



## Thursday, November 16, 2023 AGENDA

Regular Business Meeting  
SAU 106 Boardroom

Justin Krieger, Interim Superintendent  
Katie Knutsen, Chair  
Kristin Savage, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Minute Taker
3. Pledge of Allegiance
4. Approval of Minutes
5. Student, Staff & Family Share
6. Delegates and Individuals
7. Student Representative
8. Current Business
  - a. 7:10 PM TRHS Girls Soccer Team Division 1 Champions - INFORMATIONAL
  - b. 7:15 PM Draft Warrant Articles (Presentation 3) - INFORMATIONAL
  - c. 7:25 PM Elementary Phonics Instruction Update – INFORMATIONAL
  - d. 7:40 PM Center for School Climate and Learning Update – INFORMATIONAL
9. 7:45 PM Administrator's Report
10. 7:50 PM Personnel Report
11. 7:55 PM Committee Reports/Reports of the School Board
12. 8:00 PM Other Business
13. Nonpublic Session

| DATE         | TIME    | LOCATION      | TYPE OF MEETING                                       |
|--------------|---------|---------------|-------------------------------------------------------|
| December 7   | 7:00 PM | SAU Boardroom | Regular Business                                      |
| December 14* | 7:00 PM | SAU Boardroom | Tentative Joint School Board/Budget Committee Meeting |
| December 21  | 7:00 PM | SAU Boardroom | Regular Business                                      |
| January 4    | 7:00 PM | SAU Boardroom | Regular Business                                      |
| January 11   | 7:00 PM | PAC           | Public Hearing on Proposed Budget                     |



## NH School Administrative Unit 106 | Timberlane Regional School District

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### 1-3. Open Meeting

### 4. Approval of Minutes (2 sets: November 2<sup>nd</sup> regular meeting minutes and nonpublic meeting minutes)

### 5. Student, Staff, & Family Share (Presentation has been rescheduled until December 21<sup>st</sup>)

### 6. Delegates and Individuals

### 7. Student Representative

### 8. Current Business

#### a. TRHS Girls Soccer Team Division 1 Champions

Congratulations to the Timberlane Regional High School Girls Soccer Team for becoming the Division 1 Champions.

#### b. Draft Warrant Articles (Presentation 3)

Changes have been made to Article 10: Marching and Concert Uniforms for Timberlane Regional High School Music Department to reflect the use of surplus funds to purchase the uniforms.

#### c. Elementary Phonics Instruction Update

Mrs. Allaire to present an update on elementary phonics instruction.

#### d. Center for School Climate and Learning Update

Mr. Krieger to present an update on the Center for School Climate and Learning.

### 9. Administrator's Report

Mr. Krieger and Mrs. Allaire to present.

### 10. Personnel Report

-Motion to approve the nomination of Leah Poulin, School Social Worker at TLC and Sandown North.

-Review the Vacancy Report as of November 9, 2023.

### 11. Committee Reports/Reports of the School Board

### 12. Other Business – Board members to provide agenda items for future meeting consideration.

### 13. Nonpublic Session – If needed.



## Upcoming Agenda Items

| Description                  | Month                               |
|------------------------------|-------------------------------------|
| SAU Organizational Chart     | July/August                         |
| Audit Update                 | September/October                   |
| Draft Warrants               | October-January                     |
| Default Budget               | December                            |
| NESDEC                       |                                     |
| ELO Update                   | December 7 <sup>th</sup>            |
| Presentation of School Goals | December                            |
| Facilities Update            | Every other meeting                 |
| Proposed School Calendar     | 2 <sup>nd</sup> meeting in December |
| Final School Calendar        | 1 <sup>st</sup> meeting in January  |
| School Board Goals Review    | January                             |
|                              |                                     |

# **DRAFT - NOT APPROVED**

Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>  
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

## **Timberlane Regional School Board Meeting Minutes**

**Regular Board Meeting  
November 2, 2023  
7:00 PM**

**Superintendent's Office  
30 Greenough Road  
Plaistow, NH**

### **Call to Order**

#### **Board Members Present**

Donald Woodworth, Jack Sapia, Brienna Woodworth, Kim McCormick, Katie Knutsen, Paul LeCain, Mark Sherwood, Shauna Manthorn, Kristin Savage

#### **Seated at the Board Table**

Justin Krieger, Interim Superintendent  
Sandra Allaire, Acting Assistant Superintendent  
Armaan Anthony, Student Representative

