 Priority |

SCHOOL RECORDS RETENTION POLICY

Proper retention of Oyster River Cooperative School District records is essential to conduct business of the schools; to protect the legal interests of the schools, students and employees; and to comply with federal and state laws and regulations concerning record retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of in a timely manner.

The District will comply with all applicable laws and rules concerning the retention, storage and disposal of specific records, as well as its preservation obligation when litigation is threatened or pending.

The superintendent is responsible for implementing this policy and for ensuring that procedures for managing school District records are consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.

Employees shall be informed of any recordkeeping requirements applicable to their positions and are expected to comply with them.

Legal Reference:

NH RSA 189:27-b; 189:29-a

NH Code of Administrative Rules ED. 302.02; 303:01; 306.04

Cross Reference:

JRA – Student Education Records and Information

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JLC |
| School Board Second Read/Adoption: July 20, 2011 | Page 1 of 42 |
| School Board First Read: November 6, 2013 | Priority |
| School Board Second Read/Adoption: December 4, 2013 | |

STUDENT HEALTH SERVICES

The Oyster River Cooperative School Board may appoint a school nurse to function in the school health program and to provide school health services. ~~A school nurse shall be a registered professional nurse licensed in New Hampshire.~~ The Board may employ or contract with a Licensed Practical Nurse (LPN) or a Licensed Nursing Assistant (LNA) to work under the direct supervision of the school Registered Nurse (RN). **All health professionals shall be licensed by the State of New Hampshire.**

Responsibilities of the school nurse include, but are not limited to: providing direct health care to students and staff; providing leadership for the provision of health services; promoting a healthy school environment; promoting health; serving in a leadership role for health policies and programs; and serving as a liaison between school personnel, family, community, and health care providers. Additionally, the school nurse is responsible for developing procedures to address and meet special physical health needs of students. Such procedures may be developed and implemented on a case-by-case basis.

The supervising adult shall report ~~All~~ injuries or illnesses occurring during the school day ~~are to be reported~~ to the school nurse or the building principal. Students attending school during the extended day, night, or summer school programs, or any other time when the school nurse is not in the building, are to report to the supervising adult. The school nurse, principal or designee will notify parents/guardians before a student who is injured or ill is permitted to go home. ~~Students will not be allowed to leave school without first notifying either the school nurse or principal of his/her injury or illness. Additionally, parent/guardian notification and authorization is necessary before any student will be released from school due to injury or illness.~~ **The school nurse shall contact the parent or guardian when the circumstance warrants it.**

Emergency medical care will be provided pursuant to the guidelines of Board Policy EBBC/JLCE/JHC.

Any pupil who is required to take prescribed medication during the school day will do so consistent with the provisions of Department of Education Rule 311.02. Clarification of these provisions are in Board Policy JLCD and Appendix JLCD-R, JLCD-E, JLCD-E1

In addition to the provisions of this policy, the school nurse is responsible for the oversight of other school services, including but not limited to: assessing and responding to student health needs, maintaining accurate health records, including but not limited to immunization records, physical examination records, and athletic physical examination records, screening for vision, hearing and BMI according to national recommendations, participating on 504 and IEP teams (if requested), health promotion, disease and injury prevention initiatives, student wellness, and other responsibilities and services as dictated by law or Board policy. Clarification of these provisions are in Board Policies JLCD, JLCD-E, JLCD-E1 and appendix JLCD-R.

Cross Reference:

- JHC - Dismissal Due to Illness/Injury
- EBBC/JLCE - Emergency Care and First Aid
- JLCD - Administering Medication to Students
- JLCD-E - Parent's Request/Permission to Administer Medication in School
- JLCD-E1 - Physician Medication Order
- JHCB - Immunization
- JLCA - Physical Examination of Students
- JLCF - Student Wellness
- JLC-R - Nursing Job Description**

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: JLC |
| School Board Second Read/Adoption: July 20, 2011 School Board First Read: November 6, 2013 School Board Second Read/Adoption: December 4, 2013 | Page 1 of 42 Priority |

Legal References:

- RSA 200:27, School Health Services
- RSA 200:29, School Nurse
- RSA 200:31, School Health Personnel
- RSA 326-B, Nurse Practice Act
- NH Code of Administrative Rules, Section Ed 306.12(b), School Health Services
- NH Code of Administrative Rules, Section Ed 311, School Health Services

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| OYSTER RIVER COOPERATIVE SCHOOL BOARD | Policy Code: EBBC |
| 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 (JLCE same language also required) DELETED School Board December 4, 2013 (Duplicate) | 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 obtain 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.

Legal References:

RSA 200:40, 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

Cross Reference:

JLCE – Emergency Care and First Aid