

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, OCTOBER 4, 2018

Regular Meeting - 7:30PM

Dr. Earl Metzler, II, Superintendent
Dr. Roxanne Wilson, Asst. Superintendent

Superintendent's Office
30 Greenough Road , Plaistow, NH
Susan Sherman, Chairman
Brian Boyle, Vice Chairman

AGENDA

1. **7:30 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
 - a. September 20th Meetings
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:35PM** Public Hearing on Donation – ACTION (5 minutes)
 - b. **7:40PM** School Action Plans (Elementary)* – INFORMATIONAL (45 minutes)
 - c. **8:25PM** Bullying Procedure* – INFORMATIONAL (30 minutes)
 - d. **8:55PM** Budget Development Update – INFORMATIONAL (15 minutes)
 - e. **9:10PM** Policies – ACTION (15 minutes)
 - f. **9:25PM** Warrant Articles – INFORMATIONAL (5 minutes)
8. **9:30PM** Administrator's Report
9. **9:35PM** Personnel Report
10. **9:40PM** Committee Reports
11. **9:45PM** Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. **9:50PM** Other Business
15. Non-public (if needed)
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
October 17	SAU Board Work Session	SAU	7:00PM
October 18	Regular Board Meeting	SAU	7:30PM
November 1	Regular Board Meeting	SAU	7:30PM
November 14	SAU Board Public Hearing on Budget	SAU	7:00PM
November 15	Regular Board Meeting	SAU	7:30PM
December 6	Regular Board Meeting	SAU	7:30PM
December 20	Regular Board Meeting	SAU	7:30PM
January 3	Regular Board Meeting	SAU	7:30PM
January 4	Deadline for Bond Article Citizen's Petitions	SAU	5:00PM
January 8	Deadline for Petitioned Warrant Articles	SAU	5:00PM
January 10	Public Hearing on Budget/Bond	PAC	7:00PM
January 17	Regular Board Meeting	SAU	7:30PM
January 23	First Day of Filing Period/Last Day 2/1/19	SAU	
January 24	Last Day for Budcom WA Recommendations		
January 28	Last Day to Post Warrant		

*PowerPoint Presentation

estimated times

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

ADMINISTRATOR'S REPORT

Administrator's Report for October 4, 2018 School Board Meeting

1-3. OPEN MEETING *Self-explanatory.*

4. APPROVAL OF MINUTES *(September 20th – three sets)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Public Hearing on Donation – ACTION

Scott Strainge to present a \$5,000 donation from Macys Inc for use in district service initiatives. See policy KCD.

b. School Action Plans – INFORMATIONAL

Elementary Principals to report on 2018-19 action plans and goals.

c. Bullying Procedure – INFORMATIONAL

Susan Rasicot and Dan Woodworth to present on the district's bullying procedure and anti-bullying initiatives.

d. Budget Development Update - INFORMATIONAL

Board to discuss default budget development process and Geoff Dowd to present update on the budget development process.

e. Policies – ACTION

Two policies up for second read (DJE Bidding Requirement, GCF Professional Staff Hiring).

f. Warrant Articles – INFORMATIONAL

Standing item as a reminder for the board to consider drafting warrant articles for the 2019 ballot.

8. ADMINISTRATOR'S REPORT – Dr. Metzler to present

a. Update on District Activities

9. PERSONNEL REPORT – Dr. Metzler to present

10. COMMITTEE REPORTS – Committee Chairs to update board on current initiatives.

11. REPORTS OF THE SCHOOL BOARD – Individual members to report on district matters.

12. CORRESPONDENCE – All correspondence now forwarded to board members as it comes in.

13. VENDOR AND PAYROLL REGISTERS – please be sure to review and sign vendor and payroll registers.

14. OTHER BUSINESS – Board members to provide agenda items for future meeting consideration. Preference is to provide these items directly to the School Board Chair in advance of the meeting.

15. NON-PUBLIC – if needed.

16. FUTURE DATES – As indicated.

November 15, 2018	
Policies	
Warrant Articles	<i>Standing item until Warrant is finalized</i>
American Education Week Essays	
Treasurer's Report	
CIP Project Report	
Long Term Facilities Plan	

Back Burner List	
December Goals Review	
TTA/TSSU Updates	
Instructional Tools/Assessment Reporting	<i>Throughout the year</i>
Treasurer's Report (quarterly)	<i>August/November/February/May</i>
Athletic Track	
Strategic Plan Progress Update	<i>September/March</i>

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08 Reaffirmed: 10-06-16 Revised: 04-19-18	Page 1 of 2

PUBLIC GIFTS AND DONATIONS

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the Building Principal or the Superintendent or Superintendent’s designee what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district’s goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent or Superintendent’s designee may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