#### **Administrators Present**

Mark Pedersen, Director of Secondary Education  
Karl Ingoldsby, Director of Plant Operations  
Maria Watkins, Business Administrator/CFO  
Ken Henderson, Director of Technology

### **APPROVAL OF MINUTES**

**MOTION: Mrs. Manthorn motioned to accept the October 19, 2023 public minutes. Seconded by Mr. Sapia Motion passed: 8-0-1 (Mrs. Savage abstained).**

**MOTION: Mr. Sapia motioned to approve the October 19, 2023 non-public minutes. Seconded by Mrs. Manthorn. Motion passed: 8-0-1 (Mrs. Savage abstained).**

### **STUDENT, STAFF & FAMILY SHARE**

Mrs. Yacek addressed the Board with some of her 5<sup>th</sup> Grade students and their teacher from Sandown North. The students described to the Board their experiences with the advisory groups they were in, which included Drama, Sports and Building and offered a visual presentation.

## **DRAFT - NOT APPROVED**

Each student spoke about the advisories they were in, what they learned and what they enjoyed doing the most.

### **DELEGATES AND INDIVIDUALS**

Jen Bisson of Sandown, NH addressed the Board. She talked about the need for free, full day kindergarten. She believes there is an inequity the way it is now. Only families who can afford to pay for full day kindergarten get to send their children for the full day. She would like to see it be free for all families. She read some statistics on the benefits for full day kindergarten. She would like to see a committee formed with parental input and a plan to put the question on the ballot for March.

**MOTION: Mrs. Savage motioned to move the remaining 27 minutes to the end of the meeting. Seconded by Mrs. Manthorn. Motion passed: 9-0-0**

### **STUDENT REPRESENTATIVE**

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Sandown Central will have two author visits this month. Sandown North is hosting their first principal's coffee hour this year. Danville is working on a kindness theme in November. Atkinson PTA held a Harvest Festival and raised over \$6,000. Scholastic Book week is this week. Pollard Parent/Teacher conferences were held last week. Pollard PTA will be hosting a Bingo for Books event. The middle school Parent/Teacher conferences were held last week and was very successful. The high school Girls Varsity Soccer will be playing the Finals against Portsmouth on Sunday at Exeter. The high school is offering afterschool academic support on Tuesdays and Thursdays in the library at 2:15 pm.

### **CURRENT BUSINESS**

#### **a. Students' Travel: Overnight Trip to Canada**

Mr. Pedersen reviewed the proposal from the World Language Department for an international student trip to Montreal for the middle school students and Quebec for the high school students. Dates for this trip has not yet been set but they would like to take the trip in May 2024. These trips have taken place in past years.

**MOTION: Mrs. Savage motioned to approve the request to start moving forward for these trips. Seconded by Mrs. McCormick. Motioned passed: 9-0-0**

## **DRAFT - NOT APPROVED**

### **b. In-School Support Teacher - Title Change request**

Mr. Krieger explained they had four applicants apply and only one of them was highly qualified for this position. They had planned to hire him under an Emergency Authorization through the NHDOE which would have provided him time to work on obtaining certification through a Site Based Learning plan. However, the DOE does not require teacher certification for this position so this candidate would not have been able to become certified through this process. He is recommending the title for this position be revised to In School Support Specialist. The job description for this position will not change.

**MOTION: Mrs. Manthorn motioned to approve the title change. Seconded by Mrs. Savage. Motion passed 9-0-0**

### **c. Stronger Connections Grant**

Mr. Henderson presented this to the Board. He is requesting an exemption from the competitive bidding requirement outlined in policy DJE for their Video Surveillance system as part of the Stronger Connections Grant that was awarded. The project will be 100% grant funded. He explained they have partnered with ENE of New Hampshire for several years and they have successfully deployed every camera and access control device across the District. Considering the pressing deadline for installation completion, which is due by December 19<sup>th</sup>, they believe engaging another vendor to assess their school premises and execute the installation within the given time frame would be a considerable challenge.

**MOTION: Mr. Sapia motioned to waive Policy DJE so they can move forward with the project. Seconded by Mrs. Savage. Motion passed 9-0-0**

### **d. Policies**

Mrs. Knutsen presented Policy KCD – Public Gifts and Donations to the Board as a Second Read. There have been no changes since the First Read.

