



## Thursday, May 4, 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 – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
5. Delegates and Individuals
6. Student Representative
7. Current Business
  - a. 7:05 PM High School Boilers – ACTION
  - b. 7:10 PM Policies – ACTION
  - c. 7:15 PM Budget Transfer – ACTION
  - d. 7:20 PM Special Education: Indicator 11 Report – INFORMATIONAL
  - e. 7:25 PM Policy GCF: Summer Hiring Process – ACTION
  - f. 7:30 PM Vacancy Report – INFORMATIONAL
  - g. 7:35 PM School Board Goals – INFORMATIONAL
8. 7:40 PM Administrator’s Report
9. 7:45 PM Personnel Report
10. 7:50 PM Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. 7:55 PM Other Business
14. Nonpublic Session
15. Future Dates

DATE	TIME	LOCATION	TYPE OF MEETING
May 18	7:00 PM	SAU Boardroom	Regular Business
June 1	7:00 PM	SAU Boardroom	Regular Business
June 15	7:00 PM	SAU Boardroom	Regular Business
July 20	7:00 PM	SAU Boardroom	Regular Business
August 17	7:00 PM	SAU Boardroom	Regular Business



**1-3. Open Meeting**

**4. Approval of Minutes** (1 set: April 20, 2023 Regular Board Meeting Minutes)

**5. Delegates and Individuals**

**6. Student Representative**

**7. Current Business**

**a. High School Boilers**

Mr. Michael Davey from EEI to discuss concerns/costs that have arisen in regards to replacing the High School boilers. Motion to act on the request presented by Mr. Davey.

**b. Policies**

Motion to act on the second read/adoption of policies BEA, JFAB, and KDCA.

**c. Budget Transfers**

Motion to act on transferring \$100,000 from the Attrition Savings account to the Electricity District Wide account.

**d. Special Education: Indicator 11 Report**

Review the results from the Indicator 11 Report regarding the District's compliance with Initial Evaluations provided by the Department of Education.

**e. Policy GCF: Summer Hiring Process**

The Board to determine the summer hiring process per policy GCF, which states any three board members shall be empowered to act on personnel matters and to bring recommendations of approval to subsequent Board meetings; the Board may also **opt** out, by majority vote, to authorize any one board member to make recommendations in lieu of the three board members for hiring professional staff during the summer months while the Board is not in session.

**f. Vacancy Report**

Review the updated vacancy report.

**g. School Board Goals**

Reminder for School Board members to submit their School Board Goals to the School Board Chair by the middle of May.

**8. Administrators' Reports**

Mr. Krieger to present.

**9. Personnel Report** – Motion to act on the nominations and resignations of staff. Motion to act on the renominations of staff.

**10. Committee Reports/Reports of the School Board**

**11. Correspondence** – All correspondence is now forwarded to board members as it comes in.

**12. Vendor and Payroll Registers** – please be sure to review and sign electronically vendor and payroll registers.

**13. Other Business** – Board members to provide agenda items for future meeting consideration.

**14. Nonpublic Session** – If needed.

**15. Future Dates** – As indicated.



# Upcoming Agenda Items

Description	Month
Last Day for Staff	May
Summer Learning Opportunities	May
Unassigned Fund Balance	May
Reassignment of Staff	May
Repurpose of Kindergarten (Tentative)	May
Report of Unsigned Employee Contracts	June
Board Goals	June
Data Governance Plan First Read	June
SAU Organizational Chart	June
Data Governance Plan Second Read	June
Enrollment Update	June
CTE Update	June
First Day of School	June
PAC Proposed Schedule	June
Tuition Rates	June
Facilities Projects	July
Anticipated Enrollment	July

# **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  
April 20, 2023  
7:00 PM**

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

### **Call to Order**

#### **Board Members Present**

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

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

Justin Krieger, Interim Superintendent  
Sandra Allaire, Acting Assistant Superintendent  
Matthew Labelle, Student Representative

Excused Absence: Christopher Kellan, Superintendent of Schools

#### **Administrators Present**

Mark Pedersen, Director of Secondary Curriculum  
Lucy Canotas, Director of Elementary Education  
Maria Watkins, CFO/Business Administrator  
Kelley Brooks, Director of Special Education  
Mark Pedersen, Director of Secondary Education

### **APPROVAL OF MINUTES**

**MOTION: Mrs. Manthorn motioned to approve the public minutes of April 6, 2023 as written. Seconded by Mr. Sapia Motion passed: 7-0-0**

**MOTION: Mr. Sherwood motioned to approve the non-public minutes of April 6, 2023 as written. Seconded by Mrs. Woodworth. Motion passed: 7-0-0**

## **DRAFT – NOT APPROVED**

**MOTION: Mrs. Woodworth motioned to accept the non-public minutes of April 13, 2023 as written. Seconded by Mr. Sapia Motion passed: 7-0-0**

### **DELEGATES AND INDIVIDUALS**

Stephanie Doyle of Danville, NH addressed the Board. She described an incident that occurred in Danville Elementary between her 5<sup>th</sup> grade student and another 5<sup>th</sup> grader. Mrs. Doyle shared her concerns regarding the school’s discipline procedures and protocols. She is asking the Board to review their process and resources. She wants to hear what action is being taken.

David Alberg of Danville, NH addressed the Board. He stated they have struggled for the past couple of years to keep their children physically and mentally safe at Danville Elementary. He described a recent incident where his 2<sup>nd</sup> grader was threatened. Mr. Alberg believes the system is broken.

(Mrs. Savage arrived at 7:11 pm)

### **STUDENT REPRESENTATIVE**

Matthew Labelle provided highlights of the happenings across the district. The Run of the Savages was held and it was estimated to have raised over \$10,000 this year to the Jimmy Fund. The Sophomore Dance will be held on Saturday, May 15, 2023. The Class of 2026 is having a bake sale with proceeds going to the Class of 2026. Friday, 4/19 is the GSA Day of Silence. The Student Council banquet will be held on May 15<sup>th</sup>. The Music Department will be going to Disney to perform in venues throughout the park and march in a parade down Main Street USA. Teacher Appreciation Week is Monday, May 8-15. There was an assembly today in the PAC with a speaker on mental health. The Prom will be on May 19, 2023 at Atkinson Country Club.

