

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

WEDNESDAY, JANUARY 23, 2019

Regular Meeting - **7:00PM***

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

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

Note 7:00pm Start Time

AGENDA

1. **7:00 PM*** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
 - a. December 17, January 3, and January 10 (6 sets)
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:15PM** PAC Wall Options* – ACTION (30 minutes)
 - b. **7:45PM** Warrant Articles/Finalize & Sign Warrant –ACTION (20 minutes)
 - c. **8:05PM** Adopt School Board Budget –ACTION (30 minutes)
 - d. **8:35PM** TTA Retirement Extension Request – ACTION (30)
 - e. **9:05PM** Policies –ACTION (15 minutes)
 - f. **9:20PM** Annual Report Article – ACTION (15 minutes)
8. **9:35PM** Administrator's Report
9. **9:40PM** Personnel Report
10. **9:45PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:55PM** Other Business
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
January 23	First Day of Filing Period	SAU	
January 24	Last Day for Budcom WA Recommendations		
January 28	Last Day to Post Warrant		
February 1	Last Day to File for Candidacy	SAU	5:00PM
February 7	Deliberative Session with Special Mtg to Follow	TRHS	7:00PM
February 21	Regular Board Meeting	SAU	7:30PM
March 7	Regular Board Meeting	SAU	7:30PM
March 12	Voting	Polls	
March 21	Re-Organizational Meeting	SAU	7:00PM

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 January 23, 2019 School Board Meeting

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

4. APPROVAL OF MINUTES *(December 17th, January 3, January 10, January 15, January 16)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. PAC Wall Options – ACTION

Tom Geary and architect to present options to repair the PAC wall. The board will use this information to finalize the warrant. Increasing the \$500k placeholder will require a supplemental public hearing; reducing the number will not.

b. Warrant Articles/Finalize & Sign Warrant – ACTION

The board will need to take recommendation action on each warrant article, finalize and move forward to deliberative session. The board will need to sign the signature page which needs to be posted with the warrant and budget by Monday, January 28th.

c. Adopt School Board Budget – ACTION

The board discussed at a previous meeting the need to adopt their own budget, by either proposing a new one all together, or adopting the Budget Committee's.

d. TTA Extension Request – ACTION

TTA President Ryan Richman has submitted a request to extend the deadline for professional retirement notification to March 31st due to confusion of a posted memorandum of understanding.

e. Policies – ACTION

Jen Silva to present 9 policies for first read (JLCE, IHAMA, JJE, KCD, IGEA, IKE, ILBAA, KB, and IMBD..

f. Annual Report Article – ACTION

The board to approve draft of school board article for insertion in the 2018 annual report.

8. ADMINISTRATOR'S REPORT – *Dr. Wilson to present*

a. Update on District Activities

9. PERSONNEL REPORT – *Dr. Wilson to present*

10. COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD – *Committee Chairs to update board on current initiatives (these topics were combined by the Chair).*

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

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

13. OTHER BUSINESS – *Board members to provide agenda items for future meeting consideration.*

14. NON-PUBLIC – *if needed.*

15. FUTURE DATES – *As indicated.*

March 21, 2019	
Policies	
Re-allocation for MS-22	
Strategic Plan Update	
Re-organizational meeting	