**MOTION: Mrs. Savage motioned to accept Policy KCD as written. Seconded by Mrs. McCormick. Motion passed 9-0-0**

### **e. Draft Warrant Articles**

Mr. Krieger spoke on some new information around the language and cost of Article 11. Mr. Schweiss has done a lot of comprehensive research and is making a request to the Board to

Timberlane Regional School Board

Meeting Minutes

November 2, 2023

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## **DRAFT - NOT APPROVED**

consider a warrant article that would be around uniforms for the purpose of the band and concert performers. The uniforms are 27 years old and need replacing.

Mr. Sherwood stated the existing uniforms are no longer being manufactured. They had to order piecemeal for percussion which is why they are all in black. At this stage, this is a complete turnover.

Mrs. Knutsen commented that eventually this should be a budget thing and instead of doing it all at once, have a rotation for the uniforms so they are not having to replace them all at one time.

Mrs. Savage asked Mrs. Watkins, if in the future, there could be some sort of a reserve fund where we could put so much away or do an alternative warrant article to put aside, \$10,000 for example, if the voters don't pass the request for the complete replacement. Mrs. Watkins said it would need to be a warrant article because we can't encumber funds for a reason we don't have an assigned contract for.

Mr. Sherwood said they stop manufacturing the same styles after a couple of years according to Mr. Schweiss.

Mrs. Woodworth asked about having a one-time cost item in the operating budget like we have done in the past. Mrs. Watkins stated that Mr. Schweiss said adding \$100,000 is a lot to increase his budget by and would rather consider a special warrant article.

Mr. LeCain asked if this provides for the projected growth of the music program. Mr. Krieger said that it does.

Mr. Krieger said he is looking for direction around Article 10 for the Solar Panel Array.

Mr. Sapia explained he met with the Construction Committee and at that committee they had a presentation from EEI. Mr. Sapia explained what has transpired is they need roughly about 8 acres and due to the amount of wetlands, we only have 1 acre. We are constrained by our geographical footprint and it doesn't look like this will happen.

Article 10 will be struck and they will not be moving forward with solar.

### **f. FY2025 Default Budget**

Mrs. Watkins presented the default budget and reviewed the details and increases with the Board. There is a 2.9% increase of \$89,607,565 for 2025 versus \$87,046,915 for 2024.

The Board will review this information and revisit it at their next regular meeting.

## DRAFT - NOT APPROVED

### g. Atkinson Academy Belfry

Mr. Ingoldsby presented this to the Board. As part of the \$25 million lease agreement, a portion was set aside for the assessment of the 1803 Atkinson Academy Belfry and he reviewed some of the findings as noted in his Executive Summary. EEI will apply for a LCHIPS Grant which is a matching grant of 50% and the rest would be paid out of CIP money. The grant would be awarded in October 2024. He added that we are required to maintain the belfry based on the Articles of Agreement.

Mr. Sapia asked if we would still be eligible for the grant if we started the work early. He said according to EEI, they go out and get three quotes. In this specific situation, he feels comfortable because the people who can do this work is so limited.

Mr. Ingoldsby said he would start the work next summer for the first two phases and the third phase wouldn't be approved until September or October of 2024. The company EEI had come to do the initial assessment was Preservation Timber Framing.

Mr. Sherwood asked if they would have the ability to contract with Preservation Timber Framing directly or do we have to contract the work through EEI. Mr. Ingoldsby said we would use EEI as the construction management firm to run this and he is confident in the people they chose to do the work.

Mr. Sapia would still like, in this specific case, to still have EEI get the additional quotes for total transparency.

**MOTION: Mrs. Savage motioned to approve Phase 1 and Phase 2 with the idea of going out for the grant for Phase 3. Seconded by Mrs. Manthorn. Motion passed 9-0-0**

### h. CIP Recommended Projects

Mr. Henderson presented a list of recommended 2025 projects from the CIP. There are a lot of energy efficient projects. The capital budget is at \$1.8 million.

The Board reviewed the list of projects.

Mr. Sapia questioned why the HVAC at the middle school was not part of the lease. Mr. Ingoldsby explained because the middle school does not have one now. The lease was for replacing HVAC but this one at the middle school is new. There are already projects planned for the lease. This will come out of the capital budget.

Mr. Ingoldsby described the Recreation Area they want to have at the middle school.

## **DRAFT - NOT APPROVED**

Mr. Sapia believes we need to focus on things costing us money or are broken. He wants to be more focused on what will save the District money over time.

Mr. Woodworth spoke in favor of this project. This is an area used every day.

