



## Thursday, March 23, 2023 AGENDA

Regular Business Meeting  
SAU 106 Boardroom

Christopher K. Kellan, Superintendent

1. 7:30 PM Call to Order – Chair
2. Approval of Minutes
3. Delegates and Individuals
4. Student Representative
5. Current Business
  - a. 7:35 PM Election Results – INFORMATIONAL
  - b. 7:40 PM Meeting Dates - INFORMATIONAL
    - Open Committee Seats
    - School Board & Board/Superintendent Leadership Team Committees' Meeting Dates
  - c. 7:45 PM Facilities Update – INFORMATIONAL
  - d. 7:50 PM Curriculum Update – INFORMATIONAL
  - e. 8:00 PM Personnel Update – INFORMATIONAL
  - f. 8:05 PM Early Childhood Coordinator – ACTION
  - g. 8:10 PM TRHS Music Theory Textbook (First Read) – ACTION
6. 8:15 PM Administrator's Report
7. 8:20 PM Personnel Report
8. 8:25 PM Committee Reports/Reports of the School Board
9. Correspondence Folder
10. Vendor and Payroll Registers
11. 8:30 PM Other Business
12. Nonpublic Session
13. Future Dates

DATE	TIME	LOCATION	TYPE OF MEETING
April 6	7:00 PM	SAU Boardroom	Regular Business
April 20	7:00 PM	SAU Boardroom	Regular Business
May 4	7:00 PM	SAU Boardroom	Regular Business
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



**1. Open Meeting**

**2. Approval of Minutes** (2 sets: March 9<sup>th</sup> public and nonpublic meeting minutes)

**3. Delegates and Individuals**

**4. Student Representative** – Matthew LaBelle to present

**5. Current Business**

**a. Election Results**

Review the 2023 District Voting results.

**b. Upcoming School Board & Committee Meeting Dates**

Included is the open seats on the Board/Superintendent's Leadership Team Committees; please reach out to the Board Chair with your preferences for which committees you would like to be a member. Also, provided is a calendar of the upcoming Board/Superintendent's Leadership Team Committee and School Board meeting dates.

**c. Facilities Update**

Review the Executive Summary provided by the Director of Plant Operations, Mr. Karl Ingoldsby.

**d. Curriculum Update**

Mrs. Sandra Allaire, Executive Director of Curriculum, Assessment, and Learning, to present a curriculum update.

**e. Personnel Update**

Mrs. Fran Decinto, Director of Human Resources, provided an update on the current job vacancies and an update on the interviewing process for a Sandown North Principal.

**f. Early Childhood Coordinator**

Motion to act on the change in job title and description for the position of Early Childhood Coordinator.

**g. TRHS Music Theory Textbook**

Motion to act on the first read of replacing the Theory I & II textbook to implement The Musician's Guide to Theory and Analysis, 4<sup>th</sup> AP Edition.

**6. Administrators' Reports**

Mr. Krieger and Mr. Kellan to present.

**7. Personnel Report** – Report included in packet.

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

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

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

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

**12. Nonpublic Session** – If needed.

**13. Future Dates** – As indicated on the bottom of the agenda page.



# Upcoming Agenda Items

Description	Month
School Board Training/Workshops Reminder	April
Return to School Plan	April
Special Education Plan	April
Summer Learning Opportunities	April
TRHS End of Year Events	April
Last Day of School/Graduation	April
Facilities Update/ Lease-Purchase Plan	April
Strategic Plan Update	April
School Board Goals	April
General Assurances	April/May
Budget Update/MS-22	April
Federal Fiscal Monitoring Report	May

# **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**  
**March 9, 2023**  
**7:02 PM**

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

### **Call to Order**

#### **Board Members Present**

Brian Boyle, Sheila Lowes, Kim McCormick, Shauna Manthorn, Katie Knutsen, Michael Boucher, Mark Sherwood, Kristin Savage, Kim Farah

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

Christopher Kellan, Superintendent of Schools  
Justin Krieger, Assistant Superintendent  
Matthew Labelle, Student Representative

#### **Administrators Present**

Mark Pedersen, Director of Secondary Curriculum  
Maria Watkins, CFO/Business Administrator  
Sandra Allaire, Executive Director of Curriculum Assessment, and Learning  
Lucy Canotas, Director of Elementary Education  
Kelley Brooks, Director of Special Education

### **APPROVAL OF MINUTES**

**MOTION: Mrs. Lowes motioned to approve the minutes from the February 9, 2023 Deliberative Session as amended. Seconded by Mrs. Manthorn Motioned passed: 9-0-0**

**MOTION: Mrs. Lowes motioned to approve the public minutes of 2/16/23. Seconded by Mrs. Knutsen Motion passed: 8-0-1 (Mr. Sherwood abstained)**

**MOTION: Dr. Farah motioned to approve the 2/16/23 non-public minutes. Seconded by Mrs. Lowes Motion passed: 8-0-1 (Mr. Sherwood abstained)**

# DRAFT – NOT APPROVED

## DELEGATES AND INDIVIDUALS - None

## STUDENT REPRESENTATIVE

Matthew LaBelle provided highlights of the happenings and upcoming events in the schools. Project Hope's fashion show will be held on March 11<sup>th</sup>. The money raised will go towards families in the district who are fighting cancer. The Spanish Honor Society held a bake sale and the money raised went to the Spanish Honor Society. Grades 6 through 12 will have an orchestra concert on March 13<sup>th</sup>. Pie Day will be held on March 14<sup>th</sup> and the money raised will go toward the Math Honor Society for scholarships. The Junior Semi will be held on March 25<sup>th</sup>. There will be no school on March 28<sup>th</sup> due to a professional development day at the high school. An Improv Show is scheduled for March 10<sup>th</sup>. Atkinson Academy grades K through 2 celebrated the 100<sup>th</sup> Day of School read-a-thon challenge in late February and raised \$5,526.00. The money raised will be donated to the Upper Room. Atkinson Academy kindergarten parent information night for incoming students will be held on March 15<sup>th</sup> at 6:00 pm. The Danville Wellness Committee's step challenge is in March. Pollard School has five educators who have been nominated for the 5<sup>th</sup> Annual Plaistow Community YMCA's education celebration.

## CURRENT BUSINESS

### a. TRHS Baseball Booster Club Donation

Mr. Kellan informed the Board that the TRHS Booster Club would like to purchase a new Junior Hack Attack Baseball Pitching Machine for the baseball program. The cost of the machine is \$2,600.00.

**MOTION: Mrs. Manthorn motioned to accept the donation of \$2,600.00 for a Junior Hack Attack Baseball Pitching Machine. Seconded by Mr. Boucher**  
**Motion passed: 9-0-0**

### b. Enrollment Update

Mr. Pedersen and Mrs. Canotas provided a summary with current Elementary and Secondary Enrollment projections for the 2023-2024 school year. They reviewed the expected enrollment charts of the Early Childhood Programs at Atkinson Academy, Danville School, Pollard School, The Learning Center at Sandown Central. They reviewed the Grade 1 through Grade 5 projected enrollments in the elementary schools, as well as, secondary enrollment projections in Grades 6 through Grade 8 and Grades 9 through 12.

Mrs. Lowes commented that she can see some classes are close to capacity and wants to be sure they have enough teachers and they have enough time to know which teachers might be needed.

## **DRAFT – NOT APPROVED**

### c. Special Education Survey

Mrs. Brooks reviewed the results of the Special Education Survey with the Board. She summarized the key findings in her Executive Summary in the areas of Demographics, Staff, Parents, Administrators, and an overall assessment. Survey invitations were sent to 517 Timberlane staff members and administrators and to 708 parents of Timberlane students with special needs and community members. The response rate from the community was 23% and the response rate among staff and administrators was 36%, and the response rate among parents was 14%.

A slide presentation was given highlighting some of the key findings. The presentation included graphs depicting the response percentages of each question. Mrs. Brooks offered information regarding the responses to each of the questions with the Board.

Mrs. Brooks outlined the next steps that will be taken in response to the survey results. They will continue to collect information for the special education audit. They will schedule forums with staff and parents. A presentation of the special education audit to the School Board will be in May 2023. They will continue to evaluate programs and identify supports and organize resources.