### **CURRENT BUSINESS**

#### **a. Student, Staff and Family Share**

Jennifer Conti, a parent of a second grader at Pollard School, was invited to the Board to share a positive experience regarding her son. Her son performed in “How Does Your Garden Grow” and she talked about the confidence her son exhibited during the play and told the Board how seeing him with such confidence was a true gift to her family. She credited the staff for making him feel safe and prepared, not only for her son, but for all his classmates.

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### **b. Center for School Climate and Learning**

Mr. Krieger introduced Bill Preble with The Center for School Climate & Learning. Mr. Kreiger informed the Board they will be engaging with CSCL and asked Mr. Preble to come to the Board to talk about the program and the benefits it has to offer.

Mr. Preble introduced himself. He is a professor for educational leadership at N.E. College and he also runs the Center for School Climate and Learning. He described the CSCL as essentially a research center for youth. They train third graders through grade 12 to be action researchers and leaders. He stated they have a very specific process for bringing the students together. He provided a presentation to the Board with an in-depth explanation of the work they do. He also provided a sample of the Safe Measures School Climate Survey they send to students, staff, and parents of the middle school and high school.

Mrs. Woodworth asked what the response rate has been of the survey. Mr. Preble said before COVID, the response rate was 80% and now it is 64%. Mrs. Woodworth asked if it is a change in the climate or a change in perception. Mr. Preble said it is a change in climate and climate is a feeling, which is all perception. They will be starting with the middle school and high school and will be having discussions regarding the elementary students.

### **c. NEASC School Accreditation**

Mrs. Jennifer Puchlopek, who is on the high school's accreditation program, did a presentation to the Board and reviewed the NEASC timeline of events which began back in 2018-2019 school year. The NEASC team tours their buildings and puts a report together including their commendations and recommendations, which carries them through the next part of the process. She described what the process has been. Mrs. Puchlopek provided a letter to the Board from NEASC with their Two-Year Progress Report and added that when the team was here, we received many compliments from them. She spoke to the seven NEASC standards and described the work they did in the 2021/2022 school year. That is the year they worked on the 2-year progress report.

(Mrs. Manthorn arrived at 8:02 pm)

She reviewed the commendations from the 2-year progress report and described what they will be working on next year.

### **d. Elementary Enrollment Update**

Mrs. Canotas provided an Executive Summary with an update on the current enrollment projections for the 2023-2024 school year. They are constantly monitoring new registrations and there are several grade levels and classrooms they are keeping a watch on and identified pressure

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point grade levels. They don't anticipate they will go over, but they could get to maximum capacity over the summer.

### **e. Redshirting**

Mr. Krieger explained Redshirting is when a child becomes eligible to enter First Grade, but the parent requests the child stay in Kindergarten for another year. These are children coming into the district from outside preschools.

Mrs. Canotas stated they have received two requests right now and those are included in the enrollment summary.

The Board discussed the reasons why a parent would request an additional year of kindergarten. Mrs. Allaire described the process when a parent makes this request. Mrs. Savage explained some of the various factors that need to be considered when approving such requests. The Board discussed the issue of allowing a student to remain in kindergarten, however, when the child turns 6 years old, they are required to attend full day. At 6 years of age, the district is required to provide a 1<sup>st</sup> Grade education; otherwise, if they remain in full day kindergarten at the age of six, the family will need to pay tuition for that program.

### **f. Special Education**

Mrs. Brooks provided a special education update for the 2022-2023 school year on what they are currently doing and what they will be doing. This year, after collecting a lot of information, they ended up putting a lot of things in place. They have been working with the New England Center for Children to look at evaluating our students that have ASD and what we can offer for services if they want to move forward with the program. She provided an Executive Summary which highlights the work they have been doing for the 2022-2023 school year. In addition to what she highlighted, she stated there are many other things they are working on that are not listed in her Executive Summary. Mrs. Brooks also reviewed a list of the plans she has for next year. Some of which includes professional development, an ASD program partnership with NECC and an ED program will be established. There will be a collaboration with Landmark for an evaluation of reading services across the district and the identification of language-based instructional services for students, in addition to other work they are planning to do.

Mrs. Knutsen asked if Mrs. Brooks has noticed an improvement in the parent communication. Mrs. Brooks stated they have, but they still need to do better and she spoke on the plans in place to improve communication.

Mrs. Manthorn asked if we are sending out a survey or asking parents how they prefer to receive communication and the time they prefer to receive it. Mrs. Brooks said that is part of the process this year and it will be included in the manual they are putting together.

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Mrs. Manthorn stated, in terms of the timeline when documents are sent home to meet legal requirements, the parents will need to know what those are also. Mrs. Brooks explained there is a flow chart provided for parents as to when things are expected.

Mr. Woodworth asked what the average caseload is for a case manager. Mrs. Brooks said it can range from 7 to 28 students on a caseload because there are positions they have not been able to fill. In order to reduce the caseloads, they would need to hire an additional 10 to 15 educators.

Mr. Sapia asked Mrs. Brooks if she anticipates seeing the special education numbers increasing. Mrs. Brooks said there will be lasting effects of COVID and it will be a while before it gets turned around. She also stated we could cut down the numbers if they had more supports for regular education students.

Mr. LeCain asked Mrs. Brooks how do we attract more people. Mrs. Brooks said that until the district pays more, we won't. She explained she did 43 interviews and only got 9 people out of the 43. They need to pay more.

Mrs. Brooks provided the Board with an update on the cost of contracted service providers.

Mrs. Savage asked if we had more people, would we be able to keep the kids in the district which would lower the cost of outplacing students. Mrs. Brooks said if they had more people, they could lower the caseloads, offer professional development, offer specialized instruction and interventions, and they could get ahead of it.

Mrs. Savage asked to look at some sort of projections and plans to get to where we need to be. Mrs. Manthorn asked for a cost analysis on what it would take to get the program up and running. Mrs. Woodworth would like to know what other districts are paying for special education in order to be competitive.