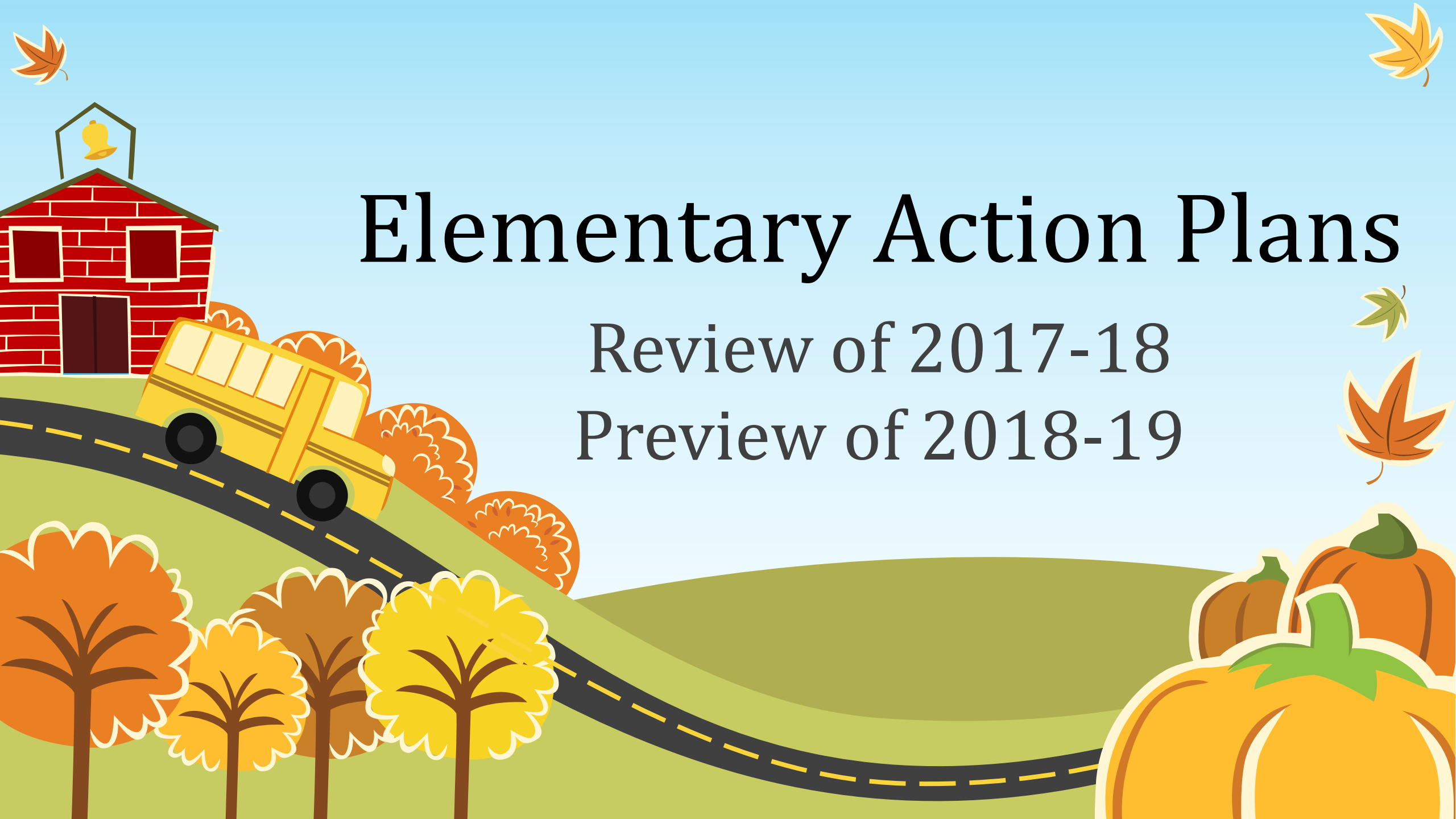
It is the responsibility of the Superintendent or Superintendent’s designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation.

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08 Reaffirmed: 10-06-16 Revised: 04-19-18	Page 2 of 2

Receipt of voluntary contributions being made by District employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including by any school, classroom, or program in the District, including soliciting gifts through online crowd funding web sites must be approved in advance by the Superintendent or Superintendent’s designee where the value of the gift sought is less than \$500 and by the Board where the value of the gift sought is \$500 or greater.






Elementary Action Plans

Review of 2017-18
Preview of 2018-19



2017-2018 – Elementary Schools’ Goals Review



- Student achievement goals in Math and Literacy are measured by using STAR – Student Growth Percentile (SGP).
 - Timberlane’s SGP target increased from 40 to 50 last year to align with higher expectations and accountability.
 - Each school sets a goal (% of students to reach the target of 50) based on their review of school specific data.
 - All students are included in this measure. Allows us to monitor the growth of all students and compare growth against “like” peers nationally.
 - Each school has reflected on their data with teachers and have plans for how they will continue to address achievement areas in the 18-19 school year.
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Common Goal #1a: Literacy

- *By June of 2018, X% or more of all grades 2-5 students at all elementary schools will have met the Student Growth Percentile (SGP) expectation of 50 or greater in the area of Reading as measured by the STAR Reading Assessment.*

	GOAL	ACTUAL
Atkinson Academy	65%	77%
Danville Elementary	65%	61%
Pollard School	65%	64%
Sandown Central	N/A	N/A
Sandown North	60%	58%


Apx. 67% of students Gr. 2-5 districtwide score “at or above” target on STAR end-of-year benchmark.




IN PROGRESS

Common Goal #1b: **Early Literacy**

- *By June of 2018, X% or more of all K-1 students at all elementary schools will have met the Student Growth Percentile (SGP) expectation of 50 or greater in the area of **Early Literacy** as measured by the STAR Early Literacy Assessment. .*



	GOAL	ACTUAL
Atkinson Academy	65%	70%
Danville Elementary	65%	50%
Pollard School	65%	61%
Sandown Central	65%	48%
Sandown North	60%	64%



A red stamp with the words "IN PROGRESS" in white, slanted text, located in the top left corner of the slide.