The Board expressed concerns in regards to the transition from the elementary schools to the middle school.

Mrs. Knutsen would like this to be included for discussion during one of the Board meetings in April with an update on the plans to fix some of the problems. She asked if the special education audit is complete. Mr. Kellan stated the report itself is not complete and is planning to report out in mid-May. He stated they can do a preliminary report in April.

The Board discussed Professional Development days with Mrs. Brooks and Mrs. Allaire. Mrs. Allaire stated they are contractually obligated to offer five professional development days with two being held in August. Paraeducators have three professional development days.

### d. FY 2022 Annual Audit Report

Mrs. Watkins presented the FY 2022 Annual Audit Report to the Board. She informed the Board the District had only one finding in this year's audit. That finding had to do with the purchase of gift cards.

Mrs. Lowes commended Mrs. Watkins and her entire team. For two years in a row, there have been no major problems.

Dr. Farah suggests that periodically, the Board should be provided with an overview of where the budget stands.

## **DRAFT – NOT APPROVED**

### e. TRSD 2021-2022 Annual Report

The annual report has been published and can be found on the school district website. District town libraries and halls were provided with flyers containing a scan code for the public to access the annual report electronically.

### **ADMINISTRATORS' REPORT**

Mr. Krieger spoke on the principal search for Sandown North. They are in the final stages of creating the interview team. The Strategic Plan is in the synthesis stage. They will be bringing a draft report back to the Board on April 6, 2023. A job fair was held last night and they were able to secure a couple of positions. A new intern will be working at the high school and middle school doing some observation and field work with speech and language personnel. She will be here in March through May.

Mr. Kellan encouraged voters to cast their vote on Tuesday, March 14<sup>th</sup>. He said New Hampshire has the purest form of government and democracy in the United States. He thanked the outgoing school board members for their time and commitment to the School Board.

### **COMMITTEE REPORTS**

Mr. Boyle was glad to have had the opportunity to serve on the School Board. He wished the best to the current Board members moving forward. He hopes the voters support all the warrant articles. It is very important to get the budget and other articles passed for the District.

Mr. Sherwood updated the Board on Curriculum and Assessment. They were talking about the different science and math competencies. He has asked for the full report of the i-Ready winter scores and to bring that to the school board in June. He said there was lot of data given. They reviewed some music theory text books. The idea is to have Music Theory I and II since there has been a great interest in that.

Mrs. Savage gave kudos to Matthew Labelle for being the student representative on the School Board and commended him for his leadership on Project Hope and to all the students and staff who are involved. She added that for all the negativity out there, we need to celebrate the students and all the positive things they do. She wished the best to the outgoing school board members who she came on the Board with.

### **CORRESPONDENCE**

No correspondence

# **DRAFT – NOT APPROVED**

## **VENDOR AND PAYROLL REGISTERS**

No Vendor and Payroll registers

## **OTHER BUSINESS**

**MOTION Dr. Farah motioned to enter non-public under 91-A:3, Paragraph II (a) (c) (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and (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. Knutsen. Motion passed 9-0-0**

The Board was polled:

Boucher – yes Knutsen – yes Manthorn – yes Farah – yes Savage – yes McCormick – yes  
Lowes – yes Boyle – yes Sherwood - yes

The motion carried 9-0-0 to enter non-public at 8:15 PM. The School Board announced they will not be coming back into Public Session. The Board took a brief recess before going into non-public session.

Respectfully submitted,

Linda Mahoney  
Recording Secretary

**Approved by the School Board on**

**TIMBERLANE REGIONAL SCHOOL DISTRICT 2023  
ANNUAL VOTING RESULTS**

#1: Election of Officers		<u>Atkinson</u>	<u>Danville</u>	<u>Plaistow</u>	<u>Sandown</u>					
School Board (3 yr term)	448	Michael Boucher	527	Brienna Woodworth	447	Shauna Manthorn	94	Paul Le Cain		
	579	Jack Sapia		Unopposed		Unopposed				
School Board (1 yr term)	890	Donald Woodworth		NO VACANCY		NO VACANCY		NO VACANCY		
		Unopposed								
Budget Committee (3 yr term)	857	Julie Hammond	526	Sabrina Alberg	435	Elizabeth Kosta		NO VACANCY		
Budget Committee (1 yr term)		NO VACANCY		NO VACANCY	431	Michael Mascola	478	Karen White		
School District Moderator	860	Robert Harb	510	Robert Harb	494	Robert Harb	462	Robert Harb		
#2: Operating Budget	YES	770		329		335		275	1709	PASS
	NO	330		329		255		382	1296	
#3: Lease Purchase Agreement	YES	752		335		298		273	1658	PASS
	NO	340		315		295		377	1327	
#4: Three year CBA (Administrators)	YES	801		357		361		305	1824	PASS
	NO	281		298		233		352	1164	
#5: Authorization for Special Meeting on Cost Items	YES	858		395		374		330	1957	PASS
	NO	193		233		171		318	915	
#6: Three year CBA (Admin Assts/Secretaries/Maintenance)	YES	831		372		399		352	1954	PASS
	NO	231		263		192		302	988	
#7: Authorization for Special Meeting on Cost Items	YES	810		386		381		334	1911	PASS
	NO	207		232		188		307	934	
#8: Three year CBA (TSSU)	YES	826		350		395		342	1913	PASS
	NO	242		286		195		309	1032	
#9: Authorization for Special Meeting on Cost Items	YES	823		382		387		341	1933	PASS
	NO	219		244		197		297	957	
#10: On year CBA (TTA)	YES	835		367		421		350	1973	PASS
	NO	228		272		167		301	968	
#11: Authorization for Special Meeting on Cost Items	YES	839		387		394		342	1962	PASS
	NO	212		241		186		302	941	
#12: Capital Reserve Fund By Surplus	YES	858		408		398		350	2014	PASS
	NO	210		230		185		299	924	
#13: General Acceptance of Reports	YES	942		479		477		493	2391	PASS
	NO	110		148		102		152	512	
#14: Emergency Contingency Fund	YES	830		376		375		341	1922	PASS
	NO	233		260		207		307	1007	
#15: Fund Balance Retention	YES	805		366		350		312	1833	PASS
	NO	237		267		224		330	1058	
#16: Use of Capital Reserve Fund	YES	915		449		423		430	2217	PASS
	NO	160		190		161		223	734	

*Kat Lancaster*

03 / 15 / 2023

2023 MARCH VOTING RESULTS

# Signature Certificate

Reference number: OAHWY-ZCU6U-TTMJ5-FERKU

Signer	Timestamp	Signature
<b>Kat Lancaster</b> Email: kat.lancaster@timberlane.net		
Sent:	15 Mar 2023 06:03:08 UTC	
Viewed:	15 Mar 2023 06:03:46 UTC	
Signed:	15 Mar 2023 06:04:26 UTC	
<b>Recipient Verification:</b>		IP address: 24.62.245.213
✓Email verified	15 Mar 2023 06:03:46 UTC	Location: Danville, United States

Document completed by all parties on:  
15 Mar 2023 06:04:26 UTC

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# Timberlane Regional School Board Committee Assignments 2023-24

