

BEDB-R

**Oyster River Cooperative School District
REGULAR MEETING**

February 10, 2016

OR High School Library

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. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
 - Motion to approve: 1/20/16 regular and non-public meeting minutes.
- IV. ANNOUNCEMENTS AND COMMENDATIONS**
 - A. District**
 - B. Board**
- V. DISTRICT REPORTS**
 - A. Assistant Superintendent/Curriculum & Instruction Report(s)**
 - B. Superintendent's Report**
 - C. Business Administrator**
 - FY16 Budget Update
 - D. Student Senate Report**
 - E. Other:**
- VI. DISCUSSION ITEMS**
 - Appointing 2 School Board members to middle school Building Committee
 - Forming a Cooperative Football/Ice Hockey Team with Portsmouth
 - Update on Start Time
- VII. ACTIONS**
 - A. Superintendent Actions**
 - B. Board Action Items**
 - Motion to approve the formation of a cooperative football team with Portsmouth
 - Motion to approve the formation of a girl's ice hockey team with Portsmouth
 - Motion to approve ORHS Maternity Leave of Absence 2/29/16 – 5/31/16
 - Motion to approve Mast Way stipend activity for Robotics Club coordinator
 - Motion to approve 2 ORMS overnight field trips – Gr. 8 Washington, DC 4/22-4/25/16 and Gr. 7 & 8 Burlington, Vermont Band Trip 5/6 – 5/7/16
 - Motion to approve list of policies: ILD&R – Educational Questionnaires, Survey and Research & Forms, ILDA – Non-educational Questionnaires, Survey and Research, IKAA – Interdisciplinary Credit Toward Graduation
- VIII. SCHOOL BOARD COMMITTEE UPDATES**
- IX. PUBLIC COMMENTS**
- X. CLOSING ACTIONS**
 - A. Future meeting dates:** 2/16/16 – Candidates Night – ORHS C-120
2/17/16 – Manifest Review – ORHS C-120
3/2/16 – Regular meeting – ORHS - Auditorium
- XI. NON-PUBLIC SESSION: RSA 91-A:3 II (a)**
 - Superintendent's Contract

NON-MEETING SESSION: RSA 91-A:2 I {If needed}
- XII. ADJOURNMENT**

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. 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:

- | | |
|------------------|----------------------------|
| • Thomas Newkirk | Term on Board: 2013 - 2016 |
| • Kenneth Rotner | Term on Board: 2013 - 2016 |
| • Sarah Farwell | Term on Board: 2014 - 2017 |
| • Denise Day | Term on Board: 2014 - 2017 |
| • Allan Howland | Term on Board: 2015 - 2018 |
| • Maria S. Barth | Term on Board: 2015 - 2018 |
| • Daniel Klein | Term on Board: 2015 - 2018 |

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

January 20, 2016

OR High School Library

6:30 p.m.

SCHOOL BOARD MEMBERS: Tom Newkirk, Al Howland, Kenny Rotner, Denise Day, Sarah Farwell, Maria Barth, Dan Klein

ADMINISTRATORS: Superintendent Dr. James Morse, Sue Caswell, Todd Allen, Jay Richard, Mike McCann, Carrie Vaich, Corey Parker, and Catherine Plourde

There were 13 members of the public present.

I. CALL TO ORDER: by Tom Newkirk 6:30 – 7:00 Manifest Review

II. PUBLIC COMMENTS:

Jeannie Sowers, Rachel Higginbottom and Brad Cavanaugh spoke and urged the Board to take action on the later start times. They feel it is an important matter for the students in the District.

III. APPROVAL OF MINUTES: Motion to approve minutes of the January 6, 2016 meeting:

Maria Barth moved to approve the minutes of January 6th with the below revisions, 2nd by Al Howland. Motion passed 7-0.

Page 2 Denise Day add “in Fosters” at the end of her comment.
Page 6 first paragraph replace “unused” with “used”

Kenny Rotner moved to approve the nonpublic minutes as written from January 6th, 2nd by Al Howland. Motion passed 7-0.

