

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

MEMORANDUM

TO: ORCSD School Board/Parents/Guardians
FROM: Dr. Jim Morse, Superintendent
Dennis Harrington, Principal - Moharimet
Carrie Vaich, Principal - Mast Way
DATE: August 5, 2015
RE: Kindergarten Enrollment

At their July 15th Oyster River School Board meeting, kindergarten enrollment numbers were discussed at length by the Board. With the need to gather accurate enrollment numbers and take into consideration the shifting that often occurs during the summer months, the School Board decided to hold an additional meeting on Wednesday, August 5, 2015 to review kindergarten enrollment.

Complicating the enrollment issue was the preference by Mast Way parents for the afternoon session, creating two small morning sessions and one large afternoon session. Through discussion with the ORCSD Board members, a decision was made for Principal Carrie Vaich to reach out to these families to seek volunteers who may wish to either shift to a morning session or transfer their child to Moharimet for their schooling. Within 24 hours two parents offered to have their child attend Moharimet and three parents offered to shift their child to a morning session. This successfully equaled class enrollment at Mast Way makes all three classroom sessions within the ORCSD class size policy IIB of not to exceed 18 students.

As of today, Kindergarten enrollment is exactly the same at both schools at 52 students each. (See Attachments) In fact every K-4 classroom in the District is in compliance with Policy IIB, a first in my tenure with the District.

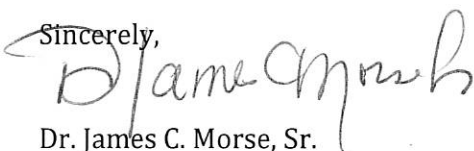
We do not have a policy issue, we have a distribution and an equity issue. Kindergarten class sizes at Moharimet are small; Mast Way Kindergarten class sizes are much larger. Moharimet has four sessions of Kindergarten all with 13 students. Mast Way has three sessions of Kindergarten with enrollments of two classes with 17 students and one with 18 students.

Since the Mast Way numbers have stabilized, I request on behalf of myself, and Principals Vaich and Harrington that the Board officially close Kindergarten enrollment at Mast Way until Moharimet Kindergarten class sizes are equivalent to Mast Way class sizes. As a result, any current placements will remain the same and any newly enrolled kindergarten student regardless of where they live in the District, will register and attend kindergarten at Moharimet.

Our administrative team will collaborate closely with Transportation Director, Lisa Huppe to ensure students are placed on the most efficient routes as possible to and from school.

Please join us this evening at the Oyster River High School Library at 7:00 PM where we are requesting that the School Board take action on this matter effective this evening.

Sincerely,



Dr. James C. Morse, Sr.
Superintendent

Attachments: Mast Way & Moharimet Enrollment
Parent Letters from Principal Vaich
Class Size Policy IIB.

Mast Way School 2015-16 Enrollment Projections Vs. Actual*

LRPC Projections - November 2014

Projected Enrollment	K	1	2	3	4	Total
	46	54	55	57	51	263

Actual Enrollments as of 8-3-2015

	K	1	2	3	4	
EOY 6-19-15	46	49	56	57	48	256
Summer Withdrawals	2	1	2	2		7
New Registrations	8	6	5	2	1	22
Total Actual as of 8/3/15	52	54	59	57	49	271

*only includes completed registrations

Teacher	Grade	K	1	2	3	4	Avg
Kolbjornsen AM	K-AM	17					17.33
Parsons AM	K-AM	17					
Parsons PM	K-PM	18					18
Burke	1		18				
Desrochers	1		18				
Handwork	1		18				19.67
Darois	2			19			
McCormick	2			20			
Webb	2			20			19.00
Drew	3				19		
Moulton	3				19		
Paquette	3				19		16.33
Bowden-Gerard	4					17	
Buswell	4					15	
George	4					17	

Moharimet School 2015-16 Enrollment Projections Vs. Actual*

LRPC Projections - November 2014

Projected Enrollment	K	1	2	3	4	Total
	63	72	77	101	98	411

Actual* Enrollments as of 8-4-15

	K	1	2	3	4	
EOY 6-19-15	47	59	72	95	90	363
Summer Withdrawals		4	5	5	2	16
New Registrations	5	18	3	3	1	30
Total Actual as of 8-4-15	52	73	70	93	89	377

*only includes completed registrations

Teacher	Grade	K	1	2	3	4	Avg
Chartrand	K-AM	13					13
	K-PM	13					
Raspa	K-AM	13					18.25
Lapierre	K-PM	13					
Dolcino	1		18				
Zimar	1		18				
Bradley	1		19				17.5
Torr	1		18				
Hoff	2			18			
Jones	2			17			
Reilly	2			17			20.25
Nadeau	2			18			
Schmitt	3				20		
Hall	3				20		
Winsor	3				21		20
Lee	3				20		
Swift	3/4				12	8	
Fitzhenry	4					21	
Larson/Dennen	4					19	20.25
Curtin	4					20	
Van Ledtje	4					21	

MAST WAY ELEMENTARY SCHOOL
Oyster River Cooperative School District
23 Mast Road
Lee, New Hampshire 03861



'Working Together to Engage Every Learner'

Carrie Vaich, *Principal*
cvaich@orcscd.org
TEL. 603-659-3001
FAX 603-659-8612

July 21, 2015

Dear Parents/ Guardians of Incoming Kindergarten Students:

Welcome to the Oyster River Cooperative School District and Mast Way School! We are excited your child/ren will be starting their elementary academic career with us this year. Within our school district we provide a half-day kindergarten experience for our students. Our practice has been to offer parents the opportunity to provide input on whether they would prefer a morning or an afternoon session of instruction for their children.