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## Budget Committee

Mark Sherwood

## CIP Committee

Mark Sherwood

X  
X  
X

## Energy Committee

X  
X

## Check Registers

X

## Policy Committee

Shauna Manthorn

X

## Personnel Committee - TTA

Katie Knutsen  
Mark Sherwood

## Strategic Planning Committee

Kim McCormick  
X

## Facilities Committee

Katie Knutsen  
Kristin Savage

## Safety Committee

Katie Knutsen  
Kristin Savage

## Curriculum & Assessment Committee

Kim McCormick  
Mark Sherwood

X

## Wellness Committee

Shauna Manthorn  
Kim McCormick

## NHSBA Delegate

Kim McCormick

**Timberlane Regional School Board/Superintendent Leadership Team  
Standing Committees**

<b>Time</b>	<b>Date</b>	<b>Committee</b>
7:00 PM	March 30, 2023	Budget Committee
4:00 PM	April 4, 2023	Curriculum and Assessment
5:00 PM	April 6, 2023	Policy Committee
<b>7:00 PM</b>	<b>April 6, 2023</b>	<b>School Board</b>
10:00 AM	April 11, 2023	Safety Committee
11:00 AM	April 11, 2023	Facilities Committee
4:00 PM	April 12, 2023	Wellness Committee
7:00 PM	April 18, 2023	Capital Improvement Plan
<b>7:00 PM</b>	<b>April 20, 2023</b>	<b>School Board</b>
4:00 PM	May 2, 2023	Curriculum and Assessment
5:00 PM	May 4, 2023	Policy Committee
<b>7:00 PM</b>	<b>May 4, 2023</b>	<b>School Board</b>
10:00 AM	May 9, 2023	Safety Committee
11:00 AM	May 9, 2023	Facilities Committee
<b>7:00 PM</b>	<b>May 18, 2023</b>	<b>School Board</b>
5:00 PM	June 1, 2023	Policy Committee
<b>7:00 PM</b>	<b>June 1, 2023</b>	<b>School Board</b>
4:00 PM	June 6, 2023	Curriculum and Assessment
<b>7:00 PM</b>	<b>June 15, 2023</b>	<b>School Board</b>



## EXECUTIVE SUMMARY

March 23, 2023

### Project Updates:

- Projects completed since July 2021:
  - SN Room partition replacement
  - SN Arsenic filtration
  - SN Fire panel replacement
  - PE Boiler room repairs and upgrades
  - PE Fire suppression backflow preventer installation
  - MS Replaced boiler plant
  - MS Replaced single pane windows
  - MS ran electric to fields
  - MS Guidance and Technology office carpet replacement
  - HS/MS Batting cages installation
  - HS/MS replaced building automation system server
  - HS renovated gymnasium foyer
  - HS Ran data/electric to soccer/lacrosse shed
  - HS Gymnasiums sign installation
  - HS Exterior bleachers inspected, issues addressed and ADA upgrades completed
  - HS Upgraded Cross Country trails
  - DW Paving repairs
  - DW Upgrade fire and burglar alarms to 4G
  - DW Asbestos management Plans update
  - DW Installed door shades for security on all classroom doors
  - DW Rekeyed and upgraded doors in entire district
  - DW Added Event Essentials to the School Dude suite to allow online requesting of facilities usage
  - SAU Office sign installation
  - SAU Office painted top floor
- Projects currently In Progress:
  - ESSER Funds project:
    - Middle School HVAC replacement will be completed this summer (4 largest units will be replaced)



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

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

[Timberlane.net](https://www.timberlane.net)

[@TimberlaneRegional](https://www.facebook.com/TimberlaneRegional)

[@TimberlaneRSD](https://www.instagram.com/TimberlaneRSD)

[@TimberlaneRSD](https://www.twitter.com/TimberlaneRSD)

- Other Projects:
  - Track renovation (partially grant funded)
  - “Get The Lead Out”
    - HS is last school to be tested
    - All consumption outlets that tested any lead are being replaced and will need to be retested.
  - HS Fire suppression underground line leak,
  - DE Boiler replacement and consolidation
  - AA Ballasted roof replacement
  - SC Replace electric panels
  - DW Engineering/Architectural review of CMU walls
  - HS/MS Feasibility study for new buildings at main campus
- CIP Projects awaiting funding (End of Year Funds)
  - DE Upgrade HVAC controls
  - MS Upgrade HVAC controls (remove pneumatic system)
- Projects recently approved in FY2024 voted budget
  - Within Operational Budget
    - Parking lot maintenance
      - Crack seal entire district
      - Sealcoat and re-stripe SAU (cycle for the rest of the district)
    - Increased agronomics to the athletic fields
    - All buildings added to a painting cycle
    - Repair of cracked asbestos containing tiles throughout HS and MS
    - DE, AA Install gates to prevent traffic behind schools
    - DE, AA Install fencing near playgrounds
  - Warrant Article 16 (Capital Reserve)
    - HS Boiler plant replacement (summer 2023)
  - Warrant Article 3 (Lease Purchase Agreement)
    - AA, HS, PAC, MS, PE, DE HVAC Replacement
    - HS, PAC, MS Roof replacement
    - AA, DE, SAU, SC, SN, PE LED Lighting upgrade
    - AA, HS, PAC, SN, PE HVAC Controls upgrade
    - AA Steeple repairs

Respectfully submitted by:

Karl Ingoldsby, Director of Plant Operations



TIMBERLANE REGIONAL SCHOOL DISTRICT  
2022 NHSAS / SAT RESULTS AND  
LEARNING UPDATE

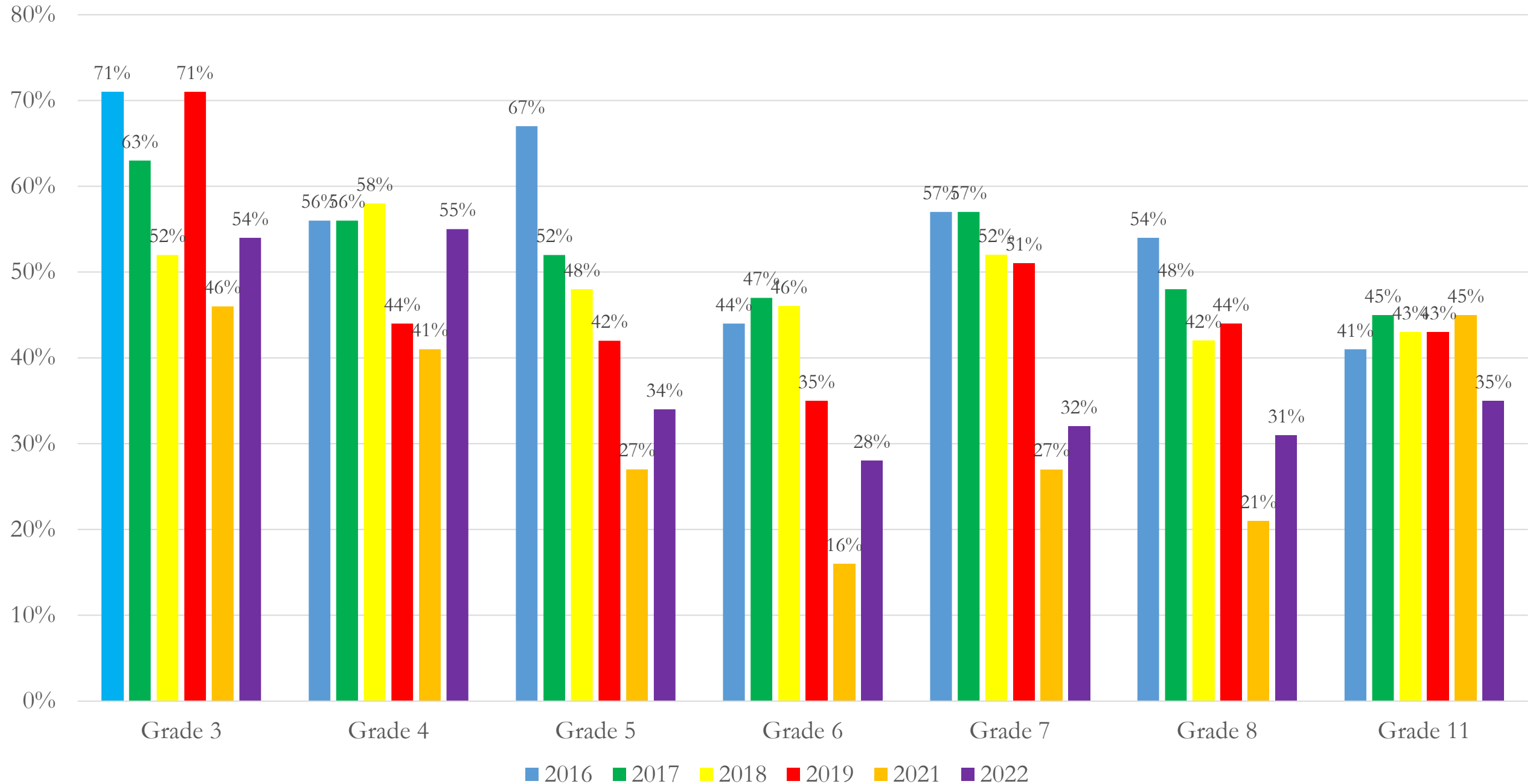
Presentation to the Timberlane Regional School Board