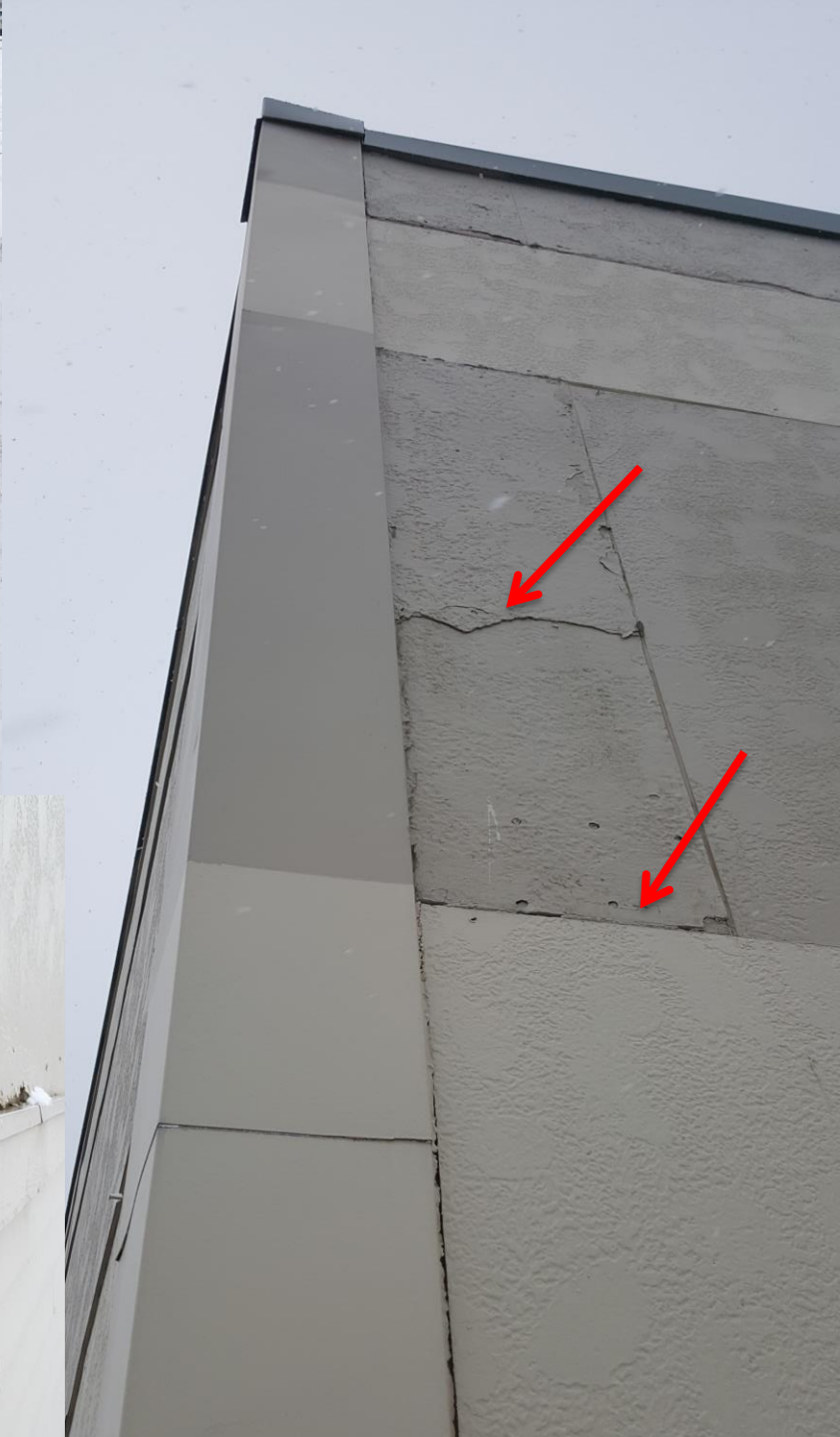
Back Burner List	
TTA/TSSU Updates	
Instructional Tools/Assessment Reporting	<i>Throughout the year</i>
Treasurer's Report (quarterly)	<i>August/November/February/May</i>
Athletic Track	
Strategic Plan Progress Update	<i>September/March</i>
Invite State Reps to Board Meeting	<i>One of board goals</i>