Approval of Manifests:

Vendor Manifest #16: \$546,376.27

Payroll Manifest #16: \$815,622.50

IV. ANNOUNCEMENTS AND COMMENDATIONS

A. District:

On February 9th, New Hampshire Primary Day, Todd is recommending a two-hour delay start at the high school only that day. This would allow the educational process to remain streamlined and avoid any disruptions.

Maria Barth moved to delay the start time by two hours on February 9th at the high school, 2nd by Denise Day. Motion approved 7-0.

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B. Board: Denise Day commended Doris Demers for putting on the community dinner and all those who organized the “Bag It Presentation”.

Tom Newkirk was really encouraged by the Middle School Teachers for their work on the competencies and reporting.

Sarah Farwell would like the District to revisit how we share progress reports and report cards with parents. She would like to know how many families are not using the parent portals. This will be placed on the agenda for a future discussion item.

V. DISTRICT REPORTS:

A. Assistant Superintendent/Curriculum and Instruction Report:

Todd Allen reported that the K-5 teachers are working on the mid-year reports and they will be available on the parent portal on January 29th at 4:00 PM.

The Middle School staff has been working on developing their competency and reporting format. He is requesting it be an agenda item for a meeting in March for a report. It is very impressive work.

B. Superintendent Report: Superintendent Morse reported that there was an amazing turnout for the Kindergarten Forum. The parents were appreciative of the Board’s direction. A database has been created for parents to enter in their address and it will tell you what elementary school district you are in.

All the town’s budget meetings have been completed.

C. Business Administrator Report: None

D. Student Senate Report: None

E. Other: Health Insurance Presentation – Lisa Duquette

Agenda:

What are pools and how do they set rates?

Pooled Risk Management:

HealthTrust

Schoolcare

Interlocal Trust

Not Insurance Companies

Owned and governed by members

Self-insured and not subject to state insurance mandates
Risk spread across all participating groups resulting in stability over time

How do Public Pools Work:

Funding:

Public employers-school districts, towns paying premiums
Employee contribution

Third party administrator (Anthem, Cigna, etc.) process claims:
Claims paid by the pool
Purchase stop-loss insurance to protect against large claims

Offer value added services such as COBRA and retiree administration,
education, etc.
Provide comprehensive wellness programs.

What is Driving Costs?

Fee for service design of healthcare
Age and health status of population
More expensive new technologies and prescription drugs
Legacy plan designs
Physicians pressured to provide excess care to prevent litigation
Health care reform

Options to Mitigate Rising Health Costs:

Employers, employees and pools must work together to seek win-win solutions
 Establish a benefits study committee
 Analyze claims utilization data to identify cost drivers
Streamline benefit offerings for ease of administration and education
Analyze premium cost share and incentivize lower cost benefit offerings.

Implement new medical and prescription plan designs:

Promote consumerism through lower up front premiums and higher cost at
time medical service is delivered.

High deductible health plans with HRA or HAS

Incentive to utilize high quality, cost-effective providers

Support and encourage Health behavior changes through participation in
wellness programs

Health assessment and biometric screening

Exercise and education, etc.

Lisa stressed that without change the quality health care benefits currently provided by school districts are not sustainable. Employers and employees taking an active role in managing plan costs can improve the overall health of employees and reduce medical trend costs.

The Board had a question/answer discussion with Lisa and thanked her for her presentation.

Start Times: Tom Newkirk thought that they should discuss a road map for start time deliberations. Some things to think about are: What information do we need? What is our timeline for making a decision?

They discussed having community forums at each school because it affects each school in the District. The conversation and concerns will be different at the elementary school level versus the middle school or high school level.

The Board also discussed the possibility of a flex time schedule at the high school. This would give better curriculum choices as well as when to start the day.

Superintendent Morse is recommending a Board workshop with the Administrators to discuss different options. After the workshop, the Communication Committee may be charged with some forums with the public. The Board set a workshop date for Monday, February 8th at 6:00 p.m.

Sabbatical Leave: The Board has received two requests for Sabbatical Leave for next year. The applications are well done. Todd Allen would like the committee to create and define a process for the future. There has not been any funding in next year's budget for sabbatical leave. There are questions on how to look at the process of applying for the leave and the dates for applying. The process needs to be clear because the contract as it stands is very vague. The Board had a discussion on sabbatical leaves. There is currently no funding in the budget for them.