Mrs. Savage suggested possibly renaming this project because it is more than a recreation area. She suggested possibly calling it an Outdoor Classroom.

Mr. Ingoldsby spoke on the lease and projects scheduled. He stated the windows would be done with the next level for another warrant article lease.

Mr. Sapia talked about the windows and how they could be replaced in phases. He believes there is nothing more important than those high school windows and the walls that are leaking. He stated half the cost could be taken from the lease and half come out of the capital budget. Mr. Sapia believes the walls at the high school are more of an issue than the walls at Danville and Sandown because they are leaking.

Mrs. Knutsen commented that all these projects were hashed out by the CIP and this is what they are proposing.

Mrs. Savage believes a vote on these projects could wait until the CIP can take into consideration the discussion tonight.

Mr. Sapia explained the Board is only approving the total dollar figure, but it doesn't lock us into any of these recommended projects.

Mr. Woodworth would like to ask the CIP if they could tell us how much money we are actually losing by not addressing that work.

Mr. LeCain commented from the windows perspective, EEI could also look at energy use benchmarking against similar buildings of similar size to see what our energy use is due to loss.

Mr. Ingoldsby informed him they are just starting with the Energy Star program.

Mrs. Knutsen thanked the CIP Committee but they are looking for some clarification on things and they can either address this at the next meeting for the first meeting in December.

### **i. Irrigation**

Mr. Ingoldsby provided an update on the irrigation system. He sent an RFP to 3 companies but only received one bid. He is looking forward to fixing the irrigation issues that are there now if at all possible. The well is not part of this and can be put on hold. He said they have reapplied for the pond dredging permit and are still waiting for an estimate from Busby.

## **DRAFT - NOT APPROVED**

Mr. Sapia said it is \$226,000. Mr. Ingoldsby asked if he sent that to him today because it wasn't sent to him. Mr. Sapia said no, but he has the budget number though.

Mr. Sherwood doesn't want to spend more money to do another study regarding the well when we found one that was fairly inclusive.

Mr. Sapia said he would like to do an audit to see exactly what we have and exactly what is needed. He priced out running 350 lineal feet of pipe and got a price of almost half of what we are being told that will run from the pump up to the side of the hill. What he would like to do and what he suggests we do, is do an audit and have an RFP based on what that audit is and then put it out to bid with those companies.

Mr. Ingoldsby explained a company did an assessment of their system and the RFP was based on their assessment. They can't do an audit because audits actually need to have a system that is in 100% working order to get a proper audit. That is why we need to fix it before we can do an actual audit of the system. This is right from the assessment.

Mrs. Woodworth would like to see a fresh RFP with the pond dredging and the four inch line improvements go out to more than 3 people and, hopefully, get more than one person.

Mr. Ingoldsby stated the pond dredging would be totally separate from the irrigation.

Mrs. Savage suggested they move forward with putting out a couple of RFP's creatively and see if we can't get some other numbers. We want to make sure we do our due diligence with that.

Mrs. Watkins asked Mr. Sapia if he could provide the names of all the irrigation people he knows. Mr. Sapia said he almost feels like that would be a conflict of interest but can provide the names of the four websites.

### **j. Facilities Update**

Mr. Ingoldsby provided an Executive Summary on the EEI projects.

## **9. ADMINISTRATORS REPORT**

Mrs. Watkins received the last two tax rates they have been waiting for. She provided the total tax rate for each of the towns and explained the valuations. She also provided a comparison to the tax rate in previous years.

Mrs. Allaire provided a broader picture to the work that is being done by Grade 5 that they all heard earlier in their presentation. This is connected to their work to push and focus on student voice and choice. Quarter 1 has closed for the middle and high school yesterday. The

## **DRAFT - NOT APPROVED**

Timberlane Players will be performing this weekend. The high school counseling department partners with the NH Higher Education Foundation and last Wednesday they had over 50 students file over 130 college applications for free. All of those students are automatically entered into a drawing to win a \$500 scholarship.

Mr. Krieger spent time at Sandown North during math block in Grade 3. He said it was great to see all the different ways the kids are accessing the math content.

### **10. PERSONNEL REPORT**

**MOTION: Mrs. Manthorn motioned to accept the professional nomination of Rena Caron, Grade 8 Science Teacher at Timberlane Regional Middle School. Seconded by Mrs. McCormick. Motion passed 9-0-0**

### **11. COMMITTEE REPORTS**

Mrs. Woodworth – Strategic Planning Committee will meet on November 16<sup>th</sup>.