TIMBERLANE REGIONAL PERFORMING ARTS CENTER

SIDING MAINTENANCE & REPAIR
PROJECT

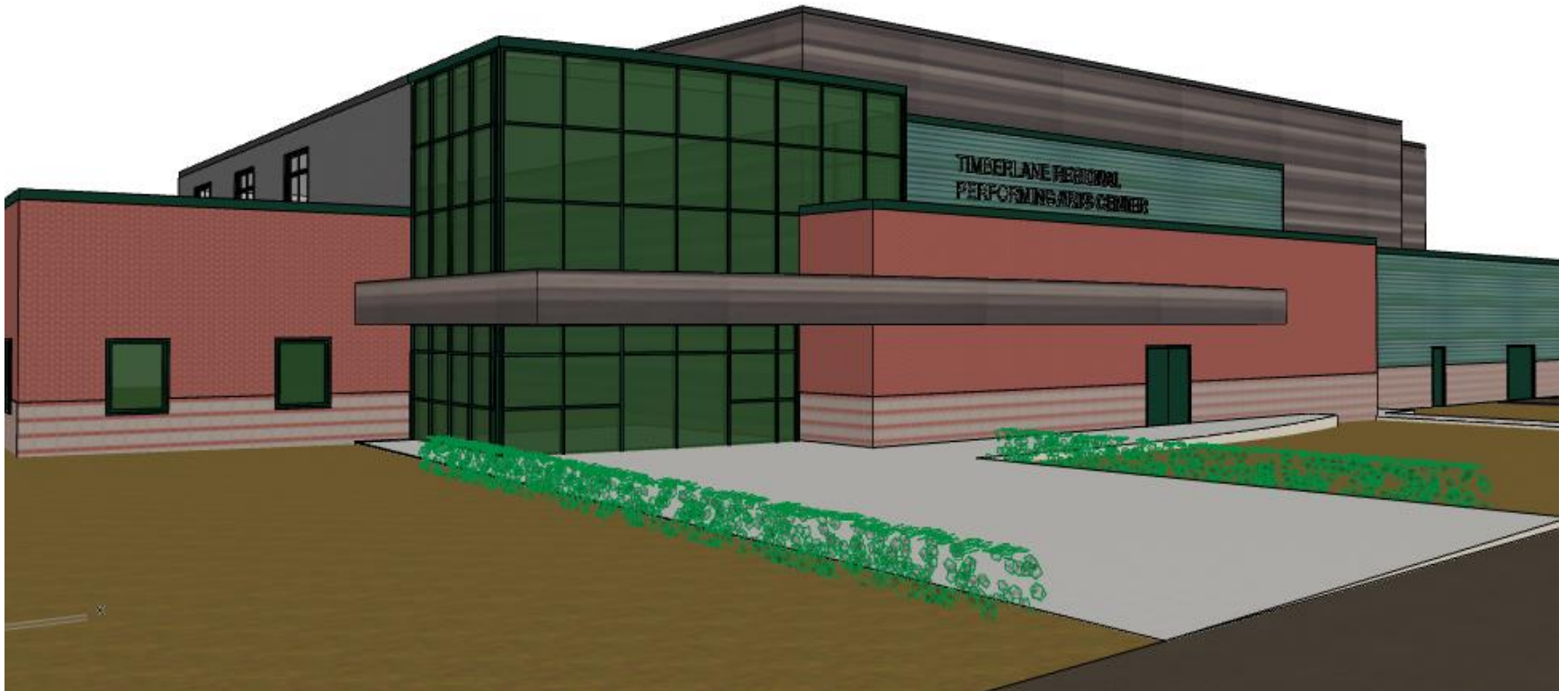
EXISTING CONDITIONS







NEW SIDING SOFFIT & PARAPET CAPS



EXISTING BRICK, WINDOWS & DOORS TO REMAIN

FLUSH/REVEAL WALL PANELS

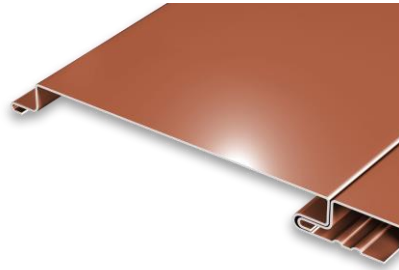
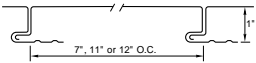
MATERIALS