Al Howland moved that the Board does not approve the two sabbatical leave requests but that the committee develops a process by where future requests could be fairly judged, 2nd by Dan Klein. Motion passed 6-1 with Sarah Farwell opposing.

At 8:50 a five-minute recess was taken.

Forming a Cooperative Football/Ice Hockey Team with Portsmouth

Dr. Morse, Todd Allen and Corey Parker had meet with the Portsmouth superintendent and his team to discuss the possibility of forming a coop with them.

Football discussion goes back three years and it is not in the best interest for OTCSD to have its own football program. Coop teams combine enrollment of both schools. Most schools were not interested because it would push them up a division.

In order to form a coop team both School Boards would have to come to an agreement and then would need to apply to NHIAA which will only accept applications for the fall of 2017. NHIAA Director encourages ORCSD and Portsmouth to apply now.

Cost of this coop? Who is responsible?

Portsmouth would assume administrative role for football and if 50 students participate it would be \$1,000 per individual. If more students, then it would be less.

Oyster River would assume administrative role for ice hockey and the cost would be based on number of students participating.

A lengthy discussion ensued. Questions raised as to what would happen if a student could not pay. Corey explained that they would find a way to fund it, they are never going to turn someone away.

VII. Actions

A. Superintendent Actions: None

B. Board Action Items:

Al Howland moved to adopt the FY17 Budget for the deliberative session, 2nd by Denise Day. Motion approved 7-0.

Al Howland moved to approve the Default Budget, 2nd by Denise Day. Motion approved 7-0.

Al Howland moved to approve the Warrant Articles for the deliberative session, 2nd by Denise Day. Motion approved 7-0.

Al Howland moved to approve the MS26, 2nd by Denise Day. Motion approved 7-0.

Denise Day moved to approve ORHS Advisors and Winter Volunteers, 2nd by Dan Klein. Motion approved 7-0.

Denise Day moved to approve the ORHS Overnight Field Trip, 2nd by Al Howland. Motion approved 7-0.

VII. School Board Committee Updates: None

IX. Public Comments

Willie Ouelette – spoke about coaching ORYA football program. Was disappointed at the end of the season knowing that there is no football program. Would like to get whatever program we can get with Portsmouth whether 1, 2 or 5 years.

Kate McMannus – spoke about coming from a district that went through this and how important it is to educate the population. Board approved a working group of parents, teachers, and students from every school involved.

David Taylor stated that the Right-to-Know law has changed so the policy needs to be updated.

X. Closing Actions

A. Future Meeting Dates:

2/3/16 – Annual Session I – Deliberative – 7:00 PM ORHS

2/10/16 - Regular School Board HS Library 7:00 PM

2/16/16 – Candidates Night – ORHS C-120

2/17/16 – Manifest Review – ORHS C-120

XI. NON-PUBLIC SESSION: RSA 91-A:3 II (a) – Superintendent Evaluation

Kenny Rotner made a motion to enter nonpublic session at 9:45 PM, 2nd by Sarah Farwell under RSA 91-A:3 II (a) to discuss the Superintendent's Evaluation. Upon Roll Call motion approved 7-0.

Denise Day made a motion to re-enter public session at 9:55 PM, 2nd by Maria Barth. Motion approved 7-0.

XII. ADJOURNMENT

Maria Barth made a motion to adjourn at 9:56 PM, 2nd by Sarah Farwell. Motion passed 7-0.

Respectfully Submitted,
Laura Dobson

Oyster River Cooperative School Board

January 20, 2016 ORHS C-120

Non Public Meeting Minutes

School Board Attendees:

Maria Barth
Tom Newkirk
Kenny Rotner
Al Howland
Denise Day
Sarah Farwell
Dan Klein

Administrators Present: Dr. Morse

The Board presented the superintendent with his evaluation and discussed it.

