



## Thursday, May 18, 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. Student, Staff & Family Share
6. Delegates and Individuals
7. Student Representative
8. Current Business
  - a. 7:10 PM Introduction of Early Childhood Special Education Coordinator – INFORMATIONAL
  - b. 7:15 PM Repurposing Job Positions - INFORMATIONAL
  - c. 7:20 PM Enrollment Update – INFORMATIONAL
  - d. 7:25 PM High School Curriculum Unit Revision - ACTION
  - e. 7:30 PM Projection for Year-End Balance – INFORMATIONAL/ACTION
  - f. 7:35 PM Increase in Meal Prices – ACTION
  - g. 7:40 PM Budget Transfers - ACTION
  - h. 7:45 PM Policies - ACTION
9. 7:50 PM Administrator’s Report
10. 7:55 PM Personnel Report
11. 8:00 PM Committee Reports/Reports of the School Board
12. 8:05 PM Other Business
13. Nonpublic Session

DATE	TIME	LOCATION	TYPE OF MEETING
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** (2 sets: May 4<sup>th</sup> Regular and Nonpublic meeting minutes)

**5. Student, Staff & Family Share – Allie Galvin, TRHS Student, to present.**

**6. Delegates and Individuals**

**7. Student Representative – Matt LaBelle to present.**

**8. Current Business**

**a. Introduction of Early Childhood Special Education Coordinator**

Introduction of Kim Rivers, the nominated Early Childhood Special Education Coordinator.

**b. Repurposing Job Positions**

Motion to act on the repurposing for the following positions: 2.5 social workers, 1 math specialist-elementary, 1 interventionist-elementary, and 1 student support coordinator.

**c. Enrollment Update**

Mrs. Canotas to present an enrollment update.

**d. High School Curriculum**

Motion to act on the revised high school curriculum of Portfolio Writing.

**e. Projection for Year-End Balance**

Mrs. Watkins to present on the Projection for Year-End Balance.

**f. Increase in Meal Prices**

Motion to act on the \$0.10 increase in breakfast and lunch meal prices.

**g. Budget Transfers**

Motion to act on the following budget transfers: 1. Accounts: Educational Assistants & Teacher/Specialist Salaries to Contracted Services; 2. Accounts: Tuition-Private & Other HS to New Equipment: Guidance.

**h. Policies**

Motion to act on the first read of GBCE, IJOC, and KF. Motion to act on the second read/adoption of policy JFAC.

**9. Administrators' Reports**

Mr. Krieger to present.

**10. Personnel Report** – 1. Motion to act on the nominations and resignations of staff.

2. Motion to act on the renominations of staff.

3. Review the vacancy report.

**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
Transportation Contract	June
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**  
**May 4, 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, Shauna Manthorn (arrived at 7:58), Katie Knutsen, Kristin Savage, Mark Sherwood

Excused Absence: Paul LeCain, Christopher Kellen, Matthew LaBelle

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

Justin Krieger, Assistant Superintendent

#### **Administrators Present**

Fran DeCinto, Director of Human Resources  
Maria Watkins, CFO/Business Administrator  
Karl Ingoldsby, Director of Plant Operations  
Kelley Brooks, Director of Special Education

### **APPROVAL OF MINUTES**

**MOTION:** Mrs. Savage motioned to approve the April 20, 2023 public minutes as written.  
**Seconded by Mrs. McCormick Motioned passed: 7-0-0**

### **DELEGATES AND INDIVIDUALS - None**

### **STUDENT REPRESENTATIVE – Student representative absent**

# DRAFT – NOT APPROVED

## PERSONNEL REPORT

Mr. Krieger spoke on the hiring process for the position of Principal at Sandown North and he is pleased to introduce Laura Yacek as their nomination. Mrs. Yacek addressed the Board and thanked the community and the Board for the opportunity to join Sandown North. She brings 25 years of experience in education to the District and she has spent the last 5 years as a Principal in another district.

**MOTION: Mr. Sherwood motioned to accept the administration nomination of Laura Yacek as principal of Sandown North Elementary School. Seconded by Mrs. Savage.  
Motion passes: 7-0-0**

## CURRENT BUSINESS

### a. High School Boilers

Mr. Ingoldsby joined Mike Davey and Chris Roy, both with EEI, to present an update to the Board on the high school boilers. There are currently eight boilers serving the high school and PAC. They are being replaced with four new boilers at a cost of \$925,000. They discussed the underground piping going from the high school to the PAC. There is some apparent corrosion to the lines leading to the PAC, but the condition of the buried piping is uncertain. They discussed the option of installing a robust filter at a cost of \$15,000 if they don't want to replace the lines. The filter would show if there is corrosion present in the buried pipe. If there is corrosion, the underground piping would need replacing at a cost \$150,000 and would be moved from where they are currently located, to a proper location. They believe the pipes being in close proximity to the underground electrical wires could be the cause for the corrosion. The underground pipes are 20 years old and they typically should last 75 years.