.032 aluminum 24 gauge steel
.040 aluminum* 22 gauge steel*

SPECS

7", 11" or 12" O.C. 1" High

FLUSH PANEL



FLUSH PANEL

1/2" & 7/8" CORRUGATED PANEL

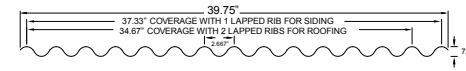
MATERIALS

.032 aluminum 24 gauge steel
.040 aluminum 22 gauge steel
.050 aluminum Galvalume Plus

SPECS

39.75" Wide, 7/8" High
44.5" Wide, 1/2" High

7/8" CORRUGATED



MATERIALS



SOUTH ELEVATION TO HAVE COLORED PANELS AND DURABLE BASE PANELS

2019 Timberlane Regional School District Warrant State of New Hampshire

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

First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane High School, 36 Greenough Road, Plaistow, New Hampshire, on Thursday, the 7th day of February 2019, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number 13. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number 13 will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 12th day of March, 2019, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

- Atkinson Voting will be conducted at the Atkinson Community Center from 7am-8pm
- Danville Voting will be conducted at the Danville Community Center from 8am-7pm
- Plaistow Voting will be conducted at Pollard School from 7am-8pm
- Sandown Voting will be conducted at the Sandown Town Hall from 8am-8pm

Article 1 - Election of Officers

To choose the following school district officers:

Danville Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-year Term
Sandown Voters	School Board Member	3-year Term
Danville Voters	Budget Committee Member	3-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
Sandown Voters	Budget Committee Member	3-Year Term

Article 2 - Operating Budget

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$71,681,333**? Should this article be defeated, the operating budget shall be **\$70,930,105** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 10-0-0

2019 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

Article 3 - Capital Reserve Fund

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$250,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2019 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2018-2019 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 10-0-0

Article 4 - Performing Arts Center Outer Wall Replacement

Shall the voters of the Timberlane Regional School District raise and appropriate the sum of **\$500,000** to repair the outside wall of the Timberlane Performing Arts Center and to authorize the District to withdraw the sum of **\$500,000** from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 10-0-0

Article 5 - Three Year Collective Bargaining Agreement (Timberlane Teachers Association)

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

Fiscal Year	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Estimated Increase	\$866,343	\$851,967	\$901,897
		3-Year Total	\$2,620,207

And further to raise and appropriate the sum of **\$866,343** for the 2019-20 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 10-0-0

Article 6 - Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 5 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 5 cost items only? (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Article 7 - Charges for Professional Banking or Brokerage Assistance for Reserve Funds and Trust Funds (non-contingent)

Shall the voters of the Timberlane Regional School District vote, pursuant to RSA 35:9-a, III (which became effective July 26, 2014), to authorize the Trustees of the Trust Funds, without further action of the school district meeting, to charge any expenses incurred for professional banking or brokerage assistance for trust funds and reserve funds in their custody as authorized in RSA Chapter 35 and RSA

198:20-c, II, against the funds involved, such authority to remain in effect until rescinded by a vote of the school district meeting, which said vote to rescind such authority shall not occur within 5 years of the adoption of this article? (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 10-0-0

Article 8 - Change Trustees of Trust Funds (non-contingent)

Shall the voters of the Timberlane Regional School District vote, pursuant to RSA 198:20-c, II (trust funds) and RSA 35:2 (reserve funds), to elect the trustees of trust funds of the town of Plaistow, NH, to take custody of all school district established trust funds and reserve funds on July 1, 2019, and to administer such funds on behalf of the school district under the provisions of RSA 31:22? This article is not contingent upon the passage of Article 7 (regarding charges for professional banking and brokerage assistance). (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 10-0-0

Article 9 - General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2018 Annual Report? (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Article 10 - SAU55 Withdrawal Study by Petition of Stefanie Dube et al

Shall the Timberlane Regional School District pursuant to RSA 194-C, I, create a Planning Committee to study the advisability of the withdrawal of the Timberlane Regional School District from SAU#55 in accordance with RSA 194-C:2, IV(a), for its organization, operation and control, and the advisability of constructing, maintaining and operating a School Administrative Unit to serve the needs of the Timberlane Regional School District.