### **g. Policies**

The Board reviewed Policy BEA, Policy JFAB, Policy JFAC, and Policy KDCA as a First Read. Mrs. Savage asked if there should be some wording in Policy JFAC regarding Redshirting. The Board discussed the option of requiring those families to pre-pay for the year. Mr. Sapia is concerned about those Redshirt kids if their parents are unable to prepay the full day Kindergarten tuition.

**MOTION: Mrs. Savage motioned to accept Policy BEA, JFAB, JFAC, and KDCA as a First Read. Seconded by Mr. Sherwood. Motion passed: 9-0-0**

### **h. Vacancy Report**

Mr. Krieger presented the current job postings for the Board to review.

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### **i. Discipline Data**

Mr. Krieger presented the discipline data specific to the suspensions issued in grades 6-12 from February 17<sup>th</sup> to the present and the data sets shared at the January 19<sup>th</sup> and February 16<sup>th</sup> school board meetings for comparison. Two new categories, Threat and Drugs, have been added specific to the middle school and Vandalism has been added as a new category for the high school. In school suspension numbers are increasing.

Mrs. Manthorn explained the discipline data has been coming to the Board in reflection of a request by the administration for an in-school support position for the middle school and high school. She stated that based on the data they have been seeing, she feels that position is needed and was wondering how to go about that.

The Board discussed the previous conversations about hiring staff in order to keep kids in school and, if they were to hire for the position, what the qualifications should be for the positions. Mr. Krieger said they are in the late stages of meshing the needs and priorities together and he will be bringing that before the Board.

Mrs. McCormick asked if they would be looking to staff the elementary schools for this also. Mr. Krieger said they are looking at it as a district need standpoint.

### **j. NESDEC Reports**

Mr. Pedersen reviewed the 23-24 NESDEC projected enrollments from PK through grade 12. He explained they use these numbers to make long term projections and decisions regarding their programs and designing classes. The numbers are beginning to increase.

### **k. School Board Goals**

Mrs. Knutsen provided a copy of the School Board goals to the members. She said they don't need to vote on them tonight, but asked them to look it over and email her by the middle of May, if there is anything they want to add or remove or edit so they can get this together and move forward.

## **ADMINISTRATORS' REPORT**

Mr. Krieger provided an update on the two administrator openings at Sandown North and Sandown Central. They expect to have someone on board with them at Sandown North by the end of this week and to have a qualified person come on board at Sandown Central in early to mid-May. They have been having open conversations about staffing and needs with the Leadership Team. He is excited about Mr. Preble's work that he will be starting with them.

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## **PERSONNEL REPORT**

**MOTION: Mrs. Manthorn motioned to accept the professional nomination for Eric Swanson as 5<sup>th</sup> Grade Teacher at Atkinson Academy. Seconded by Mr. Sapia Motion passed: 9-0-0**

**MOTION: Mrs. Manthorn motioned to accept the professional resignation of Joyce Saghbini as Special Education Case Manager at Pollard Elementary School and thanked her for her dedication and service to the students at Pollard School. Seconded by Mr. Sapia. Motion Passed: 9-0-0**

**MOTION: Mrs. Manthorn motioned to accept the re-nominations as presented to the Board. Seconded by Mr. Sherwood. Motion passed: 8-0-1 (Mrs. Woodworth abstained)**

## **COMMITTEE REPORTS**

Mrs. Manthorn reported on the Curriculum and Assessment Committee. They did a first read of the revisions for Portfolio and Writing elective and they discussed the professional development day.

Mrs. Savage stated the Board sent a letter out on Friday announcing the appointment of Mr. Krieger as Interim Superintendent and Mrs. Allaire as Acting Assistant Superintendent. She announced Mr. Kellan asked to have some information shared with the public as to why the appointments were needed. Mr. Kellan wanted the community to know that on March 24<sup>th</sup>, he had emergency brain surgery as a result of a concussion. He is home recovering and is hoping for a full recovery and a full return to work, hopefully, sometime in May. She reported on the Safety Committee. They are continuing to move forward with lots to work on and lots of positive things for the district moving forward. She reported on the Facilities Committee meeting. She explained they had a long discussion about different things with Karl moving forward. She also said it was disappointing to hear from Karl about some destruction that is happening on the property again.

Mr. Sherwood reported on the CIP meeting. He said it was a productive meeting and they are looking to remove a line from the CIP which is the connector between the PAC, the middle school and the high school. The original estimate was \$60,000 and is now up to \$3 million. The CIP decided there were other things those monies could go to that were much more important.

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The CIP also invited to have a school board member from each town representing them on the CIP. Mrs. Knutsen mentioned any final decisions would still need to come before the Board for a vote. Mr. Sapia stated it was only an invitation and a matter of protocol so one town doesn't feel left out. The offer is out there.

Mr. Sapia referred to the prior middle school principal's request for an enhancement of the playground behind the middle school for approximately \$90,000 in the CIP. He would like to take a more holistic approach. He would like someone from each town to come in, tell them what they have for assets, and see what we have for assets. Then, they could have the youth organizations come in and see what their needs are and coordinate everything and come up with a plan for the grounds back there.

**MOTION: Mr. Sherwood motioned to remove line 78 (the high school, PAC, and middle school building enclosure connector) from the CIP. Seconded by Mr. Sapia.**

There was discussion on the motion. Mr. Woodworth stated he could not support that. He explained that was put in the CIP for safety reasons.

Mrs. Savage believes it would be good to keep it on the forefront and to keep it in the CIP. She said they could end up with a safety grant and in order for it to qualify; it would need to be in the CIP.

Mr. Sherwood withdrew his motion. Mr. Sapia withdrew his second.

Mrs. Manthorn updated the Board on the Wellness Committee meeting. They were asked to look at the current Wellness Policy and the proposed NHSBA policy and merge them. There are many different activities happening in the individual buildings for both students and staff. They received an update from the Food Services Director who said some of the students are growing vegetables and herbs in school gardens and are using them for school lunches. She said we should increase that across all the schools.