Common Goal #2: Math







- *By June of 2018, 60% or more of all grades 1-5 students at all elementary schools will have met the Student Growth Percentile (SGP) expectation of 50 or greater in the area of Math as measured by the STAR Math Assessment.*

	GOAL	ACTUAL
Atkinson Academy	60%	66%
Danville Elementary	60%	60%
Pollard School	60%	53%
Sandown Central	N/A	N/A
Sandown North	60%	56%

Apx. 77% of students Gr. 1-5 districtwide score “at or above” target on STAR end-of-year benchmark.



Common Goal #3: **Tripod/7C's**

- *During the 2017-2018 school year, all elementary schools will focus on cultivating positive learning environments within each school community as measured by the Tripod student perceptions survey and the completion of several events and activities throughout the school year.*
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Common Goal #4 Continued: Tripod/7C's

	Classroom Management	
	2017 Scaled Score	2018 Scaled Score
AA Early (K-2)	312	300
AA Upper (3-5)	298	300
DES Early (K-2)	270	296
DES Upper (3-5)	304	300
PS Early (K-2)	298	300
PS Upper (3-5)	298	284
SN Early (K-2)	290	294
SN Upper (3-5)	306	312

KEY

- Greater than 320 = **Above Average**
- 300 = **Midpoint/ Average**
- Less than 280 = **Below Average**



2018-19 ACTION PLAN GOALS:

Early Literacy (TLC at Sandown Central)

By June of 2019, X% or more of all K students at TLC at Sandown Central will have met the Student Growth Percentile (SGP) expectation of 50 or greater in the area of Early Literacy as measured by the STAR Early Literacy Assessment.

Math

By June of 2019, X% or more (% determined by individual schools) of all grades 1-5 students at all elementary schools will have met the Student Growth Percentile (SGP) expectation of 50 or greater in the area of Math as measured by the STAR Math Assessment. (Other measures of student achievement in Math will include STAR Math and NHSAS – Gr. 3-5)




Teaching and Learning

In the 2018-2019 school year, all elementary schools will focus on effective teaching and learning practices as measured by the Tripod student perceptions survey and the completion of action steps determined by each school community.

Culture/Climate or Social-Emotional Goal

In the 2018-2019 school year, each elementary school will focus on developing positive learning environments and students' social emotional skills as measured by the various data collection tools including the Tripod student perceptions survey, behavior tracking data, and the completion of actions steps determined by each school community.





TRSD Bullying Procedure

TIMBERLANE SCHOOL BOARD PRESENTATION

OCTOBER 4, 2018

SUSAN RASICOT

DIRECTOR OF PUPIL PERSONNEL SERVICES/SPECIAL EDUCATION

DANIEL WOODWORTH

STUDENT SERVICES COORDINATOR

Responsibilities of the School

ONCE BULLYING REPORT RECEIVED

- ▶ NOTIFY
- ▶ INVESTIGATE
- ▶ MAKE DETERMINATION
- ▶ ACTION



- See RSA 193-F:3 Pupil Safety and Violence Prevention Act &
- SB Policy JICK: Pupil Safety, Violence Prevention and Anti-Bullying

Investigation Procedure

Building Level Responsibilities

▶ **INITIATE INVESTIGATION**

Within 5 school days after receiving report

Admin can request waiver to designate someone else for investigation

▶ **NOTIFY PARTIES INVOLVED**

Perpetrator letters, Victim Letters, Notification of Investigation

▶ **CONDUCT INTERVIEWS**

May include Victim, Perpetrator, Witnesses, other(s)

- See RSA 193-F:3 Pupil Safety and Violence Prevention Act &
- SB Policy JICK: Pupil Safety, Violence Prevention and Anti-Bullying

Investigation Procedure

Building Level Responsibilities

- ▶ **REQUEST EVIDENCE**

E-mails, video, website pages, other electronic communications

- ▶ **COMPLETE INVESTIGATION**

Within 5 school days OR request extension from Superintendent

- ▶ **MAKE DETERMINATION**

Substantiated/Unsubstantiated

- See RSA 193-F:3 Pupil Safety and Violence Prevention Act &
- SB Policy JICK: Pupil Safety, Violence Prevention and Anti-Bullying

Follow-Up Responsibilities

at the Building Level

▶ UNSUBSTANTIATED

- Notify parties involved and send letters
- Notify Superintendent or designee
 - Identify reoccurring themes throughout district
- Work with parties involved to promote positive Social/Emotional Learning in hopes to prevent future peer conflict

- See RSA 193-F:3 Pupil Safety and Violence Prevention Act &
- SB Policy JICK: Pupil Safety, Violence Prevention and Anti-Bullying

Follow-Up Responsibilities (cont.)

at the Building Level

▶ SUBSTANTIATED

- Notify parties involved and send letters
- Notify Superintendent or designee
 - Update i4see
- Implement Action
 - Counseling services, Mentoring, Punishment, Reinforcement, other
- Work with parties involved to promote positive Social/Emotional Learning in hopes to prevent future peer conflict

- See RSA 193-F:3 Pupil Safety and Violence Prevention Act &
- SB Policy JICK: Pupil Safety, Violence Prevention and Anti-Bullying

NEW PROGRAM!