Respectfully Submitted,
Allan Howland, Vice-Chair

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
FISCAL YEAR 2015-2016
FINANCIAL STATUS AS OF: 2/3/16**

	Budgeted	Expended	Encumbrances	Amount Remaining	Percentage Spent
	2015-2016	2015-2016	2015-2016	2015-2016	2015-2016
SALARIES:					
Administrator	1,346,842	811,231	493,642	41,970	97%
Teacher	14,490,966	6,628,312	7,583,485	279,168	98%
Para	2,194,989	1,068,384	1,055,476	71,129	97%
Tutor	174,173	89,500	87,568	(2,896)	102%
Custodian	692,334	437,013	266,248	(10,928)	102%
Secretary	359,231	211,210	150,458	(2,437)	101%
District Hourly	670,916	419,994	257,048	(6,125)	101%
Maintenance	204,473	121,584	59,608	23,281	89%
Drivers	779,773	385,730	297,608	96,435	88%
Misc & Summer	177,777	94,173	38,436	45,168	75%
Subs - Professional	235,023	140,421	52,543	42,059	82%
Subs - Para	31,300	28,508	0	2,792	91%
Subs - Secretary	3,000	3,980	0	(980)	133%
O/T	23,577	858	0	22,719	4%
Med & Dent Payback	487,901	256,897	245,652	(14,648)	103%
TOTAL SALARIES	21,872,274	10,697,794	10,587,773	586,707	97.3%
BENEFITS:					
Health Ins	4,373,269	1,930,936	2,325,648	116,685	97%
Dental Ins	127,878	57,581	68,817	1,480	99%
Life Ins	51,134	24,764	29,565	(3,196)	106%
LTD Ins	48,466	23,396	28,221	(3,150)	107%
FICA	1,669,923	797,921	809,916	62,086	96%
Retirement - Non Professional	329,925	190,223	133,522	6,180	98%
Retirement - Professional	2,290,929	1,083,833	1,215,606	(8,510)	100%
Annuity	113,310	54,370	67,741	(8,800)	108%
Tuition Reimb	0	(387)	0	387	
Unemployment Comp	24,065	338	0	23,727	1%
Workers Com	102,177	58,333	0	43,844	57%
TOTAL BENEFITS	9,131,076	4,221,308	4,679,036	230,733	97.5%
ALL OTHER OPERATING EXPENSES:					
Mast Way	175,269	103,621	2,928	68,720	61%
Moharimet	185,375	111,577	13,717	60,081	68%
Middle School	312,242	178,085	23,492	110,666	65%
High School	620,388	363,067	54,178	203,143	67%
District	2,249,154	1,935,027	0	314,127	86%
Transportation	713,594	445,986	7,594	260,014	64%
Technology	551,634	400,608	15,004	136,023	75%
Facilities	2,243,220	1,498,478	300,272	444,470	80%
SPED	1,870,870	1,233,414	345,861	291,595	84%
TOTAL OPERATING	8,921,747	6,269,864	763,045	1,888,839	78.8%
GRAND TOTAL	39,925,098	21,188,966	16,029,853	2,706,279	93.2%

Total Including Revenue

Comment Section: Teacher salaries balance due to unencumbered coaches and extracurricular stipends.

SPED released Out of District Tuition encumbrance-(\$155K)



To: School Board
From: Corey Parker
Date: January 15, 2016
RE: Coopertative Agreements

Through the fall of 2015 and into 2016 the Oyster River High School Administration and Portsmouth High School Administration have been in discussion regarding the potential for joining and creating cooperative teams in the sports of Football and Girls Ice Hockey. The intentions for these cooperative agreements is to provide student athletes from both schools a chance to be a part of an athletic team that their school does not currently provide.

To start the process for application presented to the NHIAA requires both school districts School Boards to approve the agreement. As the talks continue with both parties, it is worth noting the applications to the NHIAA must be presented at least 1 year prior to approval. The timeline would indicate at the earliest we would enter in the cooperative would be the fall of 2017 for Football and the winter of 2016 for Girls Ice Hockey.

Over the next few weeks both administrations plan to present this topic at the School Board level to answer any questions or concerns each district may have.

Thank you.