### **OTHER BUSINESS**

Mr. Sapia discussed the lease construction project phases and has some concerns. He asked about a Focus Committee. He would like to have EEI come back before the Board because he has many questions surrounding the scope of work. He does not agree with it taking over 4 years to complete and believes much of the work could be done while school is in session. He would also like more involvement from the School Board.

Mrs. Watkins let him know all his questions have been discussed and approved by the school board. There has been a committee and a process they followed. Mrs. Knutsen said the decisions were made by the prior Board. Mrs. Watkins mentioned all his questions were asked

## **DRAFT – NOT APPROVED**

and answered by EEI. The meetings were open to the public and it was a 2-year long process. She also reminded Mr. Sapia the phases are a plan, a tentative schedule. She added that the formation of a Focus Committee is being worked on.

Mr. Sapia asked to have a schedule of work on a calendar. Mrs. Watkins explained not all those projects can be done while school is in session. Mrs. Savage added that there are projects being done now and some cannot be done during the school hours.

The Board had no further discussion.

Mrs. Knutsen closed the public meeting at 10:16 pm.

Respectfully submitted,

Linda Mahoney  
Recording Secretary

**Approved by the School Board on**



## TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

May 4, 2023

### Second Read

Policy	Changes/Recommendations
	No changes have been made on these policies since first read.
BEA: School Board Meetings	Updated to reflect current agenda sequence.
JFAB: Admission of Tuition & Non-Resident Students	Changes include comprehensive language specific for admission requirements.
KDCA: Display & Distribution of Informational Materials & Announcements	Updated to include the electronic community bulletin board.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BEA</b>
<b>Adopted: 01-01-83</b> <b>Revised: 11-01-90</b> <b>Revised: 09-11-02</b> <b>Revised: 11-19-09</b> <b>Revised: 06-29-17</b> <b>Revised: 11-19-20</b> <b>Revised: 11-03-22</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## SCHOOL BOARD MEETINGS

Related Policies: BEAB, BEC, BEDB, BEDC, BEDD, BEDG, BEDH

- A. The School Board shall establish its meeting schedule at their annual organizational meeting after local elections. The Board will meet in the evening on the 1st and 3rd Thursdays of each month at the SAU 106 Administration Building. The Board may change the time, date, or the location of regular meetings, and may add or remove meetings as they deem necessary. Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website.
- B. The order of business at a regular meeting shall be as follows:
1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. Approval of Minutes
  5. Delegations and Individuals speakers will be afforded no more than 3 minutes per individual unless waived by the Board
  6. Current Business
  7. Administrative Report
  8. Personnel Report
  9. Committee Reports/**Reports of School Board**
  - ~~10. Reports of School Board~~
  - ~~11. Correspondence Folder~~
  - ~~12. Vendor and Payroll Registrars~~
  - ~~13. 10. Other Business~~
  - ~~14. 11. Non-public Session – if needed~~
  - ~~15. Future Dates~~
- C. A Special Meeting, defined as a non-scheduled regular meeting, shall be held at the call of the Chair or at the joint request of any three members. Notice shall be given of all matters that are to be considered at such special meetings. Matters other than those for which notice was given can be acted upon only if all members are present. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2.

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BEA</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Revised: 11-01-90</b>  <b>Revised: 09-11-02</b>  <b>Revised: 11-19-09</b>  <b>Revised: 06-29-17</b>  <b>Revised: 11-19-20</b>  <b>Revised: 11-03-22</b>  <b>Revised:</b></p>	<p><b>Page 2 of 2</b></p>

- D. All meetings shall be open to the public. Agendas will be established per Board Policy BEDH. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.
- E. A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public.

The Board welcomes participation of interested organizations and individuals. Advance announcement of all regular, scheduled, special and specially called meetings of the Board, together with a summary of the major topics to be discussed, will be posted publicly in compliance with RSA 91-A, on the district's public website as well as distributed to the media.

Legal Reference  
 Right-To-Know Law, RSA 91-A

<b>Timberlane Regional School District</b>	<b>Policy Code: JFAB</b>
<b>Adopted: 05-21-87</b> <b>Reaffirmed: 06-06-91</b> <b>Revised: 05 02-96, 02-24-05</b> <b>11-03-05, 02-16-07, 06-04-09, 10-21-10, 06-05-14, 07-25-19</b>	<b>Page 1 of 4</b>

## ADMISSION OF TUITION AND NON-RESIDENT STUDENTS

Related policies: JFABB, JFABD

### I. Residency

Residency for the purpose of enrollment in the Timberlane Regional School District (hereafter referred to as the District) shall be defined by RSA 193:12. Any student who meets the RSA 193:12 definition of legal resident of this District is entitled to attend school in this District. **It is the policy of the Timberlane Regional School Board not to accept students into the Timberlane Regional School District who are not legal residents of the Timberlane Regional School District.** Disputes regarding residency shall be determined by the relevant laws in effect at the time.

### II. Admission of Non-Resident Students

**A student who is not a legal resident of the District may attend school in the District only with the consent of the Superintendent.** Individual non-resident students may be considered for admission to the District and only under the following conditions:

1. A resident student who moves from the District during the school year may continue as a non-resident student through the end of the school year. The District of Residence must agree to pay the tuition rate (as calculated in Section III), prorated for the time that they are not legal residents of the District. However, if the resident student moves from the District after March 31, the tuition will be waived.
2. Students from other countries, who are the guests of District residents and participating in a federally recognized education exchange program, may be admitted if space is available. Admitted students will not be charged tuition.
3. Students from other countries not participating in federally recognized education exchange program may be admitted if space is available. Admitted students shall be charged full tuition. The Timberlane Regional School District will follow Homeland Security guidelines of the federal government standards with regard to all foreign exchange students. Students must meet all of the required standards of the State of New Hampshire and the federal government in order to be accepted into the school district. ESOL instruction shall be the responsibility of the parent or guardian.
4. Children of non-resident parents, who will be moving into the District during the school year, may be admitted prior to actual establishment of residency, provided a written request and verification of the anticipated date of residency are submitted to and approved by the Superintendent. There must also be an agreement between the District and the student's school district of residence and/or parents or legal guardian regarding payment of tuition (as calculated in Section III), prorated, and special education costs for the period of time that the student is not a resident of the District. Such request shall be supported by appropriate documentation such as a bona fide lease or purchase and sales agreement, properly executed. If the

<b>Timberlane Regional School District</b>	<b>Policy Code: JFAB</b>
<b>Adopted: 05-21-87</b> <b>Reaffirmed: 06-06-91</b> <b>Revised: 05 02-96, 02-24-05</b> <b>11-03-05, 02-16-07, 06-04-09, 10-21-10, 06-05-14, 07-25-19</b>	<b>Page 2 of 4</b>

lease or purchase and sales agreement indicate that residency will be established within 60 school days of the date the student is enrolled, the need for an agreement with District of Residence will be waived. Tuition will also be waived for the 60 days.