2 YEAR AGREEMENT



2018-2019

Foundational Coaching

- Leadership Coaching
- No Bully Foundational Training
- "Bully-Proof your Kid!"
Parent/Guardian Workshop
- Solution Coach Training
- Peace Summit

Funded by "Georgie Boy" Grant

2019-2020

Solution Team Building

- Leadership Coaching
- Conflict Resolution Training
- Social/Emotional Learning;
Parent and Guardian Workshop
- Social/Emotional Learning;
Teacher / Staff Workshop

Funded by Student Services Dept.

Timberlane Regional School District

Budget - School Board Expenses

Fiscal Year: 2018-2019

Print accounts with zero balance Round to whole dollars Account on new page

Exclude inactive accounts with zero balance

From Date: 7/1/2019 To Date: 6/30/2020

Definition: 'Bgt Cte Report

Account	Description	2019-20 Requested	2018-19 Voted	2019-20 Req - 2018-19 Voted	2017-18 Voted	2017-18 Expended	2017-18 Voted - 2017-18 Exp	2016-17 Voted	2016-17 Expended	2015-16 Voted	2015-16 Expended
100.2311.111.01.33.4.00000	Stipend - Sch Board	\$9,200.00	\$9,200.00	\$0.00	\$9,200.00	\$9,200.00	\$0.00	\$9,200.00	\$9,200.00	\$8,970.00	\$9,200.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Stipend - Sch Board	\$9,200.00									
	Column Total:	\$9,200.00									
FUNC: SCHOOL BOARD STIPEND - 2311		\$9,200.00	\$9,200.00	\$0.00	\$9,200.00	\$9,200.00	\$0.00	\$9,200.00	\$9,200.00	\$8,970.00	\$9,200.00
100.2312.115.01.33.4.00000	Stipend - Sch Board Clerk	\$6,900.00	\$5,040.00	\$1,860.00	\$3,000.00	\$4,280.00	(\$1,280.00)	\$3,000.00	\$2,800.00	\$2,420.00	\$1,880.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: School Board Clerk	\$6,900.00									
	Column Total:	\$6,900.00									
100.2312.610.01.33.4.00000	Exp - Sch Bd/Bud Com	\$320.00	\$360.00	(\$40.00)	\$360.00	\$0.00	\$360.00	\$360.00	\$0.00	\$360.00	\$0.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Exp Sch Bd/Bud Com	\$320.00									
	Column Total:	\$320.00									
FUNC: SCHOOL BOARD CLERK - 2312		\$7,220.00	\$5,400.00	\$1,820.00	\$3,360.00	\$4,280.00	(\$920.00)	\$3,360.00	\$2,800.00	\$2,780.00	\$1,880.00
100.2313.111.01.33.4.00000	Stipend - Treas./Asst. Treas.	\$5,000.00	\$3,400.00	\$1,600.00	\$3,400.00	\$4,245.00	(\$845.00)	\$3,400.00	\$3,400.00	\$3,315.00	\$3,400.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Stipend Treasurer / Asst Treasurer	\$5,000.00									
	Column Total:	\$5,000.00									
100.2313.610.01.33.4.00000	Expenses-Treasurer	\$1,500.00	\$1,000.00	\$500.00	\$1,000.00	\$1,419.02	(\$419.02)	\$1,000.00	\$563.78	\$1,000.00	\$527.20
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Expenses Treasurer	\$1,500.00									
	Column Total:	\$1,500.00									
FUNC: TREASURER - 2313		\$6,500.00	\$4,400.00	\$2,100.00	\$4,400.00	\$5,664.02	(\$1,264.02)	\$4,400.00			

Timberlane Regional School District

Budget - School Board Expenses

Fiscal Year: 2018-2019

- Print accounts with zero balance
 Round to whole dollars
 Account on new page
 Exclude inactive accounts with zero balance
 Definition: 'Bgt Cte Report

From Date: 7/1/2019 To Date: 6/30/2020

Account	Description	2019-20 Requested	2018-19 Voted	2019-20 Req - 2018-19 Voted	2017-18 Voted	2017-18 Expended	2017-18 Voted - 2017-18 Exp	2016-17 Voted	2016-17 Expended	2015-16 Voted	2015-16 Expended
100.2314.340.01.33.4.00000	Annual Meeting Services	\$4,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$3,734.00	(\$1,734.00)	\$2,000.00	\$2,999.00	\$1,200.00	\$1,889.50
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: Annual Meeting Services	\$4,000.00									
	Column Total:	\$4,000.00									
100.2314.550.01.33.4.00000	Ann Rpt & Ballot Printing	\$6,500.00	\$6,500.00	\$0.00	\$6,500.00	\$4,750.00	\$1,750.00	\$6,500.00	\$4,565.00	\$6,000.00	\$5,115.00
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: Annual Report & Ballot Printing	\$6,500.00									
	Column Total:	\$6,500.00									
100.2314.610.01.33.4.00000	Annual Mtg-Supplies	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$3,285.00	\$1,715.00	\$5,000.00	\$3,938.33	\$400.00	\$5,233.51
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: Annual Mtg Supplies	\$5,000.00									
	Column Total:	\$5,000.00									
FUNC: DISTRICT MEETING - 2314		\$15,500.00	\$13,500.00	\$2,000.00	\$13,500.00	\$11,769.00	\$1,731.00	\$13,500.00	\$11,502.33	\$7,600.00	\$12,238.01
100.2317.330.01.33.4.00000	Annual Audit	\$47,000.00	\$47,000.00	\$0.00	\$47,000.00	\$33,009.50	\$13,990.50	\$47,000.00	\$31,856.10	\$27,000.00	\$23,586.00
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: Annual Audit	\$47,000.00									
	Column Total:	\$47,000.00									
FUNC: AUDIT - 2317		\$47,000.00	\$47,000.00	\$0.00	\$47,000.00	\$33,009.50	\$13,990.50	\$47,000.00	\$31,856.10	\$27,000.00	\$23,586.00
100.2318.330.01.33.4.00000	Legal Fees	\$140,000.00	\$90,000.00	\$50,000.00	\$80,000.00	\$58,555.44	\$21,444.56	\$80,000.00	\$191,630.24	\$70,000.00	\$100,027.96
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: Legal Fees	\$140,000.00									
	Column Total:	\$140,000.00									