March 23, 2023

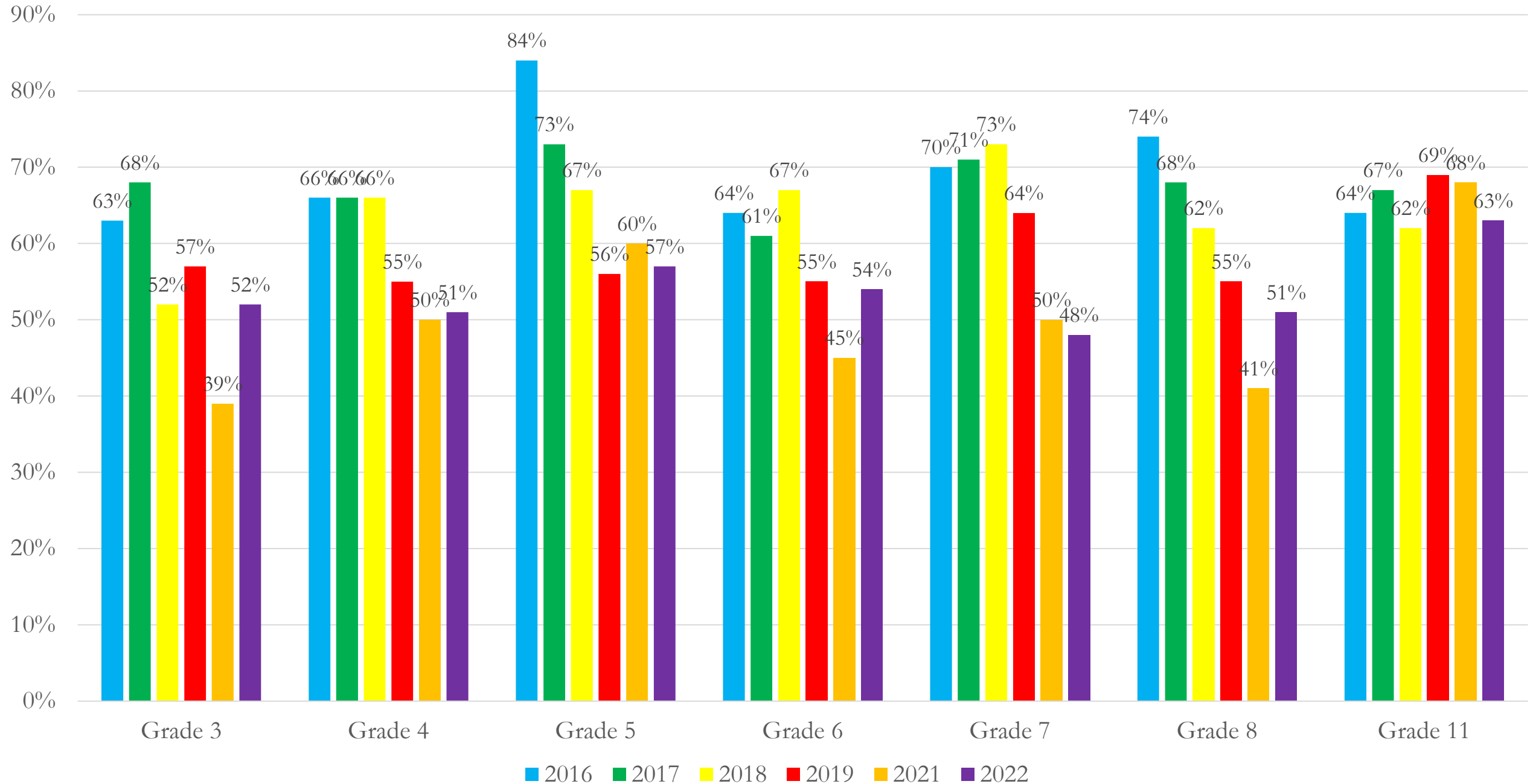
# WHERE WE HAVE BEEN...

- 2016-2022 State Assessment Results in Mathematics and Reading for grades 3-8 and 11
  - 2016 & 2017 – Smarter Balanced Assessment for grades 3-8
  - 2016-2022 – SAT School Day for grade 11
- 2018-2022 NHSAS Science Assessment Results for grades 5, 8, and 11

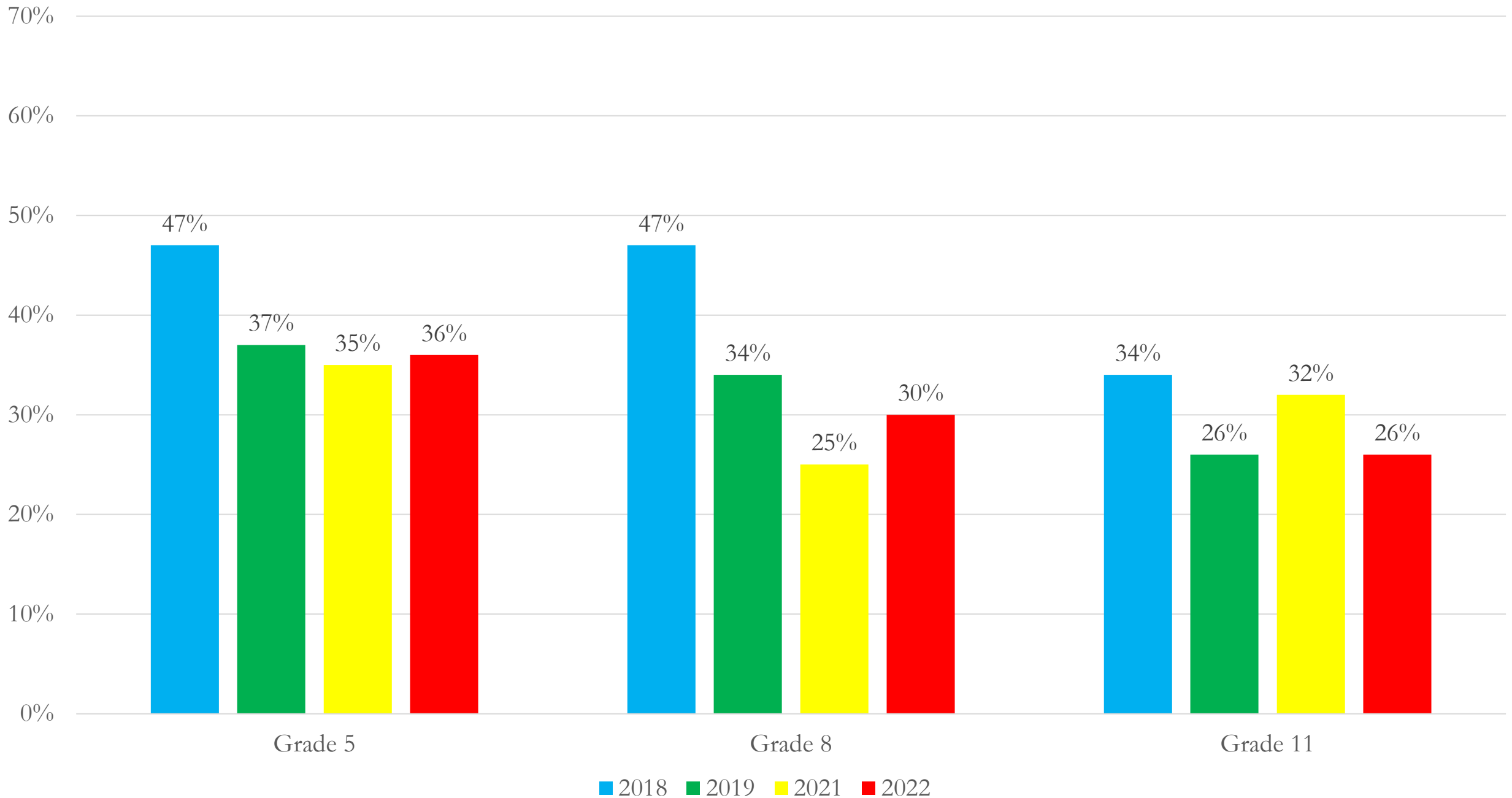
# TRSD Grades 3-11 NHSAS / SAT Math 2016-2022