5. A student who has been identified homeless by the District McKinney-Vento (Homeless) Liaison shall be allowed to attend a District school pursuant to Policy JFABD (Admission of McKinney-Vento (homeless) Students).
6. Children of non-resident faculty and staff members, who are employed for at least 181 days annually, may be accepted **to grade 1-12** on a space-available basis with a reduction in tuition of \$10,000 **provided their resident district enters into a written agreement with Timberlane that stipulates they assume the difference of all fiscal liability for the student currently in the years they continued to be enrolled in Timberlane. Provided the resident district does not enter into a written agreement, the family can enter into a written agreement to pay Timberlane the difference of all fiscal liability for the student.** Applications may be made in writing to the Superintendent of Schools; the date of receipt of the application will determine eligibility in instances where space is restricted.
  - **Admission will be based on space available.**
  - **In addition to the provision of space availability, students may be denied admittance as a tuitioned student for suspension or expulsion, or for being involved in suspension or expulsion proceedings, or whose behavior while a student at Timberlane or their previous school has had, or is likely to have, in the sole judgment of the Superintendent, a negative impact on the students of the District. Once a tuitioned student is admitted, the Superintendent has the right to discontinue the student's attendance based upon the existence of disciplinary issues, or as previously stated, has a negative impact, at the sole judgment of the Superintendent, on the students.**
  - **Accounts that are 60 days delinquent and for those same accounts where financial circumstances have not been discussed with the Superintendent's Office or the school principal, the student will be removed from the tuition-based program.**
7. If a student's parents are divorced and the student lives primarily out-of-district, the student may nonetheless attend schools within the District and be considered a resident of the District for school attendance purposes provided: (1) the divorce decree allows the student to attend the District; (2) or provided the parents have agreed in writing that the student may attend the District and such written agreement is provided to the District. Students in this situation will not be charged tuition.

In a divorce decree, or parenting plan developed pursuant to RSA 461-A, a child's legal residence for school attendance purposes may be the school district in which either parent resides, provided the parents agree in writing to the district the child will attend and each parent furnishes a copy of the agreement to the school district in which the parent resides. Transportation will not necessarily be provided for students admitted under this provision and

<b>Timberlane Regional School District</b>	<b>Policy Code: JFAB</b>
<b>Adopted: 05-21-87</b> <b>Reaffirmed: 06-06-91</b> <b>Revised: 05 02-96, 02-24-05</b> <b>11-03-05, 02-16-07, 06-04-09, 10-21-10, 06-05-14, 07-25-19</b>	<b>Page 3 of 4</b>

under corresponding law. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances.

Admission may be denied to any non-resident student who has been suspended or expelled, or involved in suspension or expulsion proceedings, in another district or whose behavior while a student in the District has had, in the sole judgment of the Superintendent, a negative impact on the resident students of the District. The decision to admit each non-resident student shall be made annually by the Superintendent.

Upon the admission of a non-resident student to the District, the Superintendent or designee will immediately notify the student's school district of residence of the student's name, date of birth, address, and grade assignment of the student. This notification shall also be made at the beginning of each school year for which the student is enrolled.

### **III. Tuition of Non-Resident Students**

The tuition rate will be approved by the School Board. A signed tuition confirmation letter, approved by the Superintendent, shall be on file in the SAU 106 office prior to attendance. Tuition, where applicable, shall be prepaid in monthly or quarterly payments by the district of residence or parent responsible for payments, or if appropriate, through payroll deduction. Tuition shall not be reimbursed if the student leaves the District, voluntarily or involuntarily, during the period for which payment has already been made. Failure to pay tuition as due shall be grounds for revoking the admission of non-resident tuition students. When a district of residence is responsible for tuition, approval must be that district's school board. Section IV below outlines limited special circumstances under which tuition may be waived.

### **IV. Responsibility for Services not Included in the Calculation of Tuition Rate**

The District will not provide transportation to any non-resident student. The Board acknowledges the provisions of RSA 193:3 which state that the district in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C. The District's decision on whether to enroll a non-resident student will not be based, in whole or in part, on whether that student is a student with a disability, as defined by applicable state or federal law. Section V and VI below outline limited special circumstances under which this Section IV requirement for an agreement with the district of residence may be waived.

### **V. Tuition Agreements with other School Districts**

The District may enter into one or more agreements with other school districts or agencies for the admission of non-resident students with payment of tuition by the sending district or agency. The admission of such students under these circumstances shall be governed by the terms of said agreements.

### **VI. Other Situations**

Families who are enrolled as non-resident students at the time of the adoption of this policy will be

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“grandfathered” and allowed to continue attendance until they have completed their education in this District. However, the Superintendent may discontinue a student’s attendance based upon the existence of disciplinary issues.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements and other binding arrangements. It is not possible to anticipate all situations that may arise, thus, notwithstanding any provisions of this policy, the Timberlane Regional School District reserves the right to charge tuition or to deny admission to any non-resident student. The Timberlane Regional School District also reserves the right to admit non-resident students who don’t meet the seven conditions. The Board also reserves the right to waive tuition in situations not discussed in this policy.