Recommended /Not recommended by the School Board (INSERT TALLY)

Article 11 - Transportation Costs by Petition of Peter Bealo et al

In the event the TRSD budget fails to pass at 2019 elections, to fully fund the TRSD transportation contracts now in place in 2019-2020 school year by raising and appropriating \$460,303 through taxation.

Recommended /Not recommended by the School Board (INSERT TALLY)

Not recommended by the Budget Committee 5-5-0

Article 12 - High School Athletic Track by Petition of Rob Collins et al

Shall the voters of the Timberlane Regional School District raise and appropriate the sum of \$312,000 for the repair and replacement of the Timberlane Regional High School track, and to authorize the District to withdraw up to the sum of \$312,000 from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

Recommended /Not recommended by the School Board (INSERT TALLY)

Recommended by the Budget Committee 5-5-0

**Article 13 - Amend Articles of Agreement to Weighted Voting by
Petition of Jack Sapia et al**

Shall the voters of the Timberlane Regional School District change Article 2 of the Articles of Agreement to incorporate weighted full time weighted voting based on percentage of the student enrollment of each town. If Warrant Article --- passes this Warrant Article is void.

Recommended /Not recommended by the School Board (INSERT TALLY)

Memorandum

TO: Susan Sherman, TRSB Board Chairperson and
Dr. Earl Metzler, Superintendent of Schools

FR: Ryan Richman, President, Timberlane Teachers' Association,
AFT #4796, AFT-NH, AFL-CIO

RE: TTA Retirement Incentive Notification Deadline

DATE: January 8, 2019

Dear Mrs. Sherman and Dr. Metzler,

We have come to learn that there may be some confusion by some members that the early retirement notice date is March 31st versus January 1st due to the Memorandum of Understanding between the Board and Union which indicates March 31st applies in limited situations. After conferring with the Superintendent, we believe an extension until March 31 would help to alleviate any confusion or misunderstanding that may exist.

If the TTA can be of assistance in this regard, please feel free to reach out to me.

Thank you.

Ryan N. Richman,

President, Timberlane Teachers Association

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

FIRST READ

- 1 IHAMA TEACHING ABOUT ALCOHOL, DRUGS AND TOBACCO**
(Last updated in 2005, revised to align with new law; required policy)
- 2 JJE STUDENT FUNDRAISING ACTIVITIES**
(Last updated in 2005; NHSBA language proposed along with crowdfunding disclaimer drafted by legal counsel; optional policy)
- 3 KCD PUBLIC GIFTS AND DONATIONS**
(Added crowdfunding disclaimer to this policy as well; policy recently updated; optional policy)
- 4 JLCE FIRST AID AND EMERGENCY MEDICAL CARE**
(Updated language by NHSBA (see notes in red) based on new statute relative to epinephrine and bronchodilators in school and optional paragraph on the use of Narcan.)
- 5 IGEA CURRICULUM GUIDES AND COURSE OUTLINES**
(Last updated in 2009; no sample policies on file with NHSBA – specific to Timberlane; PC can propose updates or propose to repeal)
- 6 IKE PLACEMENT, PROMOTION AND RETENTION OF STUDENTS**
(Last updated in 2013; NHSBA language proposed; procedure IKE-R included for reference)
- 7 ILBAA HIGH SCHOOL GRADUATION COMPETENCIES**
(Last updated in 2008, NHSBA language proposed)
- 8 KB TITLE I FAMILY AND COMMUNITY ENGAGEMENT**
(Last updated in 2011; propose updated NHSBA language to comply with ESSA)

<p>Timberlane Regional School District</p>	<p>Policy Code: IHAMA</p>
<p>Adopted: 06-16-83 Revised: 05-02-91 Reaffirmed: 02-24-05 Revised:</p>	<p>Page 1 of 2</p>

TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, school counseling offices and other locations deemed appropriate by the principal in each school.