Timberlane Regional School District

Budget - School Board Expenses

Fiscal Year: 2018-2019

Print accounts with zero balance Round to whole dollars Account on new page

Exclude inactive accounts with zero balance

From Date: 7/1/2019

To Date: 6/30/2020

Definition: 'Bgt Cte Report

Account	Description	2019-20 Requested	2018-19 Voted	2019-20 Req - 2018-19 Voted	2017-18 Voted	2017-18 Expended	2017-18 Voted - 2017-18 Exp	2016-17 Voted	2016-17 Expended	2015-16 Voted	2015-16 Expended
FUNC: LEGAL FEES - 2318		\$140,000.00	\$90,000.00	\$50,000.00	\$80,000.00	\$58,555.44	\$21,444.56	\$80,000.00	\$191,630.24	\$70,000.00	\$100,027.96
100.2319.115.01.33.4.00000	Stipend - Budget Com. Clerk	\$5,000.00	\$3,720.00	\$1,280.00	\$1,500.00	\$3,360.00	(\$1,860.00)	\$1,500.00	\$2,960.00	\$1,023.75	\$3,340.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Stipend - Budget Committee Clerk	\$5,000.00									
	Column Total:	\$5,000.00									
100.2319.330.01.33.4.00000	Professional Services	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: \$ Account	\$1.00									
	Column Total:	\$1.00									
100.2319.340.01.33.4.00000	Exp - Sch District Committees	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$1,159.70	\$3,000.00	\$0.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Exp - School Dist Committee Exps	\$2,000.00									
	Column Total:	\$2,000.00									
100.2319.540.01.33.4.00000	Advertising-Recruitment/Lega	\$8,000.00	\$8,000.00	\$0.00	\$8,000.00	\$1,244.86	\$6,755.14	\$8,000.00	\$2,451.91	\$8,000.00	\$4,181.55
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: Advertising / Legal Notices	\$8,000.00									
	Column Total:	\$8,000.00									
100.2319.580.01.33.4.00000	Sch Bd Confernces	\$4,000.00	\$4,000.00	\$0.00	\$1,700.00	\$2,005.00	(\$305.00)	\$1,700.00	\$4,631.06	\$1,500.00	\$1,260.00
	Column: [2019-20Requested]	Budget	FTE	Position Desc.							
	Description: School Board Conf. Exps	\$4,000.00									
	Column Total:	\$4,000.00									

Timberlane Regional School District

Budget - School Board Expenses

Fiscal Year: 2018-2019

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 Definition: 'Bgt Cte Report

From Date: 7/1/2019 To Date: 6/30/2020

Account	Description	2019-20 Requested	2018-19 Voted	2019-20 Req - 2018-19 Voted	2017-18 Voted	2017-18 Expended	2017-18 Voted - 2017-18 Exp	2016-17 Voted	2016-17 Expended	2015-16 Voted	2015-16 Expended
100.2319.810.01.33.4.00000	School Board Dues, NHSBA	\$16,000.00	\$16,000.00	\$0.00	\$15,000.00	\$14,005.99	\$994.01	\$15,000.00	\$14,077.44	\$15,000.00	\$14,802.44
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: School Board Dues	\$16,000.00									
	Column Total:	\$16,000.00									
100.2319.890.01.33.4.00000	Other Expenses	\$25,000.00	\$25,000.00	\$0.00	\$20,000.00	\$40,168.62	(\$20,168.62)	\$20,000.00	\$15,698.01	\$20,000.00	\$26,784.51
Column: [2019-20Requested]		Budget	FTE	Position Desc.							
	Description: School Board Expenses	\$25,000.00									
	Column Total:	\$25,000.00									
FUNC: OTHER SCHOOL BOARD SERVICES - 2319		\$60,001.00	\$58,721.00	\$1,280.00	\$48,200.00	\$60,784.47	(\$12,584.47)	\$48,200.00	\$40,978.12	\$48,523.75	\$50,368.50
Grand Total:		\$285,421.00	\$228,221.00	\$57,200.00	\$205,660.00	\$183,262.43	\$22,397.57	\$205,660.00	\$291,930.57	\$169,188.75	\$201,227.67

End of Report

**Timberlane School District
List of Non-Filled Positions
October 4, 2018**

Administrative:

Adm Academic Dean - World Languages
Adm DH SPED
Adm DIR Facilities
Adm Academic Dean - FACS, Heath, PE, ICT
Adm DIR HS Alt/ContEd & Enrich
Admin Asst

Professional:

TTA - Elem 1-5
TTA - Elem 1-5
TTA - Speech Language Pathologist
TTA - Literacy Specialist
TTA - Mathematics
TTA - SPEC ED General
TTA - Mathematics
TTA - Tech Ed/Computer

Not Yet Filled:

Adm Academic Dean - Mathematics

Date	TRBC Budget Committee Proposed Schedule		
	Department Head/Location Presenters		
13-Sep	- Review of budget performance vs. actual spend - Discuss budget guidance FY 2019-20 FY		
27-Sep	School Board	Budget Committee	
11-Oct	Atkinson Academy	Sandown North	Sandown Central
25-Oct	TRMS	Danville Elementary	Pollard & Transportation
8-Nov	TRHS	Athletics	Technology & PAC
20-Nov	Maintenance & Facilities	Curriculum & Professional Learning Community	Student Services / Special Education
29-Nov	<ul style="list-style-type: none"> - Roll-up of budget including SAU line item; - Discussion on total budget; - Determine if additional information is needed; - Presentation of additional information as requested by the Budget Committee; - As needed: Department Heads to address the Budget Committee regarding additional funding 		
13-Dec	- Review of, motions to adjust and/or accept the Budget Committee's proposed department budgets		
27-Dec	<i>Use this meeting as a placeholder for meeting as needed</i>		
10-Jan	- As needed pending what is accomplished at the 13-Dec-18 meeting: Review of, motions to adjust and/or accept the Budget Committee's proposed department budgets		

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD SECOND READ / ADOPTION

1 DJE BIDDING REQUIREMENT

The policy was remanded back to the Policy Committee by the School Board for further review. The committee still recommends the same language it recommended back in the spring. The board modified the policy at the September 20th meeting.

2 GCF PROFESSIONAL STAFF HIRING

This policy was remanded back to Policy Committee by the School Board for clarification about the hiring process during the summer months. The committee recommends modifying the 3rd paragraph as presented to clarify the summer hiring process.

<p>Timberlane Regional School District</p>	<p>Policy Code: DJE</p>
<p>Adopted: 01-03-91 Revised: 06-19-08 Revised: 05-08-14 Revised:</p>	<p>Page 1 of 1</p>

BIDDING REQUIREMENTS

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$10,000 or more. ~~As a general rule, purchases~~ *Purchases* of \$~~15,000~~ or more ~~per item~~ will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, *including on the district website*. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The *School Board with input from the Superintendent* reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The *School Board with input from the Superintendent* also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The *School Board with input from the Superintendent* also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review *by the board* and may not need to go out to bid.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

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

PROFESSIONAL STAFF HIRING

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

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

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

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

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

Legal References:

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

SCHOOL/DEPARTMENT REPORT TO THE TRSB – October 4, 2018

Atkinson Academy

- The students and families enjoyed a great ice cream social hosted by the Night Owls on September 21st.
- On a sad note, Atkinson staff lost a very special staff member last week. We are sorry to report the passing of Margaret Quinn. It was a privilege and honor to have worked with such a dedicated individual. Peggy will be missed.

Danville Elementary

- Danville students start each day with a morning meeting. This routine is part of a part of a practice from the Responsive Classroom approach to bring together academic and social learning throughout the school day. It is a research based approach associated with greater teacher effectiveness, higher student achievement, and improved school climate. The approach helps educators build competencies in four interrelated domains: engaging academics, building a positive community, effective management, and developmentally responsive teaching. It is positive way to start each day!

Pollard School

- Wednesday, September 26th Pollard School had a Cross Country Meet at Stratham Memorial School. The 50 Pollard School 4th and 5th graders had another fantastic meet! We had 17 students run in 3 different heats. The boys came in 6th place out of nine teams and the girls came in 4th out of nine teams. In the second heat Dylan Kudym got a time 7:44, Landon Petry and Cameron Haas both got a time of 7:47 and right after them Matthew Fitzgerald ran a time of 7:49. In the third heat Brooke Langlois got a time of 7:35. Overall a great meet by all students of Pollard!
- On Wednesday, September 26th we also had some visitors, Recycled Percussion. They used their theme, Chaos and Kindness, to show the importance of being kind to others. They were not only very entertaining and engaging but also modeled kindness to our student body. They had a videographer capturing the important happenings of the day and plan to create a private video for Pollard to view and remember the day.

Sandown North

- Since 2001, when Sandown North opened its doors, the book, The North Star, by Peter Reynolds has been used as our guiding theme; however, over the last few years, the book has been used less. This year, the staff felt it was important and relevant to reintroduce the book. All instructional areas now have copies of the book. At last week's Monday Morning Meeting, students were treated to a North Star Reader's Theatre performance by several staff members. Staff who participated had a few rehearsals and the students loved seeing their teachers perform and share their enthusiasm for the book.
- Our grade 5 students, their teachers, and our PE teacher Mrs. Decristofaro have shown a lot of patience and perseverance. Their team building field day at Sandlots has needed to be rescheduled two times due to rain. Special thanks to Mrs. Meehan from Sandlots, Sandy Hodgkins and First Student for being so flexible and allowing us to wait until the last minute before cancelling. We are hoping the third time is a charm and that they are able to get the day in on Oct. 4th.