**Statutory References:**

*193:3 Change of School or Assignment RSA 193:12*

*Legal Residence Required*

*RSA 186-C:13 Special Education: Liability for Expenses*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: KDCA</b></p>
<p><b>Adopted: 08-18-83</b>  <b>Reaffirmed: 08-08-93</b>  <b>Amended: 11-04-93</b>  <b>Revised: 02-24-05</b>  <b>Revised: 03-05-09</b>  <b>Revised: 11-19-09</b>  <b>Revised:</b></p>	<p><b>Page 1 of 2</b></p>

**DISPLAY AND DISTRIBUTION OF INFORMATIONAL MATERIALS AND ANNOUNCEMENTS**

It is the responsibility of the School Board and the School District to assure that class time is focused on the education of students and activities consistent with our educational mission. It is also the responsibility of the Board and the District to see that information regarding school and governmental activities and programs is properly disseminated to parents.

At the same time, the Board recognizes that non-profit groups, community groups and businesses in the School District provide non-school activities and programs that provide a range of opportunities for our students. With those goals in mind, the Board enacts the following policy on the display and distribution of informational materials and announcements in our school.

**I. USE OF STUDENTS TO DISTRIBUTE INFORMATIONAL MATERIALS AND ANNOUNCEMENTS**

1. Only informational materials and announcements from the Timberlane Regional School District, federal, state, or local government entities, or school-affiliated parent-teacher organizations operating within the Timberlane Regional School District may be distributed through students.
2. The Superintendent **or designee** shall require these organizations to deliver all materials to the school three days prior to the designated day for distribution with a sufficient number of informational materials and announcements collated into stacks to minimize staff time necessary for the handling of the materials.

**II. DISTRIBUTION OF INFORMATIONAL MATERIALS AND ANNOUNCEMENTS BY TIMBERLANE REGIONAL SCHOOL DISTRICT NON-PROFIT ORGANIZATIONS, COMMUNITY GROUPS, OR BUSINESSES**

1. Non-profit organizations located in and operating in the Timberlane Regional School District, or community organizations or businesses with a principal place of business within the Timberlane Regional School District shall be permitted to display at any time during the school year informational materials and announcements in areas as designated by the school. The materials shall be removed from display areas periodically.
2. All materials distributed by those non-profit community organizations, community

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<p><b>Adopted: 08-18-83</b>  <b>Reaffirmed: 08-08-93</b>  <b>Amended: 11-04-93</b>  <b>Revised: 02-24-05</b>  <b>Revised: 03-05-09</b>  <b>Revised: 11-19-09</b>  <b>Revised:</b></p>	<p><b>Page 2 of 2</b></p>

organizations, or businesses must have the following printed on it: *“These materials are neither sponsored nor endorsed by the Timberlane Regional School District, the Timberlane Regional School Board, the Superintendent, or this school.”*

3. All materials must be approved for distribution by the Superintendent’s ~~office~~ or **designee** and must be delivered to the school three days prior to the day designated for display with a sufficient number of copies for each of the designated display areas in the school.
  
4. The School District and its schools will not distribute or display communications of outside organizations that would:
  - Violate state or federal laws.
  - Promote illegal activity.
  - Contain words, symbols or images that would be regarded as lewd, obscene, vulgar or offensive.
  - Defame a person or organization.
  - May cause substantial disruption of a school or school-sponsored activity.
  
- ~~3. This policy will become effective July 1, 2010.~~
  
5. All approved materials will be publicized on the District’s electronic Community Bulletin Board.



May 4, 2023

## Budget Transfer Request

A budget transfers is being requested which exceed the \$25,000 transfer amount pursuant to policy DBJ 'Transfer of Appropriations' and will require School Board approval. A copy of said policy is attached for your convenience.

- From account: 100.1100.112.53.60.3 (Attrition Savings) \$30,000  
100.1100.112.25.08.1 (Attrition Savings) \$30,000  
100.1100.112.25.10.1 (Attrition Savings) \$20,000  
100.1100.112.41.60.3 (Attrition Savings) \$10,000  
100.1100.112.54.60.3 (Attrition Savings) \$10,000

To account: 100.2620.622.12.33.4 (Electricity District Wide)

Amount: \$100,000

Reason: Transfer funds to cover district wide increased electricity cost through the end of the year.

If this transfer meet with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept "the budget transfer in the amount and account specified in the CFO/BA's budget transfer request dated May 4, 2023".

I am happy to address any questions you may have.

Respectfully Submitted By:  
Maria Watkins, CFO/Business Administrator



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

April 24, 2023

Kelley Brooks, Special Education Director  
Timberlane Regional School District  
30 Greenough Road  
Plaistow, NH 03865

Re: **Written Finding of Noncompliance Report Year 2022-2023: Indicator 11: Initial Evaluations**

Dear Ms. Brooks,

On March 1, 2023, the New Hampshire Department of Education (NHDOE), Bureau of Student Support (Bureau), generated the 2022-2023 state report from the New Hampshire Special Education Information System (NHSEIS) to determine compliance with Indicator 11 – Timeliness of Initial Evaluations. This report will be used for the State Performance Plan (SPP)/Annual Performance Report (APR), IDEA Reports, and District Determinations.

The Bureau has determined that the Timberlane Regional School District has 100.00% compliance, relative to 34 CFR §300.301-300.311: Initial Evaluations for the August 15, 2022 – November 15, 2022, reporting period. Because performance on this indicator is between 95%-100%, there are no written findings of noncompliance.

Of the 29 children in your district with parental consent to evaluate, 29 children had evaluations completed within the 60-day timeline. All initial evaluations must be completed within 60 calendar days starting on the date the district received written consent to evaluate to be considered in compliance.

Citation(s) of Non-Compliance	# of Initial Evaluations	# of Initial Evaluations in Compliance	Level of Compliance
34 CFR 300.301-300.311			
<b>Key Question</b> What percent of children were evaluated within 60 days of parental consent to evaluate?	29	29	100.00%

The level of enforcement action taken by the Bureau is based on a variety of factors such as the severity and frequency of the noncompliance. Below are descriptions of the tiered system for levels of technical assistance and support:

1. Universal level of technical assistance and support is assigned to districts with percentages of 95-100% compliance. When a district is within this tier, no further action is required. If desired, your district can participate in a webinar regarding the process for compliance with Indicator 11, available upon request and schedule availability.