Spring 2015

Sport	9th Girls	9th Boys	10th Girls	10th Boys	11th Girls	11th Boys	12th Girls	12th Boys	Total Girls	Total Boys
Baseball		4		11		4		10		29
Softball	6		0		5		0		11	
Girls Tennis	4		0		4		5		13	
Boys Tennis		2		4		7		2		15
Unified Track	0	1	1	3	2	4	0	1	3	9
Track	7	6	5	5	6	7	4	6	22	24
Girls Lacrosse	5		6		7		5		23	
Boys Lacrosse		19		13		3		15		50
Total Athletes	22	32	12	36	24	25	14	34	72	127

Fall 2015

Sport	9th Girls	9th Boys	10th Girls	10th Boys	11th Girls	11th Boys	12th Girls	12th Boys	Total Girls	Total Boys
Boys Soccer		13		20		8		7		48
Girls Soccer	15		10		16		8		49	
Girls XC	7		8		8		7		30	
Boys XC		5		6		7		6		24
Unified Soccer	3	1	1	0	1	2	2	2	7	5
Girls Volleyball	9		9		5		3		26	
Girls Field Hockey	5		2		8		4		19	
Boys Golf		2		6		5		1		14
Total Athletes	39	21	30	32	38	22	24	16	131	91

Winter 2015-16

Sport	9th Girls	9th Boys	10th Girls	10th Boys	11th Girls	11th Boys	12th Girls	12th Boys	Total Girls	Total Boys
Boys Basketball		10		7		8		7		32
Girls Basketball	9		3		7		6		25	
Girls Hockey	6		4		2		1		13	
Boys Hockey		10		11		8		3		32
Unified Basketball *	1	0	2	2	1	3	2	4	6	9
Wrestling		1	1						1	1
Indoor Track	10	6	9	10	8	8	10	5	37	29
Swim & Dive	7	2	7	3	9	9	7	4	30	18

Ski Team	5	4	2	5	0	4	1	0	8	13
Total Athletes	38	33	28	38	27	40	27	23	120	134

Athlete Enrollment

Total Boys 352 52%
 Total Girls 323 48%
 Total 675

School Enrollment

Total Boys at ORHS 372 52%
 Total Girls at ORHS 339 48%
 Total 711

Girls Programs

9
 Boys Programs 8
 Coed Programs 8



To: Dr. James Morse
From: Carrie Vaich
Date: February 1, 2016
Subject: Nomination for Stipend Activities

Please accept the nomination of the following stipend activities for the 2015-2016 school year:

Stipend Activities

Name	Activity	Stipend	Longevity	Total
Suzanne Tomaszewski	Robotics Club Coordinator	\$400		\$400

Respectfully Submitted,

A handwritten signature in blue ink that reads "Carrie Vaich".

Carrie Vaich
Principal
Mast Way School

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: **2/4/16**

Teacher/Organization: **Jay Richard** Subject: **ORMS Grade 8**

Trip Date & Time: **Depart on 4/22/16 at 7:00AM**
(Date) (Time)
Return on 4/25/16 at 11:00 PM
(Date) (Time)

Trip Contact Name & Phone Number: **Mark Nichols/Jay Richard**
(Name) (Phone #)

Trip Destination/Address: **Washington D.C.**

Instructional Objective: **Field experience in Washington D.C., touring a variety of memorials and historical museums. Students study the constitution and U.S. history in grade 8.**

Number of Students attending: **100**

***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): **Mark Nichols, Bill Sullivan, and Jay Richard.**

Cell Phone Numbers active during trip: **Yes, Mark Nichols, ; Jay Richard, ; Bill Sullivan**

Transportation: Bus; Yes** or No.