The Superintendent or designee shall be responsible to establish and periodically review the District's guidelines for staff members providing education on the effects of alcohol, other drugs, tobacco, and dealing with abuse. The District shall provide age and developmentally appropriate drug and alcohol education to pupils based upon the needs of the pupils and the community, as a component of the kindergarten through grade 12 health education program. An evidence-based prevention program, approved by the Superintendent or designee, may be used for this purpose.

*Legal References:
 RSA 189:10, Studies
 RSA 189:11-d, Drug and Alcohol Education
 Ed 306.40, (b)(2) a - Health Education Program.*

NHSBA, Note: This policy is revised to reflect the enactment of SB 369, establishing RSA 189:11-d, Drug and Alcohol Education, enacted effective August 20, 2016.

~~Drug abuse includes any physical or mental state resulting from the use of a tobacco, alcohol or a drug for any purpose other than its medically prescribed use. The mental and/or physical effect precludes realization of the educational potential of the individual. The objectives of the drug education curriculum are rooted in the Board's belief that prevention requires education and that the most important aspect of the policies and guidelines of the District should be the education of each individual student to the dangers of drug use. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members in conducting drug education and dealing with drug abuse.~~

Objectives of Drug Education Curriculum

Timberlane Regional School District	Policy Code: IHAMA
Adopted: 06-16-83 Revised: 05-02-91 Reaffirmed: 02-24-05 Revised:	Page 2 of 2

- ~~1. To create an awareness of the total drug problem -- prevention; education; treatment; rehabilitation; and law enforcement on the local, state, national, and international levels.~~
- ~~2. To inform the students of the effect on the body of narcotics, sedatives, hallucinogens, and stimulants through the Physical Education, Health, Science and Social Studies classes.~~
- ~~3. To relate the use of tobacco, alcohol and drugs, to physical, mental, social, and emotional practices.~~
- ~~4. To encourage the individual to adopt an appropriate attitude toward pain, stress, and discomfort.~~
- ~~5. To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.~~
- ~~6. To understand the need for seeking professional advice in dealing with problems related to physical and mental health.~~
- ~~7. To understand the personal, social, and economic problems causing the misuse of drugs and alcohol.~~
- ~~8.1. To develop an interest in preventing illegal use of drugs in the community.~~

<p>Timberlane Regional School District</p>	<p>Policy Code: JJE</p>
<p>Adopted: 06-16-83 Revised: 05-02-91 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 2</p>

STUDENT FUNDRAISING ACTIVITIES

The Board recognizes that students may wish to engage in fundraising activities. All such fundraising activities require prior approval of the Superintendent.

Student fundraising activities must be for the support of the school mission. Fundraising will not be school sponsored unless it is approved by the Superintendent. All fundraising money must be deposited in the school activity accounts which shall be maintained according to standards and procedures established by the Superintendent or his/her designee, and these accounts shall be audited annually.

~~Students may solicit funds or materials within the school and/or community to support certain school activities. These activities, and the manner in which these funds are solicited, shall be approved in advance by the Principal.~~

~~Fiscal accountability of all funds raised will be the responsibility of the building principal. All such accounting will be subject to annual audits.~~

~~Principals are expected to coordinate such activities to ensure that the District communities are not beset with multiple fundraising activities simultaneously.~~

Crowdfunding Disclaimer

Crowdfunding projects and fundraising campaigns by parents, teachers, and students that are implemented to raise money for classrooms, extracurricular activities, field trips, and other school-related purposes only may state their affiliation with the school district, but may not claim to represent or be raising funds on behalf of the school district without the prior approval of the Superintendent.

