

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

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INTEROFFICE MEMORANDUM

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TO: ORCSD School Board

FROM: Leon Levesque

DATE: December 13, 2011

RE: Selection of Community Representatives for  
Superintendent Screening Committee

I have taken the liberty to design a process for the screening of community representatives that I hope all find satisfactory.

Letters of interest from community members will be forwarded to my office by Friday, December 16<sup>th</sup>. I will place letters in a three ring binder for Board Member review. The procedure is for each Board Member to schedule an individual time to review the applicant pool at my office. Please let Wendy know what your availability is on Monday, December 19<sup>th</sup> preferably between 9:00 – 12:00 pm so she can schedule this.

After a review of the letters, each Board Member will write the name of a selected individual, place the name in a sealed envelope and return to either Wendy or me. Two different names will be chosen at the December 21<sup>st</sup> 2011 School Board meeting.

Thank you.

**Wendy DiFruscio**

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**From:** Megan Turnbull  
**Sent:** Tuesday, December 13, 2011 3:56 PM  
**To:** Ann Wright; James Kach; Wendy DiFruscio; Ann Lane; Henry Brackett; Jocelyn O'Quinn; Krista Butts  
**Subject:** RE: Memo re: Screening Committee

I would like the 10AM slot.

Thanks,

Megan

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**From:** Ann Wright  
**Sent:** Tuesday, December 13, 2011 3:26 PM  
**To:** James Kach; Wendy DiFruscio; Ann Lane; Henry Brackett; Jocelyn O'Quinn; Krista Butts; Megan Turnbull  
**Subject:** RE: Memo re: Screening Committee

Wendy,  
I will come at 11:30, if that time is still available.  
Thanks.  
Ann

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**From:** James Kach  
**Sent:** Tuesday, December 13, 2011 3:25 PM  
**To:** Wendy DiFruscio; Ann Lane; Ann Wright; Henry Brackett; Jocelyn O'Quinn; Krista Butts; Megan Turnbull  
**Subject:** RE: Memo re: Screening Committee

I write only as a member of the board, and the opinions I express are not to be construed as representative of the board as a whole.

I commend and thank Lee for taking the initiative on this matter. I have no issue with this procedure. 9:00 AM works for me.

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**From:** Wendy DiFruscio  
**Sent:** Tuesday, December 13, 2011 3:17 PM  
**To:** Ann Lane; Ann Wright; Henry Brackett; James Kach; Jocelyn O'Quinn; Krista Butts; Megan Turnbull  
**Subject:** Memo re: Screening Committee

Please see attached.

*Wendy L. DiFruscio*  
Superintendent's Administrative Asst.  
36 Coe Drive  
Durham, NH 03824

## Wendy DiFruscio

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**From:** Jocelyn O'Quinn  
**Sent:** Monday, December 19, 2011 12:24 PM  
**To:** Leon Levesque; Wendy DiFruscio  
**Subject:** screening committee selections

I'll drop by the SAU office shortly to submit names for the drawing.  
thanks

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
36 Coe Drive  
Durham, New Hampshire 03824**

**Telephone: 603-868-5100**

**Facsimile # 603-868-6668**

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January 24, 2012

The School Board was asked via a memo dated December 13, 2011 from Superintendent Levesque to come into the SAU office to review community member's letters of interest on Monday, December 19, 2011 between 9:00 – 12:00.

Each Board Member took a binder to the SAU Conference Room for review; placed a name in a sealed envelope; returned the binder and sealed envelope to me to hold for the December 21, 2011 School Board Meeting.

Four individual School Board members responded via email with different times to come in. Only six members made a chose. Krista Butts did not screen applicants

Each time the same binder along with the sealed envelope was returned to me. I was not present in the room at any time with the individual School Board Members.

Wendy L. DiFruscio  
Admin. Asst. to Superintendent