They are also recommending replacing the high school hot water heater at a cost of \$108,000 because it is nearing end of life.

Mr. Woodward asked if the high school boilers have to be connected to the PAC. Mr. Davey explained the PAC doesn't have a boiler because there is no space for it.

The Board had a lengthy discussion over whether or not to replace the underground pipes and discussed some options. He explained the existing hot water heater could last another 3 to 4 years, but there would be a cost savings of about 15% if they were to replace it now while they are already in the building doing the work.

Mr. Sherwood suggested installing the filter at \$15,000 and they could possibly push off spending \$150,000 to replace the underground pipes for another 10 years.

## **DRAFT – NOT APPROVED**

Mrs. Savage asked if the corrosion is on the outside of the pipe or the inside because the filter won't show any problems if the corrosion is on the outside of the pipe. She is concerned about the possibility of damaging the new boilers if the existing pipes are corroded. She stated since they are doing the upgrade to the boilers, they should replace the piping and not take the risk.

Mrs. Watkins explained to the Board the additional \$233,000 for the hot water heater and replacement of the underground pipe could come from the capital improvement line or the fund balance.

Mr. Sapia suggests spending \$15,000 to do the test dig in order to find out exactly whether or not the pipe needed replacing.

Mr. Davey said if they were to replace the piping, they would replace it with a pipe that isn't susceptible to corrosion.

**MOTION: Mrs. Savage motioned to authorize EEI to dig and check if the pipe is damaged and if it is, to repair it at a cost up to \$150,000. Seconded by Mr. Sherwood  
Motion passes: 7-0-0**

**MOTION: Mrs. Manthorn motioned to spend \$108,000 to replace the high school hot water heater system. Seconded by Mr. Sherwood. Motion passes: 3-2-2 (Mr. Sherwood and Mr. Sapia opposed) (Mrs.Savage and Mrs. Woodworth abstained)**

### b. Policies

Policy BEA, JFAB, and KDCA are before the Board for a Second Read. There have been no changes since the last meeting.

**MOTION: Mrs. Woodworth motioned to accept the policy BEA, JFAB, and KDCA as a Second Read. Seconded by Mrs. McCormick Motion passes: 7-0-0**

(Mrs. Manthorn arrived to the meeting at 7:58 pm)

### c. Special Education: Indicator 11 Report

Mrs. Brooks informed the Board the NH DOE has determined that the Timberlane Regional School District has 100% compliance. All 29 initial evaluations were completed within the required 60-day timeline. There are no written findings of noncompliance.

## **DRAFT – NOT APPROVED**

### d. Policy GCF: Summer Hiring Process

Mrs. DeCinto explained to the Board an effort to assist in the hiring process during the summer months while the Board is not in session. In order to move people quickly, she suggests sending nominations to three Board members and have one alternate be empowered to act on personnel matters and to bring recommendations of approval to subsequent Board meetings. She would like this to be effective from May through the end of September.

Mrs. Savage suggests changing the policy to May 1<sup>st</sup> through the end of September every year. The Board will send the policy back to the Policy Committee.

**MOTION: Mr. Sapia motioned to waive policy GCF and have the dates changed to May 1, 2023 through September 30, 2023. Seconded by Mrs. Woodworth Motion passes: 8-0-0**

**MOTION: Mrs. Manthorn motioned to designate the Chairperson, Vice Chairperson, Mr. Sherwood and have Mr. Woodworth as the Alternate to be the committee for summer hiring. Seconded by Mr. Sapia Motion passes: 8-0-0**

### e. Vacancy Report

Mrs. DeCinto provided an updated vacancy report and informed the Board there have been a couple of new hires and resignations. The Board discussed the salaries.

### f. Budget Transfers

Mrs. Watkins presented her request for budget transfers. They are predicting through the end of the year a \$100,000 shortfall for the electric bill. She provided the list of accounts from which to make the transfer.

**MOTION: Mr. Sapia motioned to accept the budget transfer in the amounts and accounts specified in the CFO/BA's budget transfer request dated May 4, 2023. Seconded by Mrs. Savage. Motion passes: 8-0-0**

Mrs. Watkins explained she would be bringing forward a budget transfer request to the next meeting for \$200,000 from attrition savings to the capital fund. She will also bring forward a transfer request for the track repairs because they have to pay for everything up front and then the grant will reimburse them after. She will be bringing three transfer requests for the next meeting for the track, the boilers and for the \$200,000.

## **DRAFT – NOT APPROVED**

### g. School Board Goals

Mrs. Knutsen reminded the Board to submit goals they would like to have added.