While the School Board fully supports any effort to give back to the school community and support our students, some of the crowdfunding webpages use the school districts' name, logo, or mascot to, among other things, get users to make private donations. Without approval of the Superintendent, these projects and campaigns are not affiliated with and have not been approved or sanctioned by the school district.

The purpose of this policy is to protect the use of the school district's name and logo and to ensure that such fundraising and related crowdfunding projects are consistent with the school district's interests and mission and are created in compliance with the law. To that end, the school district hereby expressly disclaims any responsibility or liability for any financial or other loss associated with any fundraising or crowdfunding project or webpage.

Timberlane Regional School District	Policy Code: JJE
Adopted: 06-16-83 Revised: 05-02-91 Revised: 02-24-05 Revised:	Page 2 of 2

NOTE: First paragraph reflective of NHSBA sample language, the remaining paragraphs are from legal counsel as a disclaimer from unauthorized crowdfunding projects.

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

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

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

school year of less than \$250 are permitted without further approval or documentation. 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 crowdfunding 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.

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NOTE: In response to School Board liability concerns, legal drafted a disclaimer regarding crowdfunding. This language has been added to the donations policy as well as the student fundraising policy (JJE).

<p>Timberlane Regional School District</p>	<p>Policy Code: JLCE</p>
<p>Adopted: 07-99 Revised: 04-03-08 Revised: 12-15-11 Revised:</p>	<p>Page 1 of 3</p>

FIRST AID AND EMERGENCY MEDICAL CARE

All School personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events, which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury/incident reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency. ~~The procedure for accident/injury/incident reporting is to be reviewed at the start of each school year by the principal and the staff in each school.~~

The Superintendent will ensure that at least one other person on staff and accessible to students, aside from the school nurse, has current first aid and cardiopulmonary certification (CPR). If the school nurse or licensed practical nurse is not available, the person(s) who have current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain, at the start of each school year, emergency contact information of parents or legal guardian for each student and staff member. The school physician, school nurse, or specially trained staff members shall respond in the event of injuries or emergency situations. ~~Such individuals have~~~~The school nurse has~~ the authority to administer oxygen in case of a medical emergency, if available and if appropriate. This authorization extends to administering oxygen to students without prior notification to parents/guardians ~~or licensed prescriber's order.~~

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Additionally, the school physician or the school nurse may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine without prior notification to parents/guardians or ~~licensed prescriber's order.~~

For significant injuries, the staff person witnessing the event must fill out an accident/injury/incident report, which must be submitted to administration so that he/she is informed and a basis is established for the proper processing of insurance claims and remediation if necessary.

The District makes it possible for parents to subscribe to student accident insurance at low

Timberlane Regional School District	Policy Code: JLCE
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rates. This program is offered each year during September. The District does not provide student accident insurance.

Naloxone/Narcan and Opioid Antagonists:

The Board authorizes the District to obtain, store and administer naloxone/Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the Superintendent.

The Superintendent is authorized to procure such medication on behalf of the District.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. Such medication will be locked at all times except when needed for administration. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the District.

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Legal References:

- RSA 200:40, Emergency Care*
- RSA 200:40-a, Administration of Oxygen by School Nurse*
- ~~NH Code of Administrative Rules—Section Ed. 306.12(b), School Health Services~~*
- RSA 200:44-a, Anaphylaxis Training Required*
- RSA 200:54, Supply of Bronchodilators, Spacers or Nebulizers*
- RSA 200:55, Administration of Bronchodilator, Space or Nebulizer*
- Ed 306.04(a)(21), Emergency Care For Students And School Personnel*
- Ed 306.12, School Health Services*

NHSBA Note, September 2016: Amendments to this Sample Policy are necessary due to the passage of SB 25, which adds a new statute, RSA 200:44-a, relative to pupil use of epinephrine; and SB 322, which amends RSA 200 by adding RS 200:53, :54, :55, :56 and :57, relative to the use of bronchodilators, spacers and nebulizers in school. Paragraph 6 of this Sample Policy is added to the requirements of new legislation. RSA 200:44-a and RSA 200:57 are added to the Legal References.