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

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: **Yes, during April Vacation.**

Principal's Approval: **Jay Richard**


2/4/16

OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
OYSTER RIVER MIDDLE SCHOOL, 1 COE DRIVE, DURHAM, NH 03824

ORMS OVERNIGHT FIELD TRIP REQUEST

Today's Date: **2/4/16**

Teacher/Organization: **David Ervin** Subject: **ORMS Grade 7/8 Jazz Band**

Trip Date & Time: **Depart on 5/6/16 at 7:00AM**
(Date) (Time)
Return on 5/7/16 at 7:00 PM
(Date) (Time)

Trip Contact Name & Phone Number: **David Ervin**
(Name) (Phone #)

Trip Destination/Address: **Burlington, VT**

Instructional Objective: **ORMS Jazz band will perform in the Burlington Kid's day festival and Kid's day parade. Will also tour Ben and Jerry's Ice Cream factory.**

Number of Students attending: **80**

***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): **David Ervin and 15 Teacher/Parent chaperones**

Cell Phone Numbers active during trip: **Yes David Ervin**


Transportation: Bus; Yes** or No.

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

Review Faculty/Staff handbook for field trip / attendance procedures and time line.

Calendar Approval:

Principal's Approval: **Jay Richard**


2/4/16

Policies for
 First/Second Read/Adoption/Deletion
**SB Meeting of
 February 10, 2016**

Title	Code
Policies for First Read	
Educational Questionnaires, Survey and Research & Forms	ILD-R
Non-Educational Questionnaires, Survey and Research	ILDA
Interdisciplinary Credit Toward Graduation	IKAA
Policies for Second Read/Adoption	
Policies for Deletion	

The January 27, 2016 policy minutes are attached to this packet as a reference to the proposed changes to the attached policies.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16 <u>School Board First Read: February 10, 2016</u>	Page 1 of 2 Category: Recommended

EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

Protection of Pupil Rights Amendment (written consent required)

Pursuant to the Protection of Pupil Rights Amendment, no student will be required to submit to a survey, analysis, or evaluation which is administered or distributed by a school, and is funded in whole or in part by any program administered by the U.S. Department of Education without the prior written consent of the parent/guardian that reveals information concerning the following (protected information survey):

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/Guardians will receive notice and an opportunity to opt-out of:

- Any protected information survey, regardless of funding;
- Any non-emergency invasive physical exam or screening required for attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student. This does not apply to hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under state law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

School District Approval

No surveys will be administered without the prior approval of the Superintendent or his/her designee. (See also "School District use of data" below.

All Questionnaires, Surveys available will be for Inspection

Any survey created by a third party or funded, in whole or in part, by the U.S. Department of Education, that includes any of the eight categories listed above, will be available for inspection by parents/guardians before the survey is administered to students. Parents/guardians will have the right to deny permission for their child to participate in taking the survey and must actively consent to participation if the survey is funded in whole or in part by US Department of Education. The school will not penalize students whose parents/guardians exercise this option. The school will take reasonable precautions to protect student privacy during their participation of any survey, analysis, or evaluation containing one or more of the eight categories listed above.

Parental Notification

Parents will be notified when the school intends on issuing an educational survey. Notice will be given as early as possible but not later than 10 days before the survey is administered. Included in the notice will be information regarding how the survey or questionnaire will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey or questionnaire. Parents or guardians wishing to inspect a survey, analysis, or evaluation will be able to do so by making a copy available at the school in the administrative office as well as posting information about the survey on the District website. Parents may refuse to allow their

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ILD
Draft to Policy Committee: 10/14/15 & 1/27/16 <u>School Board First Read: February 10, 2016</u>	Page 2 of 2 Category: Recommended

student to participate before or after reviewing the survey or questionnaire.

School District Use of Data

Administrators, teachers, other staff members and the school board may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys conducted for ~~other~~ agencies other than the US Department of Education, organizations or individuals must have the recommendation of the Superintendent and the approval of the ~~school~~ School Board Board as to content and purpose and will, if they are a non-educational questionnaire or survey (regardless of whether they are funded in whole or in part by the US Department of Education), also be administered in accordance with Policy ILDA. The results of such approved surveys must be shared with the ~~school~~ School Board Board.