TLC@ Sandown Central

- Current enrollment: Pre-K 91 K 69 Total= 160

- The TLC at Sandown Central community raised \$170.00 for the families impacted by the fires in the Merrimack Valley three weeks ago. We are grateful for the support from our families and staff.
- All students at Sandown Central will be working on STEM or art activities with sugar pumpkins this month that were donated by Peter's Farm in Salem. Some classrooms will be inviting parents in to help and join in!
- Teachers have sent home the student STAR test results for the 4 and 5 years old students this week. We are happy to have a baseline score to know where our students are and what we can do to support further growth.
- The High School Owls came to visit Sandown Central to review our PBIS/behavior goals of safety, respect, and responsibility with all students. We are so grateful for the help of Dan Hayes, Sarah Padellaro, and Sophie Geisler and look forward to future partnerships. (Photos below)



- Sandown Central is looking for volunteers to work in the school in the morning or afternoon on Tuesday, Thursday or Fridays. If interested, please email Principal Jen Marino at Jennifer.marino@timberlane.net for further information.

Middle School

- 7th Grade Project Navigation: Project Navigation was a day-long event, filled with relevant workshops that 7th graders and their families often encounter. The day is geared towards gaining information as we head into the 2018-2019 school year. Some of our workshops are designed just for students. The range of topics will teach skills to learn how to get along with one another, stay organized and keep their stress in check! Some workshops are designed specifically for parents. Due to the nature of certain topics, parents may want to ask questions or have discussions that may be too mature for their child to participate in. And finally, some workshops are designed for either students or parents to attend, though they do not have to attend them together.
- 7th and 8th Grade Open House Was September 27th. We had about 80% participation.
- Mrs. Hogan's advisory raised \$730 for South Lawrence East Elementary School families!

High School

- October 9 - Financial Aid Information Parent Night for College Bound Seniors 6:30 pm PAC
- October 11 - AP Art Unveiling art students unveil their AP art projects 3:00pm-5:00pm HS Library
- October 11 - Student Council proved light dinner for staff 3:00-4:00 in the teachers' lounge
- October 11 - Parent/Teacher Conferences 4:30-7:00pm High School. Parents are signing up electronically to meet with their students teachers.

- October 13 - PSAT Testing (Sophomore & Junior) Pre-registration is required \$23.00 cash or check to the School Counseling Dept by October 5 - 7:45am – 11:45am HS several classroom
- October 13 - TRHS Alumni Meeting 9:30am HS Room 400
- October 18 – Best Buddies Ice Cream Social 5:00pm HS Café
- October 24 - School Picture Re-Take Day and Senior Class Phot on the Football field.
- November 1 (rescheduled from October 4) - TRSD Wellness Committee meeting 4:00pm HS Library

Athletics

- This Friday, Oct. 5th is Timberlane's Friday Night Lights: Stand Up Against Cancer Night sponsored by Project Hope at the home football game at 6:30pm.
- We will be holding a half time event at the game honoring all cancer survivors, fighters and those we have lost in the fight against cancer.

Performing Arts

- TRHS Marching Band, under the direction of Kenneth Clark and Kurt Schweiss, has been working hard on their halftime show which they'll perform at this Friday night's home game against Pinkerton Academy. Join us Friday night when "The Marching Band will be led on to the field by drum majors, Sarah Hills, Nicholas Longchamp & Maria Heim and will open the show with the Weather Report and Manhattan Transfer hit Birdland. They will then play Spain, a classic Chick Corea tune which will feature Jared Knight and Hunter Larabee on trumpet and Adrianna Quirk on trombone. The band's closing number will be the 1970's hit Get it On, which will feature our percussion section led by percussion captains Zach Singer and Sarah Padellaro, and assistant captain Justin Livingston".
- Milkmen Improv Comedy: Several Milkmen shows are scheduled throughout the school-year giving students an opportunity to show off their improvisational skills. Join us for the next Milkmen Show on October 11th in the PAC Recital Hall. Admission is \$5 at the door.
- The Timberlane Players have been rehearsing two plays -- Our Town & Laramie Project both of which will take place in the PAC Recital Hall the beginning of November. Tickets are \$5
- Merrimack Valley Philharmonic Orchestra "Artists in Residence" at the Timberlane Performing Arts Center celebrates their 58th Season! Under the direction of George Monseur, MVPO will perform at the PAC on the following dates: October 21, 2018, December 16, 2018, March 17, 2019, and May 19, 2019.
- Join us for some of the "Hippest Family Music Around" when Ben Rudnick & Friends perform in concert on Saturday-November 3rd at 3:30pm at the Timberlane PAC. With countless awards to their credit, including seven Parents Choice Awards, their adventurous, high-energy blend of happy, upbeat acoustic music is guaranteed to entertain the entire family. Bending musical styles from country to bluegrass, rock to second-line New Orleans, their original songs and fun takes on familiar tunes to make you sing, make you dance and make you happy.
- On Sunday-November 11th we will honor our veterans at our 12th annual Veterans' Day Concert. The concert will take place at 2:00pm in the PAC Auditorium and will feature the Timberlane Community Band. Join us in honoring all who have served at this FREE concert.