# TRSD Grades 3-11 NHSAS / SAT ELA 2016-2022



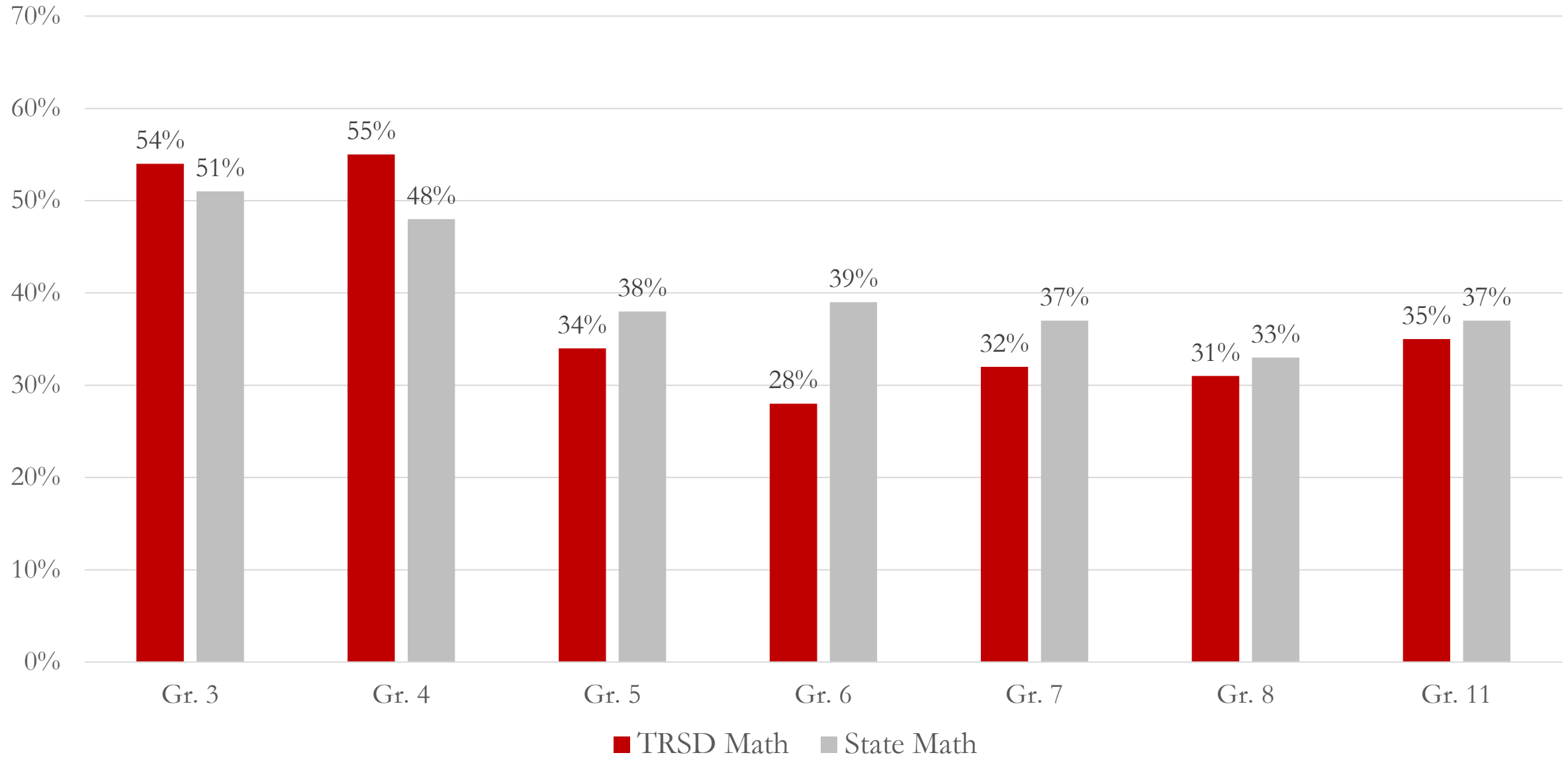
# TRSD Grades 5, 8, & 11 NHSAS Science 2018-2022



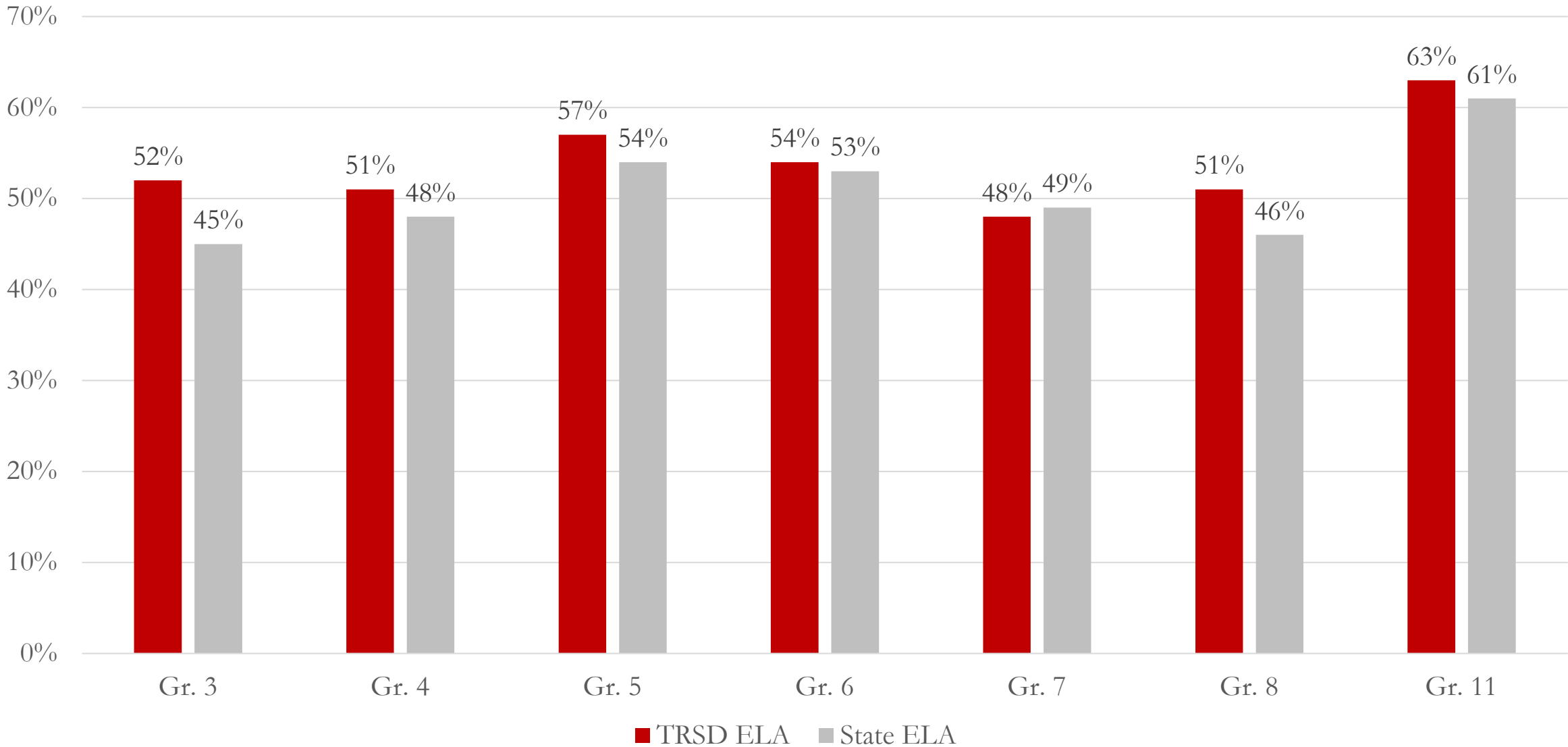
# WHERE WE ARE NOW...