Mr. Sherwood – The CIP Committee met. The Budget Committee was held and they heard from Athletics, Music, the Middle School and the High School requests.

Mrs. Manthorn – Policy Committee met today and got a lot of information to be able to use at the next Policy meeting.

Mrs. Savage – Safety Committee will meet on November 14<sup>th</sup> and the Facilities Committee will also meet on November 14<sup>th</sup>. Girls soccer team will play in the Finals at 1:00 in Exeter against Portsmouth.

Mr. Woodworth – The negotiations are going well.

Mr. Sapia – Construction Committee met and they talked about the solar, windows, HVAC on the high school roofs and the Academy Belfry. He gave a special thanks to the staff and administration for their involvement during Spirit Week and exhibiting so much energy that afternoon on Friday.

## **DRAFT - NOT APPROVED**

There was no other business before the Board.

### **12. NON-PUBLIC SESSION**

**MOTION: Mrs. Manthorn motioned to enter non-public under 91-A:3, Paragraph II (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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Savage Motion passed 9-0-0**

The Board was polled:

D. Woodworth – yes    Knutsen – yes    Sherwood – yes    McCormick – yes    LeCain – yes  
Sapia – yes    B. Woodworth- yes    Savage – yes    Manthorn – yes

Motion passed 9-0-0 to enter non-public at 9:06 PM.

The public meeting adjourned at 9:06 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney  
Recording Secretary

**Approved by the School Board on**

# 2024 Timberlane Regional School District Warrant State of New Hampshire

To the inhabitants of the School District of the Towns of Atkinson, Danville, Plaistow, and Sandown, New Hampshire, qualified to vote in District affairs:

## First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane Performing Arts Center, 40 Greenough Road, Plaistow, New Hampshire, on Thursday, the 8<sup>th</sup> day of February 2024, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number X. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

## Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number X will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 12<sup>th</sup> day of March 2024, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson Voting will be conducted at the Atkinson Community Center from 7 a.m.-8 p.m.

Danville\* Voting will be conducted at the Danville Community Center from 8 a.m.-8 p.m.

**\*Tentative**

Plaistow Voting will be conducted at the Plaistow Fish and Game Club from 7 a.m.-7 p.m.

Sandown Voting will be conducted at the Sandown Town Hall from 8 a.m.-8 p.m.

## Article 1 – Election of Officers

To choose the following school district officers:

|                 |                         |             |
|-----------------|-------------------------|-------------|
| Atkinson Voters | School Board Member     | 3-Year Term |
| Plaistow Voters | School Board Member     | 3-Year Term |
| Sandown Voters  | School Board Member     | 3-Year Term |
| Atkinson Voters | Budget Committee Member | 3-Year Term |
| Plaistow Voters | Budget Committee Member | 3-Year Term |
| Sandown Voters  | Budget Committee Member | 3-Year Term |

**Article 2 – Operating Budget**

Shall the voters of the School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts 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 \$X? Should this article be defeated, the operating budget shall be \$X, which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*  
*Recommended by the Budget Committee*

**Article 3 – Three Year Collective Bargaining Agreement (Timberlane Teachers’ Association)**

Shall the voters of the School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Teachers’ Association and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

|                     |                |                |                |
|---------------------|----------------|----------------|----------------|
| Fiscal Year         | <u>2024-25</u> | <u>2025-26</u> | <u>2026-27</u> |
| Estimated Increase  | \$X            | \$X            | \$X            |
| <b>3-Year Total</b> |                |                | <b>\$X</b>     |

And further to raise and appropriate the sum of \$X for the 2024-25 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*  
*Recommended by the Budget Committee*

**Article 4 – Authorization for Special Meeting on Cost Items**

Shall the voters of the School District, if Article 3 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost items only? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*

**Article 5 – Capital Reserve Fund by Surplus**

Shall the voters of the School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2024 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2023-2024 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*  
*Recommended by the Budget Committee*

**Article 6 – General Acceptance of Reports**

Shall the voters of the School District accept reports of agents, auditors, and committees as written in the 2023 Annual Report? (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***

**Article 7 – Fund Balance Retention**

Shall the School District vote to authorize, indefinitely until rescinded, to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, **5%** of the current fiscal year's net assessment, in accordance with RSA 198:4-b, II. (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***