2. Targeted level of technical assistance and support is assigned to districts with 94-65% compliance. When a district is within the targeted tier, intervention activities are assigned as corrective actions for noncompliance. These activities may include completing past data reviews to determine root causes of noncompliance, staff participation in a webinar, as determined by the Special Education Director, and completion of Essential Questions to assist in review of procedures and processes that may have possibility caused noncompliance. Districts with 3 or less total evaluations are not required to participate in the activities; however, available by choice.

3. Intensive level of technical assistance and support is assigned to districts with percentages of 65% or lower compliance. When a district is within this tier, intervention is required as corrective actions for noncompliance. Activities may include completing past and subsequent data reviews to determine root causes of noncompliance, verification of all staff participation in professional development, completion of Essential Questions to assist in review and revisions of procedures and processes that may have caused noncompliance. Districts with 3 or less total evaluations are not required to participate in the activities; however, available by choice.

The NHDOE has designated the level of technical assistance and support to the Timberlane Regional School District: **UNIVERSAL**. In order to be determined as **UNIVERSAL**, districts must be within the **95% to 100%** compliance range.

The Timberlane Regional School District must complete the following corrective actions for noncompliance:

- Complete and submit the Essential Questions document, **within two weeks of the receipt of this letter**, to assist in review of procedures and processes that may have possibility caused noncompliance. Attached to this email is a Word format of the questions.

Once completed, the Essential Questions can be emailed to the contact person, information provided below.

- Conduct a data review during the reporting period with an Education Consultant from the Bureau to discuss possible root causes of noncompliance, if not already completed.
- Participate in professional development regarding the process of special education eligibility determination, along with frequent procedural and data entry errors resulting in noncompliance. The Special Education Director is charged with determining staff in need of this 1-hour training. Professional development hours apply.

To schedule this 1-hour training, use the contact information provided below. Please allow for flexibility; although, we will do your best to accommodate. It is best to provide several dates and times.

For questions or further clarification, to submit Essential Questions, and schedule training, contact Brandy Pappas @ [Brandy.A.Pappas@doe.nh.gov](mailto:Brandy.A.Pappas@doe.nh.gov) or (603) 271-2178. The Bureau appreciates your district's efforts and persistence working towards 100% compliance with Indicator 11 – TIMELINESS OF INITIAL EVALUATIONS.

Sincerely, BA, MA. Ed

Brandy Pappas,  
Education Consultant II

cc: Mr. Christopher Kellan, Superintendent  
Attachment: Essential Questions

<b>Timberlane Regional School District</b>	<b>Policy Code: GCF</b>
<b>Adopted: 03-07-85</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b> <b>Revised: 11-06-14</b> <b>Revised: 10-04-18</b>	<b>Page 1 of 1</b>

## PROFESSIONAL STAFF HIRING

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June 15, through September 1 when the board is not meeting, any three members of the School Board, shall be empowered to act on personnel matters as presented before them during the summer months and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in his/her absence, his/her designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position he/she holds. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

**Legal References:**

- RSA 189:39, How Chosen*
- RSA 189:14, Liability of District*
- RSA 189:14(a), Failure to be Renominated or Re-elected*
- RSA 189:14(b), Review by State Board*

## Job Postings

JobId	Category	Position Type	Additional Title	Location	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount	
<b>Administration</b>										
<a href="#">4587</a>	Administration	Early Childhood Special Education Coordinato	Early Childhood Special Education Coordinato	The Learning Center at Sandown Central	Open until filled	7/1/2023	2023-2024	34	<a href="#">12</a>	
<a href="#">4566</a>	Administration	Principal	Elementary School Principal	Sandown North	Open until filled	7/1/2023	2023-2024	64	<a href="#">25</a>	
<b>Elementary School Teaching</b>										
<a href="#">4608</a>	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Anticipated Elementary Classroom Teacher -	Sandown North	Open until filled	8/15/2023	2023-2024	6	<a href="#">3</a>	
<a href="#">4601</a>	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 1 cc1	Sandown North	Open until filled	Aug-23	2023-2024	8	<a href="#">21</a>	
<a href="#">4603</a>	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 3 cc 2	Sandown North	Open until filled	Aug-23	2023-2024	8	<a href="#">13</a>	
<a href="#">4541</a>	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 3 cc 5	Sandown North	open until filled	8/22/2023	2023-2024	97	<a href="#">48</a>	
<a href="#">4542</a>	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Classroom Teacher - Grade 5 cc 1	Sandown North	Open until Filled	8/22/2023	2023-2024	97	<a href="#">32</a>	
<a href="#">4540</a>	Elementary School Teaching	Physical Education	Physical Education/Health Teacher cc 512	Sandown North	open until filled	8/22/2023	2023-2024	97	<a href="#">17</a>	
<b>High School Teaching</b>										
<a href="#">4599</a>	High School Teaching	Art Teacher	High School Art Teacher cc2176	Timberlane Regional High School	Open until filled	8/23/2023	2023-2024	8	<a href="#">6</a>	
<a href="#">4547</a>	High School Teaching	Mathematics	High School Mathematics Teacher cc 474	Timberlane Regional High School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">11</a>	
<b>Middle School Teaching</b>										
<a href="#">4553</a>	Middle School Teaching	Physical Education	Physical Education/Health Teacher cc 926	Timberlane Regional Middle School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">15</a>	
<a href="#">4552</a>	Middle School Teaching	Science	Science Teacher cc 2156	Timberlane Regional Middle School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">6</a>	
<b>Special Education</b>										
<a href="#">4330</a>	Special Education	Behavior Specialist	BCBA/Behavior Specialist cc 2574	Timberlane Regional School District	open until filled	Aug-22	2022-2023	359	<a href="#">18</a>	
<a href="#">4579</a>	Special Education	Occupational Therapist	Occupational Therapist cc#2075	Sandown North	Open until filled	Aug-23	2023-2024	42	<a href="#">7</a>	
<a href="#">4506</a>	Special Education		RBT cc 1428	Timberlane Regional Middle School	open until filled	as soon as possible	2022-2023	226	<a href="#">5</a>	
<a href="#">4344</a>	Special Education	Psychologist	School Psychologist - Part Time .6 Position cc	Timberlane Regional School District	open until filled	as soon as possible	2022-2023	343	<a href="#">6</a>	
<a href="#">4543</a>	Special Education	Psychologist	School Psychologist cc 1800	Timberlane Regional School District	Open until Filled	8/22/2023	2023-2024	97	<a href="#">4</a>	
<a href="#">4604</a>	Special Education	Special Education Teacher	Special Education Teacher cc 1032	Timberlane Regional High School	Open until filled	Aug-23		8	<a href="#">3</a>	
<a href="#">4549</a>	Special Education	Special Education Teacher	Special Education Teacher cc 1125	Timberlane Regional Middle School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">6</a>	
<a href="#">4545</a>	Special Education	Special Education Teacher	Special Education Teacher cc 1231	Timberlane Regional High School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">9</a>	
<a href="#">4610</a>	Special Education	Special Education Teacher	Special Education Teacher cc 2255	Pollard School	Open until filled	8/15/2023	2023-2024	6	<a href="#">2</a>	
<a href="#">4316</a>	Special Education	Special Education Teacher	Special Education Teacher cc 309	Sandown North	open until filled	9/24/2022	2023-2024	367	<a href="#">28</a>	
<a href="#">4550</a>	Special Education	Special Education Teacher	Special Education Teacher cc 442	Timberlane Regional Middle School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">6</a>	
<a href="#">4546</a>	Special Education	Special Education Teacher	Special Education Teacher cc 506	Timberlane Regional High School	Open until Filled	8/22/2023	2023-2024	97	<a href="#">6</a>	
<a href="#">4228</a>	Special Education	Special Education Teacher	Special Education Teacher/Evaluator cc 1902	Timberlane Regional School District	open until filled	Aug-22	2022-2023	414	<a href="#">25</a>	
<a href="#">4609</a>	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 212	Pollard School	Open until filled	8/15/2023	2023-2024	6	0	
<a href="#">4605</a>	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 2218	Timberlane Regional High School	Open until filled	6/30/2023	2023-2024	8	0	
<b>Student Services</b>										
<a href="#">4565</a>	Student Services	School Counselor	.5 Elementary School Guidance Counselor cc2	The Learning Center at Sandown Central		Aug-23	Aug-23	2023-2024	69	<a href="#">11</a>