SUPERINTENDENT'S GOALS FOR 2018-19

Timberlane Regional and Hampstead School Districts

1 ACADEMICS, PROGRAMS and PRACTICES

TIMBERLANE

Work to improve academic rigor resulting in increased student achievement by way of the following district and building level initiatives:

- a. Block Schedule - Monitor second year implementation of the 90 minute block schedule at TRHS and TRMS with specific attention to the personalization of student learning.
- b. Response to Intervention - Monitor implementation of district-wide 3-tier RtI model to meet the individual needs of students in the areas of academics, behavior, and social-emotional learning.
- c. Curriculum - Continue the writing of UbD Stages 2 and Stage 3 curriculum, focused on assessment and the design of instructional lessons that foster a deep understanding of topics and the application of learning to new tasks.
- d. Science Technology Engineering Arts and Math (STEAM) - Continue to expand Pre-K-12 STEAM opportunities and technology implementation that promote the development of 21st Century Skills such as collaboration, problem-solving, and creativity for students at all levels.
- e. Grading and Reporting - Continue to develop a hybrid model for secondary grading and reporting that reflects both a traditional grade and information on student competency acquisition with regard to both curricula and Work Study Practices.

HAMPSTEAD

Work with Directors and Administrators to:

- a. Research and present a plan for Foreign Language Elementary Schools (FLES) program.
- b. Refine homework policy, procedures and practices and evaluate its first year implementation.
- c. Monitor the Universal Design for Learning training and implementation plan.
- d. Maintain a focus on student performance data review at monthly H-Team meetings.
- e. Support integrated lessons, STEAM activities and opportunities where student demonstrate creativity and innovation.
- f. Implement competency-based performance assessments.
- g. Maintain curriculum, instruction items as part of the Monthly H-Team agenda items.

2 CLIMATE, CULTURE and PUBLIC RELATIONS

TIMBERLANE

Work to improve the climate and culture through a variety of district and building level initiatives:

- a. Evaluate current systems, and develop new/revised practices for providing a systemic program of job-embedded, on-going, training that supports educator development, collaborative practices, educator empowerment, and teacher retention.
- b. Continue efforts to improved curb appeal to inspire unity and learning and instill civic pride.

- c. Increase capacity for understanding and responding to adverse childhood experiences, social-emotional well-being, and addiction through professional learning opportunities, and collaboration with community resources and law enforcement.
- d. Implement a comprehensive anti-bullying intervention program to address student bullying and harassment.

HAMPSTEAD

Work with Directors and Administrators to:

- a. Deliver press releases and messages to our staff and community on important educational topics affecting Hampstead School District.
- b. Monitor and report twice a year on the progress of the yearly action steps toward the long term goals of the School District's Strategic Plan.
- c. Deliver seven policies per month to the Policy Committee for review and action.
- d. Emphasize safe and secure buildings and grounds by implementing new security practices and resources.
- e. Successfully implement the use of new positions: a School Resources Officer and a Social Worker.
- f. Lead efforts in creating an action plan to improve the Hampstead's System of Care with a district-wide team.

3 FACILITIES and TECHNOLOGY IMPROVEMENTS

TIMBERLANE

Collaborate with appropriate committees, boards and departments to:

- a. Conduct a facilities needs assessment that can be used to assist in determining future facility improvements.
- b. Develop a facilities improvement plan consistent with the Strategic Plan in the areas of safety and security, athletic and sport's needs, and space and program needs.
- c. Continue to support the district's Capital Improvement and Technology plans by providing the necessary information to keep these plans updated, and the necessary staffing to ensure the implementation of these plans.
- d. Implement online payment and web form system for parents and guardians to be able to sign up for and/or pay for district products and services to replace using paper copies and checks.
- e. Upgrade and migrate the time attendance and accountability system to be securely cloud hosted and increase compatibility with the district's financial system.
- f. Improve performance and stability for Internet connections at all schools to support online learning resources.

HAMPSTEAD

Work with Directors and Administrators to:

- a. Collaborate with the School Board in identifying the facilities plan for meeting the educational needs of the students, including the Hampstead Central School Renovation and Improvement Plan.
- b. Support the Board goals of recycling and energy efficiency.
- c. Assist in developing a Comprehensive Facilities Plan with Board priorities.

4 BUSINESS and BUDGETING

T I M B E R L A N E

- a. Implement recommendations of outside consultant on staffing and workflow to achieve better analytical review and control over the finance function, provide better end user response and support, and enhance internal controls.
- b. Implement new time recording and tracking system that integrate seamlessly with the districts' enterprise system, Infinite Visions, and enhances security and better meets the needs of the district.
- c. Provide Support to Budget Committee and School Board in budget development and default budget development by working with budget owners to identify needs and opportunities in the budgeting process, providing and working within a timeline for budget development with the respective boards, and providing the necessary documentation and support to move forward on those budgets.

H A M P S T E A D

Work with Directors and Administrators to:

- a. Implement new time recording and tracking system that integrate seamlessly with the districts' enterprise system, Infinite Visions, and enhances security and better meets the needs of the district.
 - b. Develop the 2019-20 budget for the school district that supports a culture of continued improvement, factors student academic requirements, and a bottom line that is acceptable to the Board.
 - c. Create a collaborative process with School Board liaisons for budget preparation.
 - d. Liaise with Pinkerton Academy for budget preparation, programs, and sending school agenda items.
-