Mrs. Manthorn stated there are many goals on the list and suggested having a few less or consolidating some if possible, which would help them focus on a few things at once and then they could reassess.

There was discussion on accountability and enforcement of the policies. Mrs. Woodworth stated they are trying to incorporate student involvement and to improve the culture and climate. She believes they are going in the right direction; it just may not be as quickly as some would like.

### **ADMINISTRATORS' REPORT**

Mr. Krieger announced that the high school has received the 2023 Gold National Council of Excellence Award given by the National Student Council. This is the high school's third year in a row receiving this award.

He updated the Board on the Early Childhood Coordinator search for TLC Sandown Central. He expects a nomination to be coming to the Board in the next day or two.

Mr. Krieger let the Board know that for the next meeting, a high school student will be joining the Board to walk them through the argumentative paper she wrote and her experience with doing so. One of her teachers will be joining her via a video.

### **PERSONNEL REPORT**

**MOTION: Mrs. Manthorn made a motion to accept the professional nominations of Eileen McCarte, Third Grade Teacher at Sandown North Elementary School, and Erin Foster, School Psychologist a District Wide position. Seconded by Mr. Sapia Motion passes: 8-0-0**

**MOTION: Mrs. Manthorn made a motion to accept the professional resignations of Gia Buckley a Special Education Teacher at Pollard Elementary School, Kristin Paulson, Fifth Grade Teacher at Sandown North Elementary School, Monica Rogers, Science teacher at Timberlane Regional High School, and Mia Brenna, School nurse at Sandown North Elementary School and thanked them all for their time here in the District. Seconded by Mr. Sherwood. Motion passes: 8-0-0**

**MOTION: Mrs. Manthorn made a motion to accept the renomination of Melissa Dalton, teacher at Pollard School. Seconded by Mr. Sapia. Motion passes: 8-0-0**

# **DRAFT – NOT APPROVED**

## **COMMITTEE REPORTS**

Mrs. Woodworth asked when the next Strategic Planning meeting will be held. Mr. Krieger explained there isn't a scheduled meeting again because they will be bringing back for a Second Read any feedback they have at that point.

Mrs. McCormick said Curriculum and Assessment met and there will be a First Read coming to the Board in the next couple of weeks for a curriculum change in Portfolio.

Mrs. Manthorn announced the high school musical "My Fair Lady" will be held this weekend.

Mrs. Knutsen stated Policy met and they have good things going on there. The Dress Code was also brought up and a subcommittee for the high school was formed. Safety meets next week on 5/9/23.

Mrs. Savage stated Safety is on Tuesday, and the Facilities meeting after that and then a School Board planning meeting after that.

Mr. Sapia referred to correspondence they received about Policy KFR and what they charge for use of the fields. He had wanted to make a motion that they waive Policy KFR for all in-district non-profit organizations for the time being.

Mrs. Savage explained this needs to be an agenda item. The policy was sent out to the Board so they would have an opportunity to review it and give it some thought in advance of it becoming an agenda item since it is a very lengthy policy. There is nothing happening today where they would need to vote on it today.

Mr. Sapia rescinded his motion with the understanding that the policy doesn't start getting enforced to the letter of the law.

The Board had a brief conversation about the procedure for Board members to request items be placed on the agenda and the reasons why.

## **CORRESPONDENCE**

No correspondence

## **VENDOR AND PAYROLL REGISTERS**

No Vendor and Payroll registers

# **DRAFT – NOT APPROVED**

## **OTHER BUSINESS**

**MOTION: Mrs. Woodworth 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. Manthorn. Motion passed 8-0-0**

The Board was polled:

Sapia – yes Knutsen – yes Manthorn – yes Mr. Woodworth – yes Savage – yes  
McCormick – yes Mrs. Woodworth – yes Sherwood – yes

The motion carried 8-0-0 to enter non-public at 8:42 pm. The Board will not be coming back into public session.

Respectfully submitted,

Linda Mahoney  
Recording Secretary

**Approved by the School Board on**



## EXECUTIVE SUMMARY - Open and Vacant Positions

### Overview

Currently, there are 6.4 professional positions across the District that are identified as “open and vacant.” These are positions that are not currently posted for hire, as there is not an identified staffing need specific to each job title. There are, of course, other needs across the District. Administration has engaged in leadership conversation to discuss and prioritize staffing needs to make an informed request of the Board to repurpose 5.5 of the “open and vacant” 6.4 positions. This request has zero impact on the budget and would allow Administration to post for the job titles that are directly connected to supporting the identified needs.

As background, the Board previously voted to repurpose an additional “open and vacant” position to the position of Financial Analyst.