***Recommended by the Budget Committee***

**Optional Warrant Articles Below:****Article 8 – Emergency Contingency Fund**

Shall the School District establish a contingency fund for the upcoming fiscal year for the purpose of covering the cost of unpredictable cost escalations as well as emergencies and further raise and appropriate \$500,000 with such amount to be transferred from those funds in the June 30, 2024 unassigned fund balance available for transfer on July 1 of this year; no amount to be raised by additional taxation. Any appropriation left in the fund at the end of the year will lapse to the general fund and used to offset the local education property tax rate. (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***

***Recommended by the Budget Committee***

**Article 9 – TAU Professional Development Reimbursement**

To Be Determined

***Recommended by the School Board***

***Recommended by the Budget Committee***

**Article 10 –Marching and Concert Uniforms for Timberlane Regional High School Music Department**

Shall the Timberlane Regional School District vote to raise and appropriate a sum of up to **\$95,800** to replace the marching band and concert uniforms for the Timberlane Regional High School Music Department? This sum is to come from the June 30 fund balance available for transfer on July 1 with no amount to be raised by additional taxation. This is a special warrant article. (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***

***Recommended by the Budget Committee***

**Article 11 – Technology Staff**

To Be Determined

***Recommended by the School Board***

***Recommended by the Budget Committee***



***SafeMeasures™***  
**STUDENT-LED, COLLABORATIVE ACTION RESEARCH PROCESS**  
**Fidelity of Implementation Guide**

A. The *SafeMeasures™* process:

1. *Provides inspiring and engaging youth and adult leadership development opportunities.*
2. *Engages students, teachers, and administrators in data-driven, systemic leadership to improve school culture, climate, safety, and respectful, personalized, engaging teaching.*
3. *Generates valid and reliable school climate data that is aligned with National School Climate Standards used for needs assessment, goal setting, action planning, and pre-post analysis of school climate improvement.*

B. The *SafeMeasures™* Process involves the following Five Stages:

Step 1: Form and train a committed Youth-Adult Leadership Team (12 students/ 4-6 Adults). **LISTEN**  
Step 2: Collect data from EVERYONE to learn how they see the culture/climate of the school. **LEARN**  
Step 3: Analyze your school's culture and climate data and set goals for improvement. **FOCUS WORK**  
Step 4: Take Action to address goals, achieve changes on a small scale. **LEAD PILOT PROJECTS**  
Step 5: Take larger steps, involve more people, and assess the changes. **CREATE 'RIPPLE EFFECTS'**

C. Detailed Two-Year Implementation Steps

**Year 1 of a Two-Year Leadership Process**

**Stage One: Planning, Design, and Organization-**

1. Pre-Meeting- Meet with the principal and other interested adults in each school to review the *SafeMeasures™* Process, youth and adult roles, expectations, commitments, timeframes, etc.
2. Meeting #1-ADT- Set up an Adult Design Team (ADT) made up of 4-6 key adults (teachers, administrators, guidance, etc.) who will lead the process as representatives and experts on their local school and community.
3. Meeting #1 with Youth/Adult Leadership Team- ADT selects a “diverse” Student Leadership Team (SLT) made up of a representative group of approximately 12 students who will work as partners in the school improvement and action research process. Monthly CSCL meetings with Youth/Adult Teams are scheduled for a minimum of 90 minutes.

**Stage Two: School Climate Data Collection-**

1. Meeting #2 with Youth/Adult Team- Members participate in a leadership training where they learn 'symbolic leadership' games, complete writing prompts, participate in focus groups, and learn about their leadership roles and responsibilities for data collection.
2. Meeting #3 with Youth Adult Team- Students and adults are trained to conduct CSCL's on-line *SafeMeasures™* School Culture and Climate Survey. CSCL staff will work with the school principal to attain parental consent, and to set up a data collection schedule. Student leaders develop a brief video with adult support, to introduce the survey to their peers, teachers, and community, assist with implementation of survey, and plan how to share results with peers and with teachers upon completion of the data collection process.

**Stage Three: Data Analysis and Goal Setting-**

1. CSCL generates a SafeMeasures™ School Climate Data Summary based on each school's survey results and qualitative results.
2. Meeting #4 with Youth Adult Team- CSCL staff reviews survey results with principal and Youth Adult Team and guides data analysis and goal setting process.
3. Meeting #5: CSCL and Youth Adult Team- Youth/Adult Team leads Faculty/Staff through data analysis and goals setting process and invites them to set Faculty/Staff school culture and climate improvement goals.