- 2022 TRSD vs NH State Average
  - NHSAS State Assessment Results in Mathematics and ELA for grades 3-8
  - SAT results in Mathematics and ELA for grades 3-8
  - NHSAS Science Assessment Results for grades 5, 8, and 11
- 2022 i-Ready Winter Benchmark in Mathematics and Reading for grades K-8

# 2022 TRSD vs. STATE Math % At/ Above Proficient

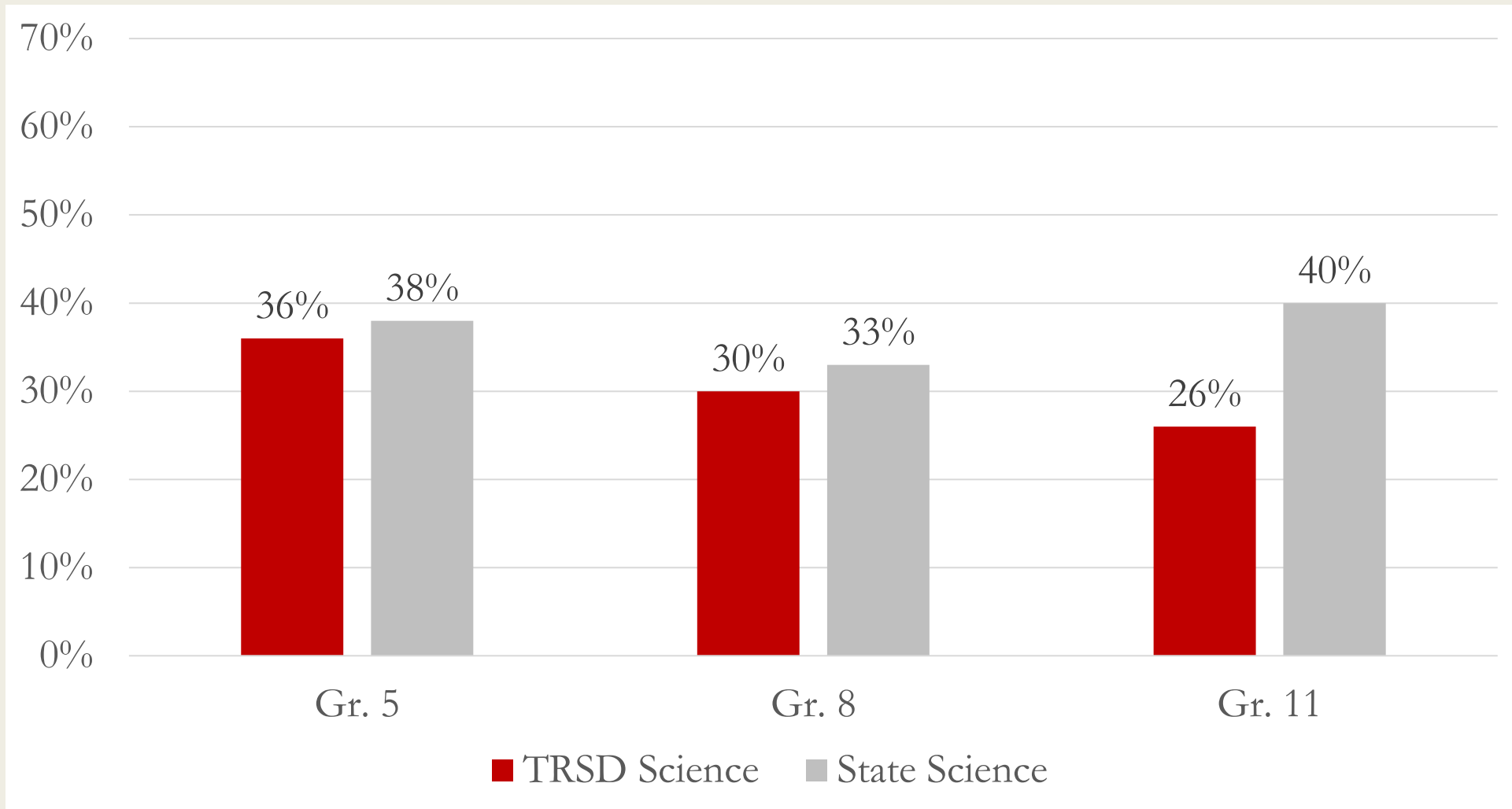


# 2022 TRSD vs. STATE (ELA/Reading) %At/ Above Proficient



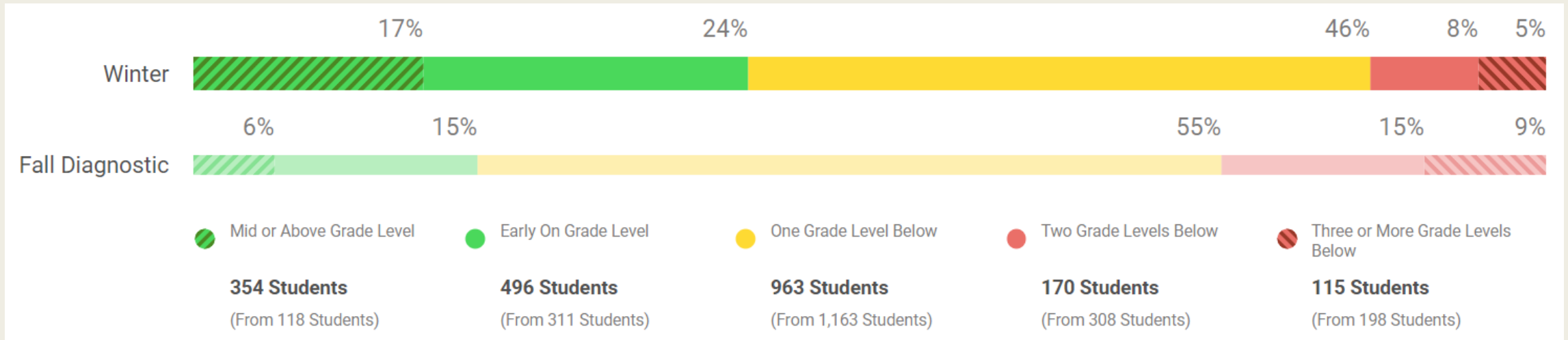
# 2022 TRSD vs. State (Science)

## % At/ Above Proficient

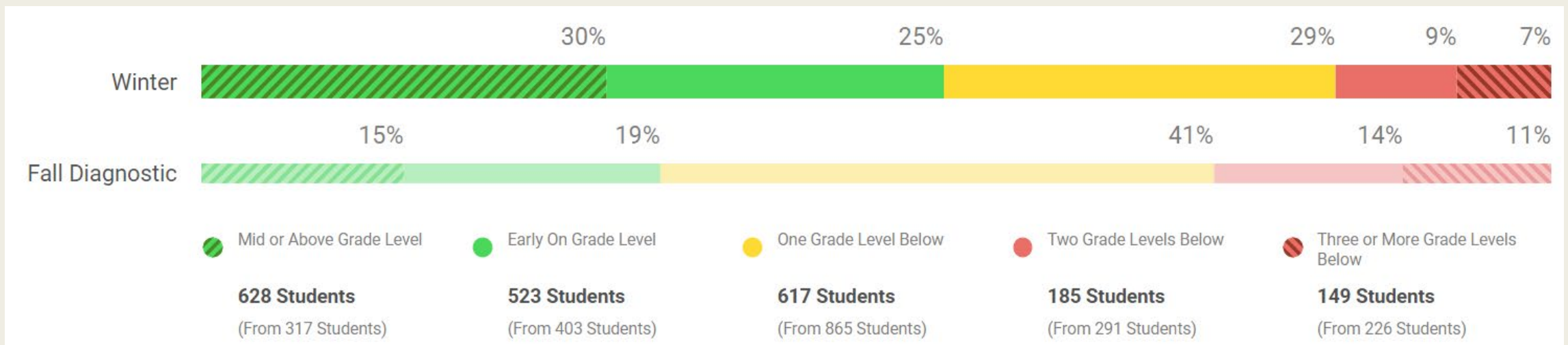


# TRSD District i-Ready Results, Grades K-5

## TRSD District Math: Fall 2022 - Winter 2023 Overall Placement



## TRSD District Reading: Fall 2022 - Winter 2023 Overall Placement



# WHAT WE ARE WORKING ON...

## ONGOING ACTION STEPS FOR CONTINUAL IMPROVEMENT

- **Data-Informed Planning and Decision-Making:**
  - An increased and ongoing focus on data of student learning;
  - Reinstitution of data protocols to analyze student assessment results and guide decisions connected to student learning;
    - Implemented at the district, school, classroom, and student levels
  - Training and use of the i-Ready Instructional Platform to engage students in a personalized pathway and sequence of lessons
    - Designed to help fill gaps, provide personalized interventions, and accelerate learning for students at all levels;
  - 90-minute elementary Professional Learning Communities (PLCs) to review student data, analyze student needs, and create instructional groupings for both intervention and enrichment