### Big Picture

These requests are part of a larger, more comprehensive allocation of District resources to meet identified needs. Working concurrently with these requests are the following resource allocations:

- Securing an Early Childhood Coordinator - TLC
- Establishing Special Education Programs - Elementary
- Partnering with the Center for School Climate and Learning - Secondary
- Posting for an Out-of-District Special Educator - District

### Considerations

- The Board is encouraged to consider the elementary enrollment summaries.

### Breakdown By Position Repurpose Request

- *.5 Social Worker - TLC and Sandown North* \*this position will be added to an existing .5 position to make 1 full social worker
- *1 Social Worker - Middle School*
- *1 Social Worker - High School*

The role of the social worker in the school setting is designed with the primary purpose of removing barriers that prevent students from fully accessing their education. School Social Workers have the ability to provide



psychosocial assessment, counseling, crisis intervention, community outreach, home visits, connections between home and school, behavioral, social and academic support, as well as staff training. We have determined it necessary to increase the number of personnel that we have providing direct support to students to ensure the acquisition of basic functional needs, well-rounded growth and development, and improved mental health, with the confidence that it will have a direct, positive impact on academic learning. While the role and responsibilities of the School Social Worker may vary slightly based on their assigned building and student needs, we envision these positions to encompass attendance support, assist in developing/supporting behavior plans, individual/group counseling, crisis intervention, parent engagement and outreach, coordination of community-based services, collaboration with DCYF/JJPO staff, and serving as the building homeless liaison. Ginger Drechsel, Director of Student Services

- *1 Math Specialist - Elementary*

Our intent is to repurpose our current Math Specialist at Pollard School to create a two-person team to drive math instruction support and development. While we acknowledge the most efficient and effective way to address our math needs would be to have a math specialist in each building, providing some consistent training and support to teachers and grade levels through this two-person collaborative team will be a step toward increased understanding for teachers and diagnostic assessment data for tier 3 students. Lucy Canotas, Director of Elementary Education

- *1 Interventionist - Elementary*

Our intent is to increase needed support for struggling students by adding a second TTA position for Intervention at the elementary level. We will allocate these resources to schools based on end of year data, both SAS and district assessments. Lucy Canotas, Director of Elementary Education

- *1 Student Support Coordinator - Middle and High School*

The Board has reviewed secondary discipline data over the course of this school year. The role of the Student Support Coordinator is primarily designed to ensure that students maximize their physical time in school so that they may maintain access and connection to teachers and other supports during instances of discipline that requires their removal from the generalized school day. This position will work directly with students, staff, and families as a “hub” to coordinate access and connection to their teachers, classroom learning, and other services. Mark Pederson, Director of Secondary Education

Respectfully Submitted,

Justin Krieger  
Interim Superintendent



May 18th, 2023

# EXECUTIVE SUMMARY

**INFORMATIONAL UPDATE**

## Elementary Enrollment projections 23-24

The purpose of this summary is to update the board on enrollment projections and anticipated staffing levels required to support these numbers.

Based on current status (as of May 15th, 2023), the charts following outline expected enrollment and necessary staffing levels for the 2023-2024 school year, in all classrooms. We will present updated 'final' numbers to the school board in June, and again in August.

It is important to note that staff have already been reallocated, and one open and vacant position repurposed, to meet class size policy. Additionally, we continue to have grade levels that require close monitoring as they are within policy but could change over the course of the next few months. Pressure points (PP) are 1 - 2 students at a grade away from capacity, On Watch (W) indicates the grade level is 3 - 4 students away from capacity in all classes.

While registrars have worked diligently to finalize registrations for our Early Childhood programs, several students are registered online but have not yet finalized the process. Therefore, you see the first number in the projected student # column as those with online registration complete, the second number as finalized (meaning all paperwork and a deposit, if required, have been delivered). The class size anticipated numbers are based on the first (online registration) number, assuming all will complete the process but may not be provided with their preference in session if it is no longer available.

### Atkinson Academy

	projected student #s [finalized registration]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Pre-K	24 [20]	1	1	-	14/10	17
K	60 [58]*	2.5	3.5	+1	15/15/15/15	20

\* Atkinson Academy has one academic redshirt request, not included in this number.

	projected student #s [current (22-23) enrolled in prior grade + current new registrants]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Grade 1	48	3	3	-	16/16/16	20
Grade 2	57	3	3	-	19/19/19	23
Grade 3	61	3	3	-	21/20/20	23
Grade 4	65	3	3	-	22/22/21	26
Grade 5	59	2	3	+1	20/20/19	26



# NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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## Danville School

	projected student #s [finalized registration]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Pre-K	14 [11]	.5	.5	-	14	17
K	36 [21]	2.5	2.5	-	14/14/8	20

	projected student #s [current (22-23) enrolled in prior grade + current new registrants]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Grade 1	41	3	3	-	14/14/13	20
Grade 2	43 (W)	2	2	-	22/21	23
Grade 3	47	3	3	-	16/16/15	23
Grade 4	51 (PP)	2	2	-	26/25	26
Grade 5	38	2	2	-	19/19	26