Surveys Requesting Sexual Information

~~In any case in which a questionnaire or survey requesting sexual information of students is to be administered, the Superintendent will notify parents concerning the administration of such questionnaire or survey in writing prior to its administration. Such notice will inform parents of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the survey, and whether and how any findings or results will be disclosed. Parents will have the right to review the questionnaire or survey and to exempt their child from participating in the survey. School personnel administering any such questionnaire or survey will not disclose personally identifiable information. No questionnaire or survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation.~~

Miscellaneous Provisions

This policy does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or post-secondary education recruitment, or military recruitment;
- Book clubs, magazines, and programs providing access to low-cost literary products;
- Curriculum and instructional materials used by schools;
- Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
- The sale of products or services to raise funds for school-related or education-related activities; and
- Student recognition programs.

Notice of Policy

This policy will be included in the student handbook for each school in the District.

Cross Reference:

ILD-R – Consent and Opt-Out Forms

ILDA – Non-Educational Questionnaires, Surveys and Research

Legal References:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

PROTECTION OF PUPIL RIGHTS AMENDMENT – SUPPORTING FORMS

Protection of Pupil Rights Amendment – **Active Consent for Specific Activities**

(For activities ~~not~~ funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

~~For your convenience you will find attached a copy of our school district’s “Notification of Protection of Pupil Rights Amendment” (PPRA).~~ On _____ at

Date

_____ there will be a survey, analysis, or evaluation, and
Name of School/Site

your consent is required so that your child(ren) may participate. This activity consists of:
Description:

Please sign below ~~in the event that you~~ to indicate your consent ~~to~~ for your child(ren)’s participation and return this form to your Principal/designee by

Five (5) days before activity or as directed

~~If you would like to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.~~

As the parent/guardian, I give my consent for my child(ren), as noted below, to participate in the activity designated above.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

Parent Signature _____ *Date*

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

Opt-Out For Specific Activities

(For activities not funded in whole or in part by the United States Department of Education)

Dear Parent/Guardian,

~~For your convenience you will find attached a copy of our school district's "Notification of Protection of Pupil Rights Amendment" (PPRA). On _____ at~~

Date

_____ there will be a protected information survey conducted.

Name of School/Site

This activity consists of: _____

If you do not want your child(ren) to participate, please sign below and return the form to your Principal/designee by _____.

Five (5) days before activity or as directed

OPTIONAL: You may also opt out of the activity by calling or e-mailing your Principal no later than _____ at _____ or

Five (5) days before activity or as directed

Phone

_____.

e-mail address

~~If you do not indicate your decision to opt out by the date set forth above, the student will be permitted to participate in the activity. If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to your Principal/designee. You will be notified of the time and place where you may review these materials. You may review a survey and/or instructional materials before the survey is administered to a student.~~

As the parent/guardian, I do not want my child(ren), as noted below, to participate in the activity designated above and, by signing and returning this form, indicate my decision to opt them out of the activity.

STUDENT (PRINT NAME)	SCHOOL	GRADE
_____	_____	_____
_____	_____	_____

_____ *Parent Signature* _____ *Date*

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

<u>OYSTER RIVER COOPERATIVE SCHOOL BOARD</u>	<u>Policy Code: ILDA</u>
<u>Draft to Policy Committee:10/14/15 & 01/27/16</u>	<u>Page 1 of 1</u>
<u>School Board First Read: February 10, 2016</u>	<u>Category: Priority</u>

NON-EDUCATIONAL QUESTIONNAIRES, SURVEYS AND RESEARCH

This Oyster River Cooperative School District policy will apply to all non-academic and non-educational surveys and questionnaires implemented, used and conducted by the District. This policy is intended to be separate and distinguishable from Policy ILD - Educational Questionnaires, Surveys and Research although that policy may also apply to Non-Educational Questionnaires, Surveys as well and therefore should be reviewed before administering a non-academic survey or questionnaire.

Parents/guardians will be notified at least ten (10) days prior to the District administering a non-academic or non-educational survey or survey to students by making a copy available at the school as well as posting information about the survey on the District website. Parents/guardians will be permitted to review the survey or questionnaire prior to it being administered, if so requested. Parents/guardians may opt-out their child from filling out the survey or questionnaire. To do so a Parent/Guardian's Such an opt-out notice must be in writing, an email notice is acceptable including e-mail notification. Parents who do not opt-out their child(ren) from District administered surveys or questionnaires will be deemed to have consented to the survey or questionnaire.