# WHAT WE ARE WORKING ON...

## ONGOING ACTION STEPS FOR CONTINUAL IMPROVEMENT

### Increased opportunities for Personalized Learning, Intervention, and/or Enrichment

#### ➤ **Elementary Intervention System**

- Intervention cycles target specific skills to better support students in meeting their learning goals through increased collaboration and communication among stakeholders.
- Regular-Education Para-Educators Supporting Intervention Groups
  - Para-educators, under the direction of classroom teachers and an intervention coach, work with small groups and/ or individual students to support skill-based practice.

#### ➤ **TRMS Intervention**

- What I Need (WIN) Block
  - Provides opportunities for all students, in conjunction with their individualized needs, to have the opportunity for intervention or enrichment.
- TRMS Math Interventionist Position
  - Focused on the delivery of targeted Tier II interventions in math

# WHAT WE ARE WORKING ON...

## ONGOING ACTION STEPS FOR CONTINUAL IMPROVEMENT

### Increased opportunities for Personalized Learning, Intervention, and/or Enrichment, cont.

- **TRMS After School Academic Support**
  - After school drop-in sessions, staffed by TRMS teachers, three days/week;
- **TRHS Academic Support Center**
  - Staffed by the TRHS Math Interventionist and members of the Math Honor Society;
  - Students may receive extra help during study hall or lunch periods.
- **TRHS After-School Tutoring / Extra Help**
  - After school drop-in sessions, staffed by TRHS teachers, three days/week;
- **TRHS After-School Credit Recovery**

# WHAT WE ARE WORKING ON...

## ONGOING ACTION STEPS FOR CONTINUAL IMPROVEMENT

- **Targeted Professional Development**
  - Language Essentials for Teachers of Reading and Spelling (LETRS) Training;
  - Weekly Job-Embedded Inquiry-Based Learning Cycles with ELA Instructional Coaches at the elementary level;
  - Ongoing elementary book study with Math in Practice;
  - The Ongoing Assessment Project (OGAP) Math Training (K-8);
  - Instructional Coaching focused on increasing social skills and emotional skills through academic learning;
  - Ongoing training for administrators and Special Education teachers, based on needs identified through the Special Education audit.

# WHERE WE ARE GOING...

## ADDITIONAL NEXT STEPS FOR CONTINUAL IMPROVEMENT

- Implementation of new TRSD Strategic Plan;
- Participation in Universal Design for Learning (UDL) Innovation Network;
- School-Based Teach United Teams at Danville School and Pollard School;
- Collaborative Instructional Coaching with Mike Anderson at the elementary level to promote student voice and choice and intrinsic motivation for learning;
- Student Action Research through the Center for School Climate and Learning to enhance student voice and promote change processes at the middle and high school levels;
- Continuous Curriculum Review and Revisions;
- Re-formation K-12 Curriculum Committees;
- Ongoing development of specialized programming for identified students;
- Host-site for OGAP Math trainings in summer of 2023;
- Ongoing expansion of Extended Learning Opportunities (ELOs) at the high school level.



## Executive Summary

### Search for Sandown North Principal Position

The search for the new Sandown North Principal has started by outlining the hiring process and timeline.

We have identified a 10-person first round interview team and a five-person second round interview team.

We have surveyed the staff and families of Sandown North, TLC, kindergarten families and collected approximately 80 responses. On Friday March 10<sup>th</sup>, we scheduled an open-door meeting with approximately 30 staff members at Sandown North for their feedback. These responses will be shared with the interview committees to provide a framework of what experience, skills and attributes we are looking for in the new principal.

We have screened 17 applicants and have requested 13 applicants to submit a pre-interview video by March 17, 2023.

The first-round interview team will review candidate packets during the week of March 20<sup>th</sup> and then invitations will be sent to selected candidates for first round interviews during the week of March 27<sup>th</sup>. We plan to schedule 2<sup>nd</sup> round interviews the during the week of April 1<sup>st</sup>. Ideally, we would like to extend an offer to a candidate next month as long as we find the right candidate.

Respectfully,

*Fran DeCinto*

Fran DeCinto  
HR Director

## Job Postings

JobId	Category	Position Type	Additional Title	Location	Closing Date	Date Available	Filled by AppNo	Date Filled	For Fiscal Year	Time To Fill	AppCount	MinorityCount	FemaleCount	MaleCount	Creator_User_ID
<b>Administration</b>															
4566	Administration	Principal	Elementary School Principal	Sandown North	Open until filled	7/1/2023			2023-2024	22	17		6	6	dhusson
<b>Elementary School Teaching</b>															
4541	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	55	19	2	14	1	dhusson
4542	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	55	15	3	9	1	dhusson
4544	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Classroom Teacher - Grade 5 cc 5	Atkinson Academy	Open until Filled	8/22/2023			2023-2024	55	15	2	9	1	dhusson
4540	Elementary School Teaching	Physical Education	Physical Education/Health Teacher cc 512	Sandown North	open until filled	8/22/2023			2023-2024	55	13	1	3	4	dhusson
<b>High School Teaching</b>															
4547	High School Teaching	Mathematics	High School Mathematics Teacher cc 474	Timberlane Regional High School	Open until Filled	8/22/2023			2023-2024	55	8	1	4	2	dhusson
<b>Middle School Teaching</b>															
4553	Middle School Teaching	Physical Education	Physical Education/Health Teacher cc 926	Timberlane Regional Middle School	Open until Filled	8/22/2023			2023-2024	55	12	1	3	3	dhusson
4552	Middle School Teaching	Science	Science Teacher cc 2156	Timberlane Regional Middle School	Open until Filled	8/22/2023			2023-2024	55	4		2		dhusson
<b>Special Education</b>															
4330	Special Education	Behavior Specialist	BCBA/Behavior Specialist cc 2574	Timberlane Regional School District	open until filled	Aug-22			2022-2023	317	20	1	13	3	dhusson
4574	Special Education	Special Ed Coordinator	Long Term Substitute - High School Special Ed	Timberlane Regional High School	Open until filled	4/1/2023			2022-2023	1	0				dhusson
4504	Special Education	Special Education Teacher	Long Term Substitute - Special Education Teac	Timberlane Regional High School	open until filled	Feb-23			2022-2023	185	2		1		dhusson
4579	Special Education	Occupational Therapist	Occupational Therapist cc#2075	Sandown North	Open until filled	Aug-23			2023-2024		0				dhusson
4194	Special Education		Pre-K Teacher and Case Manager	The Learning Center at Sandown Central	open until filled	as soon as possible			2021-2022	478	0				lintonk
4506	Special Education		RBT cc 1428	Timberlane Regional Middle School	open until filled	as soon as possible			2022-2023	184	6		1		dhusson
4344	Special Education	Psychologist	School Psychologist - Part Time .6 Position cc	Timberlane Regional School District	open until filled	Aug-22			2022-2023	301	6		3		dhusson
4543	Special Education	Psychologist	School Psychologist cc 1800	Timberlane Regional School District	Open until Filled	8/22/2023			2023-2024	55	2				dhusson
4549	Special Education	Special Education Teacher	Special Education Teacher cc 1125	Timberlane Regional Middle School	Open until Filled	8/22/2023			2023-2024	55	2		1	1	dhusson
4545	Special Education	Special Education Teacher	Special Education Teacher cc 1231	Timberlane Regional High School	Open until Filled	8/22/2023			2023-2024	55	2			2	dhusson
4332	Special Education	Special Education Teacher	Special Education Teacher cc 199	Timberlane Regional High School	open until filled	Aug-22			2022-2023	314	13	1	6	4	dhusson
4316	Special Education	Special Education Teacher	Special Education Teacher cc 309	Sandown North	open until filled	9/24/2022			2023-2024	325	24	3	14	3	ogaradana
4550	Special Education	Special Education Teacher	Special Education Teacher cc 442	Timberlane Regional Middle School	Open until Filled	8/22/2023			2023-2024	55	4		1	2	dhusson
4546	Special Education	Special Education Teacher	Special Education Teacher cc 506	Timberlane Regional High School	Open until Filled	8/22/2023			2023-2024	55	2			1	dhusson
4228	Special Education	Special Education Teacher	Special Education Teacher/Evaluator cc 1902	Timberlane Regional School District	open until filled	Aug-22			2022-2023	372	24	1	13	2	lintonk
<b>Student Services</b>															
4565	Student Services	School Counselor	5 Elementary School Guidance Counselor cc2	The Learning Center at Sandown Central	Aug-23	Aug-23			2023-2024	27	5				dhusson