## Pollard School

	projected student #s [finalized registration]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Pre-K	26 [23]	1	1	-	15/11	17
K	73 [67]	4	4	-	18/18/17/20	20

	projected student #s [current (22-23) enrolled in prior grade + current new registrants]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Grade 1	75	5	4	-1	19/19/19/18	20
Grade 2	89 (W)	3	4	+1	23/22/22/22	23
Grade 3	66 (W)	4	3	-1	22/22/22	23
Grade 4	71	3	3	-	24/24/23	26
Grade 5	76 (PP)	4	3	-1	26/25/25	26

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



**The Learning Center at Sandown Central**

	projected student #s [finalized registration]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Preschool	38 [33]	2	2	-	13/13/12	12**
Pre-K	34 [30]	2	2	-	13/13/8	17
K	63 [59]*	4	4	-	16/6/16/15	20

\* Sandown Central has one academic redshirt request, not included in this number.

\*\*The maximum class size for preschool is only defined for special education settings. This setting means there are more students identified with special education needs than typical peers enrolled in the class. TRSD runs regular education settings and maintains the ratio of students with special education needs to typical peers. We will add a session and decrease class size at such time as enrollment requires.

**Sandown North**

	projected student #s [current (22-23) enrolled in prior grade + current new registrants]	# of staff currently	# of staff anticipated	change in staff #	class size anticipated	maximum class size
Grade 1	69	4	4	-	18/17/17/17	20
Grade 2	75	4	4	-	19/19/19/18	23
Grade 3	70	3	4	+1	18/18/17/17	23
Grade 4	61	3	3	-	21/20/20	26
Grade 5	58	3	3	-	20/19/19	26

**Based on the enrollment numbers above, the elementary level remains stable for staffing for next year. We continue to monitor both the pressure point grades and the grade levels on watch.**

Respectfully submitted,  
Lucy Canotas, Director of Elementary Education



## EXECUTIVE SUMMARY

May 18, 2023

### **High School Curriculum**

Portfolio Writing is a half year English elective (.5 credit) that is a writing workshop focused on the writing process, conferencing, revising, and portfolio creation. In the two units, students draft and polish writing pieces that are narrative, informative, and argumentative in style. In addition, there is a strong emphasis on reading informational texts with opportunities to also read choice literature.

The main purpose of the proposed revision is to add the Reading Information competency to the content competencies of the course and remove the Reading Literature competency, as it is not a main focus of the course. Corresponding Reading Information state standards and associated skills have been added to the curriculum units. In addition, minor additions and revisions have been added to the course vocabulary, essential questions, and course concepts that students will learn. The proposed unit revisions were reviewed by the Curriculum and Assessment Committee for two reads.

**Timberlane Regional School District**

**FY2023 Projection**

**as of May 4, 2023**

	<b>Variance Fav / (Unfav)</b>
Salaries / Benefits	1,300,000
Retirement / Severance	(700,000)
Utilities	(160,000)
Legal fees	(60,000)
Books/Info. Resources/Software	100,000
Professional Improvement	60,000
Supplies	100,000
Transportation	110,000
Other Expenses	100,000
<b>Expense Variance</b>	<b>850,000</b>
Tuition Revenue	100,000
Interest Income	100,000
Catastrophic Aid	100,000
Medicaid	150,000
<b>Revenue Variance</b>	<b>450,000</b>
<b>Projected Surplus</b>	<b>1,300,000</b>

*Current Fund Retention = \$500,000*



## EXECUTIVE SUMMARY

May 18, 2022

### School Food Service Pricing Increase Request

Annually, School Districts review their school breakfast and lunch pricing. Timberlane has been able to keep its meal pricing reasonable for the families of students in our District.

In order to generate enough revenue to offset the rising Food Service operating costs, District Administration is requesting paid lunch prices be increased by \$0.10 starting in the 2023-2024 School Year.

A listing of proposed lunch prices is below, along with some history of previous pricing.

	<b>Proposed</b>			
	<b>2023-2024</b>	<b>2022-2023</b>	<b>2019-2020</b>	<b>2015-2019</b>
Elementary School	\$ 3.10	\$ 3.00	\$ 2.60	\$ 2.50
Middle School	\$ 3.60	\$ 3.50	\$ 3.10	\$ 3.00
High School	\$ 3.85	\$ 3.75	\$ 3.35	\$ 3.25

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator



## EXECUTIVE SUMMARY

May 18, 2023

### Budget Transfer Request

A budget transfer 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:	100.1200.564.60.17.3	38,000	Tuition-Private&Other-HS
To Account:	100.2122.733.26.33.4	38,000	New Equipment-Guidance District Wide
	<b>Total</b>	<b>38,000</b>	

Reason: TRSD has needed to rent table and chairs for a number of different events on an annual basis (PSAT, SAT, NH SAS, Professional Developments, College Fair, STEAM Night and Career Day to name a few). If TRSD were to purchase comparable tables and chairs, TRSD could “break even” after 2 to 3 years, as well as have those tables and chairs available for other buildings and events.