For purposes of this policy, "non-academic survey or questionnaire" means "surveys, questionnaires, or other documents designed to elicit information about a student's social behavior, family life, religion, politics, sexual orientation, sexual activity, drug use, or any other information not related to a student's academics" or as otherwise may be defined by applicable state law or Department of Education regulation.

Cross Reference:

Policy ILD Educational Questionnaires, Surveys and Research

Legal References:

RSA 186:11, IX-d, Non-Academic Surveys and Questionnaires

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: ICAA
Draft to Policy Committee: January 27, 2016 <u>School Board First Read – February 10, 2016</u>	Page 1 of 1

Interdisciplinary Credit Toward Graduation

The Oyster River Cooperative School recognizes the need to identify coursework taught in one content area as relevant with regard to earning graduation credits in another content area. The parameters for this policy are subject to the following conditions:

- (1) Graduation requirements met by interdisciplinary credit shall be clearly designated on student transcripts;
- (2) Interdisciplinary credit shall be counted only once in meeting graduation requirements; and
- (3) The high school principal may approve a particular course for interdisciplinary credit if he/she determines that:
 - a. The course has been adopted by a faculty team; and
 - b. The course addresses the objectives for the subject area in which the credit is to be counted.

Cross Reference:

Oyster River High School Current Program of Studies

Legal Reference:

Ed.306.27(q) High School Curriculum, Credits, Graduation Requirements, and Co-curricular Program

Policy Committee Meeting Minutes

Wednesday, January 27, 2016 @ 3:30 PM

Attendees: Maria Barth, Kenny Rotner, Denise Day, Wendy DiFruscio, Todd Allen, James Morse

Visitors: 1 – Attorney Graham

Called to order at 3:30 by Maria Barth. Jim explained that we invited Attorney Graham to this meeting to assist the committee in understanding the two different survey policies that are currently pending for the School District.

Attorney Graham explained that we need to change our existing policy and also the pending policy that is in review by the committee, due to the changes made in the State and Federal law. Three major areas need to be incorporated into the existing policy that reflect that a 10-day notice needs to be provided to parents/guardians, a way to review the proposed survey, and the parent/guardian has the option to opt out. He also explained that the state law does not require active consent for a survey.

Attorney Graham also reviewed the Federal guidelines for surveys which if funded in whole or part by any program administered by the U.S. Department of Education and cover the subject matters depicted in policy ILD do require active consent, as well as notice, how the survey will be administered and utilized, and the persons or entities that will have access to the results.

Superintendent Morse asked clarifying questions about the Youth Risk Behavior Survey that is given to the middle and high school students every two years. He explained that this survey gives the District a pattern of our students.

Review of both survey policies and consent forms were done, changes made and will be sent to the School Board for a first read at their February 10th meeting.

Policy ILD & R – Educational Questionnaires, Survey and Research – Legal clarification obtained allowing the District to revise the policies and consent forms to meet all of the state and federal requirements.

Policy ILDA – Non-Educational Questionnaires, Surveys and Research legal clarification obtained and appropriate language included in the revised policy.

Attorney Graham left the meeting at 4:50.

Maria Barth asked to go off the proposed agenda and inquired about the status of the use of the District Tax ID by the various PTO's. Jim explained that a meeting is scheduled for Friday and an update will be given at the next policy meeting. Also asked if a fundraising event could be against the wellness policy. Discussion ensued with Superintendent Morse and the policy committee.

Policy IKAA – Interdisciplinary Credit – both the existing and revised policy that Todd Allen is recommending were reviewed. Todd explained that the graduation required minimum standards have changed and students are now required to take 4 credits of English and 4 credits of math. Todd explained that there are two ways to achieve this. First an additional math credit can be added or secondly, the high school can identify classes that are math intensive like, chemistry, some computer courses, accounting, and even some of the building trade classes and use those toward that 4th math credit.

The committee asked some clarifying questions and agreed that this policy is okay as proposed and will go before the School Board at their February 10th meeting.

Meeting ended at 5:10 PM – Next meeting to be determined.

Respectfully submitted,

Wendy L. DiFruscio