# School Board Goals

## ACADEMICS

1. Develop or improve career pathways for students by extending learning opportunities, negotiating more vocational experiences, expanding dual enrollment possibilities, and non-traditional courses.
2. Establish a career day with the intent to provide a comprehensive summary of all opportunities and pathways for students.
3. Address identified needs for PreK-12 resulting from the prior school year's remote learning by implementing suggestions for improvement within the 2022-23 school year. Identified needs should be determined by June 30, 2022. Create and provide services to address those needs. Support district personnel in addressing those needs.
4. Identify needs for PreK-12 STEAM opportunities to be expanded in the district prior to budget development, with the intent to implement those opportunities into the 2022-23 school year. Establish an event to allow the community to explore and identify the various domains of STEAM.
5. Review data on preparedness for college, workplace, and career, and on success post college gathered via survey for TRSD line of STEAM resources and materials available in classrooms with an explanation of utilization by staff by June 30, 2022.

## ADMINISTRATION

1. Evaluate & assess the performance of the SAU in terms of staffing, operation, budget, and organization (as needed).
2. Develop job descriptions for all positions and organizational charts for each department/section etc. by utilizing job descriptions from nearby school districts or determined by the needs of our district. Descriptions must include qualities that could be evaluated at least annually per school year.
3. Identify a comparison group of New Hampshire School districts and use the individual district and aggregate data as metrics to gauge TRSD's student academic achievement and academic growth patterns.
4. Support curriculum work done K-5 to align instruction, assessment, and reporting and to build consistency between elementary buildings.
5. Develop and implement an evaluation system for administrators for annual evaluation prior to contract renewal.

## FINANCIAL

1. Evaluate the current budget and look at how to best allocate funds to address any concerns/gaps identified in above academic goal.
2. Audit for TRSD to be free of significant deficiencies and material weaknesses, and to the Board no later than February 2023
3. Ensure the pay structure is equitable and competitive so that we can attract and retain high performing staff.

## FACILITIES

1. Develop a comprehensive Preventative Maintenance Schedule for district equipment, including but not limited to vehicles, tools, power equipment, heating & air conditioning units, etc.
2. Review every school building to determine if each school is adequately meeting the needs of students and staff, with consideration of current learning practices, including STEAM. School adequacy should also be evaluated based on an appropriate student to teacher ratio per classroom determined by the board, based on research and state regulated recommendations.

# School Board Goals

## BUDGET

1. Receive first draft of CFO's proposed/recommended Operating Budget for FY22-23 with an executive summary for any major budget drivers by October 1, 2022.
2. Receive first draft of CFO's proposed Default Budget for FY22-23 and be provided explanations of justifications for any increases or decreases by line item as is required by statute.

## CULTURE CLIMATE

1. Work with the superintendent to incorporate aspects of the current strategic plan (2018-2023) to address identified issues into district schools.
2. Develop a new five-year strategic plan (2024-2029) by January 1, 2023, with a draft developed by October 1, 2022 (in conjunction with the proposed 2022-23 operating budget).
3. Take action when possible to address needs identified in the development of the draft of the five-year strategic plan (2024-2029).
4. Finalize and approve a five-year strategic plan (2024-2029) for implementation by March 1, 2023.
5. Evaluate the prior implementation of the No Bullying initiative and determine if it should be reinstated. If it is determined to be an insufficient solution, determine a different initiative that will incorporate the social-emotional needs of students to more effectively address student behavior instead of relying on punitive discipline.
6. Ensure timely and clear communication to the community regarding district decisions and situations.
7. Support a consistent initiative for collegial feedback and inter building collaboration throughout the district.

Submitted to School Board on June 2, 2022  
Steven Finnegan, Chair  
Kristin Savage, Vice Chair  
Timberlane Regional School Board