If this transfer meets with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept “the budget transfer for Tables and Chairs in the amount and account specified in the CFO/BA’s budget transfer request dated May 18, 2023”.

I am happy to address any questions you may have.

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator



## EXECUTIVE SUMMARY

May 18, 2023

### Budget Transfer Request

A budget transfer 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 Accounts:	100.1200.114.60.50.2	92,000	Educational Assistant Salaries
	100.1200.112.60.60.3	93,000	Teacher/Specialist Salaries
	<b>Total</b>	<b>185,000</b>	
To Account:	100.1200.330.69.33.4		Contracted Services

Reason: TRSD has had multiple staff members resign and we have had multiple positions that have been open since the beginning of the school year. We have worked hard to advertise for the open positions as well as holding numerous interviews. We have not been successful in hiring candidates for the open positions.

We have tried using as many substitutes as we can find each day to cover the open positions, but this is not a long-term solution. To meet compliance regulations, we have contacted multiple agencies to interview staff that we can contract through to meet our legal obligations.

If this transfer meets with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept “those budget transfers in the amounts and accounts specified in the CFO/BA’s budget transfer request dated May 18, 2023”.

I am happy to address any questions you may have.

Respectfully Submitted By:  
Maria Watkins, CFO/Business Administrator



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

May 18, 2023

### First Read

Policy	Changes/Recommendations
GBCE: Training and Information Relative to Child Sexual Abuse Prevention	New policy recommended by NHSBA.
IJOC: Volunteers	Added "Volunteer Termination" and limited access to certain spaces.
KF: Use of School Buildings and Facilities	Added language regarding the Facilities Department's online form.

### Second Read

Policy	Changes/Recommendations
JFAC: Tuition for Preschool/Pre-K and Kindergarten	Added roman numeral "X" to include stipulations for students who are grade one eligible but are requesting to enroll in Kindergarten.

<b>Timberlane Regional School District</b>	<b>Policy Code: GBCE</b>
<b>Adopted:</b>	<b>Page 1 of 1</b>

## **Training and Information Relative to Child Sexual Abuse Prevention**

The Superintendent shall require that every employee, designated volunteer or other person whose position requires a criminal history records check under RSA 189:13-a, and/or is a “covered employee” as defined in Board policy GBCE is provided with informational materials, training, or other education, either online or in person, concerning child sexual abuse prevention, sexual assault and harassment policy training, warning signs of child abuse, and reporting mandates. Such training shall be completed within 30 days of employment and renewed every 2 years for all such employees, designated volunteers and other persons.

**Legal References:**

*RSA 169-C:29-39, Reporting Law*

*RSA 189:13-a, School Employee and Designated Volunteer Criminal History Records Check*

*RSA 189:72, Child Abuse or Neglect Information*

*RSA 193-D:4, Safe School Zones, Written Report Required*

*NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*

*NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report*

<b>Timberlane Regional School District</b>	<b>Policy Code: IJOC</b>
<b>Adopted: 07-22-99</b> <b>Revised: 02-24-05</b> <b>Revised: 05-20-10</b> <b>Revised: 10-20-11</b> <b>Revised: 09-06-18</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## VOLUNTEERS

The District recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. The Superintendent or his/her designee shall be responsible for developing and implementing procedures for the utilization of volunteers. School district employees who desire the assistance of a volunteer should request a volunteer through proper administrative channels.

### Designated Volunteers

Designated volunteers will be required to undergo a background investigation and a criminal records check. "Designated volunteer" means any volunteer who:

1. Comes in direct contact with pupils without the presence of a professional staff member;
2. Meets regularly with students;
3. Meets with students on a one-on-one basis;
4. Serves as a chaperone on a school trip;
5. Any other volunteer so designated by the School Board or Superintendent.

Designated volunteers are subject to the provisions of Policy GBCD – Background Investigation and Criminal Records Check.

### Volunteer Duties

Selected volunteers will serve in the capacity of assistants and not be assigned to roles which require specific professional training. Instructional services shall be rendered under the supervision of certified staff.

All volunteers will sign a confidentiality agreement, and refrain from discussing the performance or actions of a student except with the student's teacher, counselor, Principal, or other school district who has a legitimate educational purpose for discussing such information. The confidentiality agreement is included as appendix IJOC-R.