## Executive Summary

### Search for Sandown Central Early Childhood Coordinator

The search for the new Sandown Central Early Childhood Coordinator has started by outlining the hiring process and timeline.

We have identified district administrator participation on the 1st round interview team and are currently looking to secure building administrator and Sandown Central staff on the team. We have identified a district level 2nd round interview team.

We developed a survey which was sent to the staff and families of Sandown Central in addition to the district leadership team. The survey will close on Sunday, March 26th.

District administrators spent Thursday, March 23rd, in Sandown Central with an open door and received direct input on the knowledge, skills, and dispositions needed of the position from staff. The survey responses and feedback from Sandown Central staff will be shared with the interview committees to provide a framework of what experience, skills, and attributes we are looking for in the new coordinator.

The position will be posted once the job description is approved by the school board. Our goal is to nominate a person to the board in April or early May.

Respectfully,

**Fran DeCinto**

Fran DeCinto

HR Director

## TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

**POSITION TITLE:** Early Childhood [Special Education] Coordinator

**Date:** 1/10/2023

**Reports to:** Assistant Superintendent

**Supervises:** Yes

**Affiliated Position:** Yes, TAU (Timberlane Administrators Union)

**Terms of Employment:** Full Time, Year-Round/Exempt

**SCOPE:** The TRSD Early Childhood Special Education Coordinator serves as the district early childhood educational leader and chief administrator of The Learning Center at Sandown Central, responsible for all special education programs, services, and placements, and the coordination and implementation of effective practices in curriculum, instruction, and assessment to meet student needs and drive student learning; the development and sustainment of a healthy school climate and culture; the hiring, supervision, professional growth, and evaluation of staff; the application of sound integrity and ethics in decision-making; the recommendation and implementation of policy, ensuring that resulting procedures align and comply with state and federal regulatory requirements; the management of operations of the school, and the coordination with building principals to ensure safe and connected learning environments for all students and staff that result in high levels of growth and learning.

### **POSITION DUTIES AND RESPONSIBILITIES:**

- Promote the success of all students consistent with a vision for learning that is shared and supported by the community, school board, and superintendent of schools.
- Observe and ensure the implementation of all school board policies, procedures, and regulations in all decisions (and non-decisions) and by all members and areas of the school community.
- Seek, develop, implement, and articulate best practices for student and staff learning.
- Advocate, develop, nurture, and sustain a building culture that emphasizes growth and learning for all members of the school community.
- Lead the day-to-day operations of the school and pursue, secure, and allocate resources to ensure a safe, efficient, and effective learning environment, including the maintenance of accurate and timely records and reports.
- Engage visibly with students, families, staff, and the broader community, attending school and community functions regularly.
- Collaborates with building and district administrators for programming and special education processes.
- Use knowledge of larger political, social, cultural, economic, and legal contexts to inform decision-making.
- Serves as the LEA for all Preschool, Pre-Kindergarten and Kindergarten special education meetings, overseeing both eligibility and re-evaluation processes and reviewing all documentation to provide feedback to ensure high quality and compliance, and accuracy of information.
- Coordinates all related services for special education placement, service delivery, and community outreach opportunities in Early Childhood programming (Preschool – Kindergarten).
- Recommend for hire and dismissal, supervise, and evaluate professional and non-professional staff in order to build the capacity of the full staff team.
- Serve on the district leadership team to support the mission and practices of the full District, including budget processes, instructional practices, school board communications, and resource allocations.
- Maintains confidentiality of information.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.
- Perform all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.

- Perform other tasks and assume other responsibilities as assigned by the Superintendent or supervisor.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- A Master's Degree in Educational Leadership, Special Education Administration, or equivalent.
- Minimum of five (5) years of experience required as a special education teacher, preferably in Early Childhood Special Education.
- Prior experience in an educational leadership role, preferred.

**Necessary Knowledge, Skills, and Abilities:**

- Deep understanding of the district’s strategic plan in order to implement the building-specific tasks to support larger goals.
- Extensive knowledge of early childhood development, classroom practices, and aligned implementation, teaching and learning of various audiences and group dynamics, and effective use of data to improve teacher and staff instruction.
- Thorough knowledge and understanding of local and state laws in addition to District policies and procedures.
- Thorough knowledge of effective school operations and current understanding of national, state, and local trends that impact the student, staff, and family experience.
- Ability to build highly functional instructional and leadership teams.
- Demonstrated success of leading and managing change processes.
- Knowledge of effective instructional practices and experience in evaluating such practices for effectiveness and coaching improvement to meet school goals and targets.
- Significant skill in leading and managing the work of others and resolving complex and dynamic problems.
- Ability to communicate with diverse stakeholders.
- Models exceptional oral and written communication skills in all exchanges and demonstrates emotional intelligences to connect and effectively engage with all members of the educational community.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

- Valid New Hampshire DOE Certification or Statement of Eligibility in Special Education Administration
- Valid driver’s license

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Rarely required

9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio and calculator

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Occasionally required

**Cognitive and Sensory Requirement(s):**

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

**Summary of Occupational Exposures:** Occasional physical contact with children including physical contact needed for restraint of children. Possible exposure to bodily fluids.

Applicants will be subjected to a criminal background check required by state law.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

*\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*



## EXECUTIVE SUMMARY March 23, 2023

The Music Department is looking to update the textbook used to teach Theory I and Theory II. Per Policy IJJ, a committee was formed consisting of the Director of Music, Music Theory Instructor, and a High School Music Teacher. Three textbooks were reviewed for consideration in the course with special attention paid to availability of supplemental and electronic resources, the quality, quantity, and style of musical examples presented, and the textbook's format and structure regarding musical example analysis.

Of the three texts reviewed, the committee would like to move forward with *The Musician's Guide to Theory and Analysis, 4th AP® Edition*. This textbook includes an online code which allows students to access audio examples, tutorials, and quizzes. The units cover a greater scope of musical elements at a deeper level than our current textbook. The numerous musical examples that illustrate concepts throughout the book in a variety of classical and non-classical styles from a diversified set of composers and songwriters. This text also has an accompanying workbook and aural skills book which provide greater opportunities for deeper analysis and practice for students.

There are currently 20 student requests to take Theory I for the 2023-2024 school year. To purchase a complete classroom set of 25 Textbooks, Workbooks, and Aural Skills Books with electronic access for six years, would cost \$239 per student, or \$6,262 including shipping charges. The textbook and aural skills book are a one time purchase. The workbook would need to be re-purchased annually at \$31 per book which the music department budget can support. The electronic access to the textbook would need to be repurchased after six years at a cost of \$166.95 per student and will be appropriately reflected in the music department's FY 2029-2030 budget request.

Respectfully submitted,



Kurt Schweiss, Director of Music