#### **Stage Four: Action Planning and Project Development**

1. Meeting #6: CSCL and Youth Adult Team- Team develops plans to roll out survey results to students, parents, and community. Team develops Action Plans for Sweet Spot Action Projects, based on school "strengths and assets" or Bright Spots".
2. Youth Adult Team members invite teachers and staff to "take the Bright Spots Challenge" as a way to address their school culture and climate goals.
3. The Bright Spots Challenge is implemented by "willing" teachers and staff, to create positive culture and climate "ripple-effects" throughout the school to model positive leadership and to end Year 1.
4. Meeting #7: CSCL and Youth Adult Team- Acknowledge team contributions and leadership, celebrate successes and reflect on progress made in Year-One. Discuss plans for Year 2. Discuss possible summer training or Professional development linked to Climate and Culture goals.

### **Year Two of the Process**

#### **Stage Five: Implementation, Ripple Effects, Evaluation and Sustaining Leadership**

In YEAR 2, we will hold monthly Youth-Adult Leadership Team meetings to implement larger-scale action projects and conduct Post-Assessment using the SafeMeasures™ School Culture and Climate survey in the Spring.

1. Each year the Youth Adult Leadership Teams are 'refreshed' with new members.
2. Principal and school/district leaders remain actively engaged in the process and work to align School Culture and Climate work and Student Leadership with ongoing, systemic, professional development, and school improvement initiatives.
3. A post-test using the SafeMeasures™ School Climate Survey is completed during year 2.
4. Pre-post test results and data summary are developed by CSCL.
5. Results of post-assessment are shared with the principal, Youth-Adult Team, and staff and board.
6. Improvements in culture and climate are identified and celebrated.
7. New improvement goals are set, new action projects are developed to support ongoing improvement.

Additional information about survey implementation:

- All students and adults will *voluntarily* share their knowledge of the school with researchers on surveys. No person will be required to participate.
- Parents or guardians will receive a 'passive' parental permission request to provide their permission for their child's participation. This process fits with NH state law and offers the best opportunity to collect school-wide data that is valid and trustworthy.

- No names of students, teachers, staff, administrators, or persons they may refer to will be recorded or used at any time.
- **Confidentiality will be guaranteed except under the following circumstances:**
  - Researchers are told of some dangerous situation that puts students at risk of injury or reported abuse.
  - Researchers' notes become the subject of a "freedom of information" request.