Assignments shall be limited to assisting staff members with duties such as routine supervisory, tutorial, clerical, housekeeping and material preparation tasks. Assignment shall be limited to **access of certain spaces and to** situations that may be supervised by a ~~certificated~~ **certified** staff person.

In some instances, volunteers may perform clerical and material preparation tasks away from the school site.

Volunteers with special talents, hobbies or experiences may share those with students on a scheduled basis in a suitable educational setting.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: IJOC</b></p>
<p><b>Adopted: 07-22-99</b>  <b>Revised: 02-24-05</b>  <b>Revised: 05-20-10</b>  <b>Revised: 10-20-11</b>  <b>Revised: 09-06-18</b>  <b>Revised:</b></p>	<p><b>Page 2 of 2</b></p>

Volunteers will refer to their immediate supervisor or other regular staff member for final solution of any student problems which arise, whether of an instructional, medical or operational nature.

Volunteers will receive orientation, including (1) general job responsibilities; (2) information about school facilities, routines, and procedures, including safety and evaluation; (3) work schedule and place of work; and (4) expected relationship to regular staff.

Volunteers will receive appropriate training at the building level, consistent with their tasks and existing District standards. This training shall be developed under the leadership of the Principal in consultation with the volunteer coordinator.

Volunteer Termination

Volunteers serve at the pleasure of the District. Except as may be provided in an individual volunteer’s agreement, services of a volunteer may be terminated, without notice, at any time when circumstances in the judgment of the supervising administrator warrant termination.

Coaches

Volunteer coaches of individual sports must be certified in that sport and be in compliance with the standards set by NHIAA.

See also policy ABA.

Legal Reference:

*RSA 189:13-a, School Employee Volunteer Background Investigations*

<b>Timberlane Regional School District</b>	<b>Policy Code: KF</b>
<b>Adopted: 10-13-98</b> <b>Revised: 12-15-16</b> <b>Revised: 12-01-22</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## USE OF SCHOOL BUILDINGS AND FACILITIES

Any group or individual requesting the use of school facilities, except for school activities, must ~~submit an application to the school principal or his/her designee~~ complete the Facilities Department's online Request for Use of Timberlane Regional School District Facilities form not less than two weeks prior to the time school facilities are needed. School sponsored activities shall take precedence over any outside use unless approved by the Superintendent.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines. Approval will be issued on a first come basis.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-two (22) and listed in Title 36 of the United States Code. The Board and/or superintendent reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damaging property or for any purpose prohibited by law. The Superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities and/or have the authority to waive or adjust rental fees.

*Appendix KF-R*

<b>Timberlane Regional School District</b>	<b>Policy Code: JFAC</b>
<b>Adopted:</b>	<b>Page 1 of 3</b>

## **Tuition For Preschool/Pre-K and Kindergarten**

**Related Policies: JFAB, 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. A student who is not a legal resident of the District may attend school in the District only with the consent of the Superintendent. Disputes regarding residency shall be determined by the relevant laws in effect at the time.

### **II. Tuition-Based District Programming**

The District currently maintains two tuition-based programs. The first is Preschool/Pre-K and the second is full-day Kindergarten. In order for students to access these programs, tuition is required as set forth in this policy.

### **III. Tuition Rates**

1. Full tuition for Preschool/Pre-K programming will be set by the Superintendent by January 1st of each year for the following school year.
2. Full tuition for Kindergarten programming will be set by the Superintendent by January 1st of each year for the following school year.

### **IV. Reduced Tuition Rates**

1. Students who qualify for reduced lunch may submit documentation to the registrar of the school and a reduced tuition rate will be set by the Superintendent by January 1st of each year for the following school year.
2. Students who qualify for free lunch may submit documentation to the registrar of the school and will receive a full tuition waiver for Preschool/Pre-K and Kindergarten.

<b>Timberlane Regional School District</b>	<b>Policy Code: JFAC</b>
<b>Adopted:</b>	<b>Page 2 of 3</b>

V. Resident Staff Members

1. Staff members who are residents of the District may submit a request to the Board to receive a full waiver for preschool/pre-K and Kindergarten. Said request must be received by the Board by January 1st for the following school year.
2. The Board will consider each request using a set of established criteria.
3. The Board will communicate a decision in writing to the resident staff member by March 1st of the preceding school year for which the waiver is intended.

VI. Non-Resident Staff Members

1. Staff members who are non-residents of the District may submit a request to the Board to receive 50% reduced tuition for preschool/pre-K and Kindergarten. Said request must be received by the Board by April 1st for the following school year.
2. The Board will consider each request using a set of established criteria.
3. The Board will communicate a decision in writing to the non-resident staff member by May 1st of the preceding school year for which the waiver is intended.