At the last Oyster River Cooperative School Board meeting, enrollment numbers were discussed at length with the ORCSD Board members. Because of the need to gather accurate enrollment numbers and shifting that often occurs during the summer months, the School Board has decided to hold their next meeting on Wednesday, August 5, 2015 to discuss kindergarten enrollment needs.

We currently have two morning sessions and one afternoon session scheduled at Mast Way. This year however, we have a predicament as we have received an overage of requests for the afternoon session making this class too large for our youngest learners. Our records show that you requested an afternoon session for your child. At this point, we are not able to accommodate all of the requests made and want to inform you of our steps to remedy the issue.

We have two options that I ask parents to consider. The first option is for parents to voluntarily shift your child from the afternoon session to a morning session. The second option would be for parents to accept the offer to shift your child's placement to our sister school, Moharimet for their kindergarten experience.

If you are interested in either of these possibilities, please inform Cindy Seaman at Mast Way School by Monday, August 3, 2015 via telephone (603.659.3001) or via email cseaman@orcscd.org.

We recognize that families work diligently to secure schedules and child care as early as possible and apologize for the need to move forward in this manner. We continue to work diligently to monitor enrollments and will notify parents of decisions made following the August 5, 2015 Oyster River Cooperative School Board meeting.

Sincerely,

Carrie Vaich

Cc: Dr. James C. Morse, ORCSD Superintendent

MAST WAY ELEMENTARY SCHOOL

Oyster River Cooperative School District

23 Mast Road
Lee, New Hampshire 03861



'Working Together to Engage Every Learner'

Carrie Vaich, Principal
cvaich@orcscd.org
TEL. 603-659-3001
FAX 603-659-8612

July 27, 2015

Dear Parents/ Guardians of Incoming Kindergarten Students:

Just a few days ago I wrote to you explaining the difficult situation we had at Mast Way with our enrollments and the disparity between afternoon and morning sessions. I am pleased to let you know that we have receive offers from three parents to shift their children to the morning sessions and two parents have offered to shift their children to our sister school, Moharimet for their kindergarten/ schooling experience. These changes have successfully equaled out our classrooms for the 2015-2016 school year making all within a balanced range.

We will continue to monitor our enrollment numbers and will meet with the ORCSD Board Members on Wednesday, August 5, 2015 to share updates in our enrollments at both elementary schools. Following this meeting, classroom assignment letters will be sent to families.

Mast Way School is an amazing place and it is because of the teamwork put forth by staff, parents and students! Thank you to everyone for your flexibility and consideration for all children involved. We are looking forward to another amazing year as learning partners.

Enjoy the rest of your summer!

Sincerely,

Carrie Vaich

Cc: Dr. James C. Morse, ORCSD Superintendent

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: IIB
Previously: IHB Reviewed by School Board No Changes: September 3, 2014 Back to Policy Committee: 1/7/15, 2/11/15, 3/11/15 & 4/8/15 School Board First Read: April 15, 2015 School Board Second Read/Adoption: May 6, 2015	Page 1 of 1

CLASS SIZE

The Oyster River Cooperative School District will adhere to all state laws and regulations pertaining to class size. In the event of scheduling conflicts, staffing shortages, space limitations, fiscal limitations, or other issues that prevent a classroom from adhering class size regulations, the Superintendent or designee will contact the New Hampshire Department of Education and seek alternative compliance allowances through the applicable State procedures.

CLASS SIZE GUIDELINE

In an effort to provide the best possible education for all students in the Oyster River Cooperative School District it is the goal of the Oyster River Cooperative School Board to support the following guidelines related to class size.

- Kindergarten Not to exceed 18 students
- Grades 1, 2 and 3 Not to exceed 20 students
- Grades 4 and 5 Not to exceed 22 students
- Grades 6, 7 and 8 Teams of not more than 90 students per 4 person team
- Grades 9 through 12 In general not to exceed 22 students with the exception of those classes that may be above or below 22 students depending upon curriculum, activities, space limitations or for safety reasons. The Principal will be responsible for making these decisions.

Because resources (both space and staff) are limited it is understood that these are goals and not absolute limits and will not exceed state minimum standards guidelines.

Classes below 12 will be brought to the attention of the Superintendent for review and approval

Legal References:

N.H. Code of Administrative Rules, Section Ed 306.17, Class Size