## Job Postings

| JobId                             | Category                   | Position Type                   | Additional Title                               | Location                                    | Date Posted | Closing Date      | Date Available      | Date Filled | For Fiscal Year | Time To Fill | AppCount           |
|-----------------------------------|----------------------------|---------------------------------|------------------------------------------------|---------------------------------------------|-------------|-------------------|---------------------|-------------|-----------------|--------------|--------------------|
| <b>Administration</b>             |                            |                                 |                                                |                                             |             |                   |                     |             |                 |              |                    |
| <a href="#">4757</a>              | Administration             | Financial Analyst               | Financial Analyst cc2720                       | SAU 106 Timberlane Regional District office | 8/23/2023   | Open until filled | as soon as possible |             | 2023-2024       | 78           | <a href="#">14</a> |
| <b>Elementary School Teaching</b> |                            |                                 |                                                |                                             |             |                   |                     |             |                 |              |                    |
| <a href="#">4764</a>              | Elementary School Teaching | Music - Orchestra               | Elementary Music Teacher - Orchestra cc1443    | Danville Elementary                         | 9/13/2023   | Open until filled | 9/18/2023           |             | 2023-2024       | 57           | <a href="#">1</a>  |
| <b>High School Teaching</b>       |                            |                                 |                                                |                                             |             |                   |                     |             |                 |              |                    |
| <a href="#">4753</a>              | High School Teaching       | Library Media Specialist        | Library Media Specialist cc2071                | Timberlane Regional High School             | 8/22/2023   | Open until filled | 12/29/2023          |             | 2023-2024       | 79           | <a href="#">8</a>  |
| <b>Middle School Teaching</b>     |                            |                                 |                                                |                                             |             |                   |                     |             |                 |              |                    |
| <a href="#">4736</a>              | Middle School Teaching     | Mathematics                     | Mathematics Interventionist cc223              | Timberlane Regional Middle School           | 8/3/2023    |                   | 8/22/2023           |             | 2023-2024       | 98           | <a href="#">2</a>  |
| <a href="#">4775</a>              | Middle School Teaching     | Foreign Language - Spanish      | Middle School Spanish Teacher cc2566           | Timberlane Regional Middle School           | 10/17/2023  | Open until filled | as soon as possible |             | 2023-2024       | 23           | 0                  |
| <b>Special Education</b>          |                            |                                 |                                                |                                             |             |                   |                     |             |                 |              |                    |
| <a href="#">4747</a>              | Special Education          | Social Worker                   | .4 ED Program Social Worker cc 2720            | Timberlane Regional School District         | 8/15/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 86           | <a href="#">3</a>  |
| <a href="#">4330</a>              | Special Education          | Behavior Specialist             | BCBA/Behavior Specialist cc 2574               | Timberlane Regional School District         | 5/3/2022    | open until filled | 8/22/2023           |             | 2023-2024       | 555          | <a href="#">20</a> |
| <a href="#">4506</a>              | Special Education          |                                 | RBT cc 1428                                    | Timberlane Regional Middle School           | 9/13/2022   | open until filled | as soon as possible |             | 2023-2024       | 422          | <a href="#">6</a>  |
| <a href="#">4344</a>              | Special Education          | Psychologist                    | School Psychologist - Part Time .6 Position cc | Timberlane Regional School District         | 5/19/2022   | open until filled | as soon as possible |             | 2023-2024       | 539          | <a href="#">6</a>  |
| <a href="#">4754</a>              | Special Education          | Psychologist                    | School Psychologist cc1422                     | Timberlane Regional School District         | 8/22/2023   | Open until filled | as soon as possible |             | 2023-2024       | 79           | 0                  |
| <a href="#">4685</a>              | Special Education          | Psychologist                    | School Psychologist cc2145                     | Timberlane Regional School District         | 6/19/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 143          | <a href="#">1</a>  |
| <a href="#">4604</a>              | Special Education          | Special Education Teacher       | Special Education Teacher cc 1032              | Timberlane Regional High School             | 4/19/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 204          | <a href="#">5</a>  |
| <a href="#">4756</a>              | Special Education          | Special Education Teacher       | Special Education Teacher cc1060               | Pollard School                              | 8/22/2023   | Open until filled | as soon as possible |             | 2023-2024       | 79           | <a href="#">1</a>  |
| <a href="#">4644</a>              | Special Education          | Special Education Teacher       | Special Education Teacher cc1105               | Danville Elementary                         | 9/19/2023   | Open until filled | as soon as possible |             | 2023-2024       | 51           | <a href="#">5</a>  |
| <a href="#">4639</a>              | Special Education          | Special Education Teacher       | Special Education Teacher cc1300               | Timberlane Regional High School             | 5/19/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 174          | <a href="#">1</a>  |
| <a href="#">4641</a>              | Special Education          | Special Education Teacher       | Special Education Teacher cc747                | Pollard School                              | 5/19/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 174          | <a href="#">6</a>  |
| <a href="#">4609</a>              | Special Education          | Speech and Language Pathologist | Speech Language Pathologist cc 212             | Pollard School                              | 4/21/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 202          | <a href="#">4</a>  |
| <a href="#">4605</a>              | Special Education          | Speech and Language Pathologist | Speech Language Pathologist cc 2218            | Timberlane Regional High School             | 4/19/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 204          | <a href="#">3</a>  |
| <a href="#">4652</a>              | Special Education          | Speech and Language Pathologist | Speech Language Pathologist cc1316             | Timberlane Regional Middle School           | 5/24/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 169          | <a href="#">2</a>  |
| <a href="#">4751</a>              | Special Education          | Speech and Language Pathologist | Speech Language Pathologist cc2242             | Timberlane Regional School District         | 8/18/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 83           | <a href="#">1</a>  |
| <a href="#">4673</a>              | Special Education          | Speech and Language Pathologist | Speech Language Pathologist cc885              | Sandown North                               | 6/12/2023   |                   |                     |             | 2023-2024       | 150          | <a href="#">2</a>  |
| <b>Student Services</b>           |                            |                                 |                                                |                                             |             |                   |                     |             |                 |              |                    |
| <a href="#">4662</a>              | Student Services           | School Social Worker            | School Social Worker cc2594                    | The Learning Center at Sandown Central      | 5/31/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 162          | <a href="#">8</a>  |
| <a href="#">4660</a>              | Student Services           | School Social Worker            | School Social Worker cc830                     | Timberlane Regional School District         | 5/31/2023   | Open until filled | 8/22/2023           |             | 2023-2024       | 162          | <a href="#">9</a>  |