VII. Transportation

1. Parents are responsible for transportation to and from school for the preschool program.
2. Transportation is provided to your neighborhood school for AM classes and from school for PM classes in the pre-K and half-day Kindergarten program.
3. Transportation is provided to and from school for the full-day Kindergarten program.

VIII. Delinquent Accounts

If you are 60 days delinquent and your financial circumstances have not been discussed with the Superintendent's Office or your child's school principal, your child will be removed from the tuition-based program.

<b>Timberlane Regional School District</b>	<b>Policy Code: JFAC</b>
<b>Adopted:</b>	<b>Page 3 of 3</b>

**IX. Enrollment**

1. Admission will be based on space available.
2. 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.

**X. Age Eligible Grade One Student in Kindergarten**

1. Approval of enrollment is required by the Superintendent or designee.
2. If the request to enroll in kindergarten is permitted, families are required to enroll their student in the tuition-based full-day kindergarten program.
  - a. Placement at requested school will be dependent on space availability.
    - i. In circumstances where the requested school of choice cannot accommodate space for the student and permission is given to enroll at another in-district school, parents must provide transportation to and from the permitted school.
  - b. A deposit is required to hold the student’s place in the kindergarten program.
  - c. Tuition must be paid in full before the first day of school.

## Job Postings

JobId	Category	Position Type	Additional Title	Location	Closing Date	Date Available	Date Filled	For Fiscal Year	Time To Fill	AppCount
<b>Elementary School Teaching</b>										
<a href="#">4601</a>	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 1 cc18	Sandown North	Open until filled	Aug-23		2023-2024	26	<a href="#">35</a>
<a href="#">4603</a>	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 3 cc 22	Sandown North	Open until filled	Aug-23		2023-2024	26	<a href="#">31</a>
<a href="#">4628</a>	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 3 cc87	Sandown North	Open until filled	8/15/2023		2023-2024	3	<a href="#">7</a>
<a href="#">4615</a>	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Classroom Teacher - Grade 4 cc40	Atkinson Academy	Open until filled	8/15/2023		2023-2024	11	<a href="#">12</a>
<a href="#">4620</a>	Elementary School Teaching	Music - Band	Elementary Music Teacher - Band cc1204	Pollard School	Open until filled	8/23/2023		2023-2024	10	<a href="#">6</a>
<a href="#">4622</a>	Elementary School Teaching	Kindergarten	Full Time Pre-K Teacher cc2391	Atkinson Academy	Open until filled	8/15/2023		2023-2024	7	<a href="#">1</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	115	<a href="#">17</a>
<b>High School Teaching</b>										
<a href="#">4629</a>	High School Teaching	English	Anticipated High School English Teacher	Timberlane Regional High School		8/15/2023		2023-2024	3	<a href="#">6</a>
<a href="#">4624</a>	High School Teaching	World Language - Spanish	Anticipated High School Spanish Teacher cc19	Timberlane Regional High School	Open until filled	8/15/2023		2023-2024	6	<a href="#">4</a>
<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	26	<a href="#">8</a>
<a href="#">4621</a>	High School Teaching	Science - Physical Science	High School Physical Science Teacher cc644	Timberlane Regional High School	Open until filled	8/23/2023		2023-2024	10	<a href="#">2</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	115	<a href="#">15</a>
<b>Special Education</b>										
<a href="#">4627</a>	Special Education	Special Education Teacher	Anticipated Special Education Teacher cc1234	Danville Elementary	Open until filled	8/15/2023		2023-2024	4	<a href="#">0</a>
<a href="#">4330</a>	Special Education	Behavior Specialist	BCBA/Behavior Specialist cc 2574	Timberlane Regional School District	open until filled	Aug-22		2022-2023	377	<a href="#">18</a>
<a href="#">4506</a>	Special Education		RBT cc 1428	Timberlane Regional Middle School	open until filled	as soon as possible		2022-2023	244	<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	361	<a href="#">7</a>
<a href="#">4604</a>	Special Education	Special Education Teacher	Special Education Teacher cc 1032	Timberlane Regional High School	Open until filled	Aug-23		2023-2024	26	<a href="#">4</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	115	<a href="#">10</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	24	<a href="#">4</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	385	<a href="#">27</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	115	<a href="#">7</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	115	<a href="#">7</a>
<a href="#">4626</a>	Special Education	Special Education Teacher	Special Education Teacher cc712	Pollard School	Open until filled	8/15/2023		2023-2024	4	<a href="#">2</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	432	<a href="#">27</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	24	<a href="#">0</a>
<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	26	<a href="#">0</a>
<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	87	<a href="#">11</a>
<a href="#">4623</a>	Student Services	School Nurse	Anticipated School Nurse	Sandown North	Open until filled	8/15/2023		2023-2024	7	<a href="#">1</a>