NHSBA Note, April 2016: Amendments to this policy include a new section relative to the obtaining and administration of naloxone/Narcan and other opioid antagonists by the District. These amendments are in response to significant NHSBA member feedback and request for policy guidance on this subject.

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Please note this policy is required by law. However, the provisions relative to naloxone/Narcan are not required by law and are provided as guidance only. NHSBA recommends these provisions be reviewed by necessary school district staff and, if necessary, by local legal counsel prior to adoption.

<p>Timberlane Regional School District</p>	<p>Policy Code: IGEA</p>
<p>Adopted: 06-16-83 Revised: 05-02-91 Reaffirmed: 02-24-05 Revised: 06-18-09 <i>Revised:</i></p>	<p>Page 1 of 2</p>

CURRICULUM GUIDES AND COURSE OUTLINES

Curriculum is a written document, aligned with the school-wide learning expectations, that prescribes content, integrates relevant school-wide expectations, includes course-specific learning goals, suggests instructional strategies, suggests assessment techniques including the use of school-wide rubrics and suggests a time frame. The curriculum engages students in inquiry, problem solving, and higher order thinking, and provides opportunities for authentic application of knowledge and skills.

Curriculum guides shall be provided for the various subject areas. These guides shall present at least a minimal outline for instruction and a basis for further development of the particular course. Teachers are expected to follow curriculum guides, unless specific exceptions are approved in advance by the Principal.

In instances where state curriculum guides are mandated, they shall be followed. In all other situations, the School District will develop courses of study aligned with the New Hampshire Curriculum Frameworks and other national, state and local curriculum documents. The guides shall be designed to assist all users in strengthening and in clarifying their philosophy regarding the teaching of a subject, and will, when possible, suggest a variety of possibilities for instruction, patterns of individualization, variations of approaches, and materials and assessments.

1. Development of Guides:
 - a. Curriculum guides should be initially developed by the staff teachers who are to use them.
 - b. Where entire staff participation is not feasible, a system of representatives of staff and/or departments concerned shall form committees for study, creation, and revision of any particular guide.
 - c. When work is completed on a guide, the committee responsible for its development shall present it through the Curriculum and Assessment Committee to the office of the Superintendent to the Board.
 - d. Curriculum study, creation and revision should include representatives from Grade K-12 for continuity.

2. Use of Guides:
 - a. Curriculum guides are to serve as a framework from which a teacher will develop individual lesson plans, and approaches to instruction which will serve the pupils' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.

<p>Timberlane Regional School District</p>	<p>Policy Code: IGE</p>
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- b. In subjects where sequence is important, such as mathematics and reading, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, the teacher may be given a greater degree of freedom in respect to sequence, provided that the full curriculum is completed by year’s end.
- c. In all cases, sufficient latitude should be permitted to provide the teacher with time to reach the current, topical, and incidental which add to motivation and meaningful teaching and learning.
- d. The Principal shall see that optimum use is made of available curriculum guides.

Appendix IGE-R

NOTE: IGEA Parental Objections to Specific Course Material has been recoded as IGE to be consistent with NHSBA policy database. This leaves IGE Curriculum Guides and Course Outlines to be recoded as IGEA and updated or eliminated as there are no sample policies with NHSBA specific to this Timberlane exclusive policy.

Procedure IGE-R was recoded to serve as addendum (procedure) to Parental Objections to Specific Course Materials.

<p>Timberlane Regional School District</p>	<p>Policy Code: IKE</p>
<p>Adopted: 07-23-99 Revised: 01-08-09 Revised: 12-19-13 Revised:</p>	<p>Page 1 of 1</p>

PLACEMENT, PROMOTION AND RETENTION OF STUDENTS

~~Upon entry to the Timberlane Regional School District, students will be placed at the grade level to which they are best adjusted academically, socially, emotionally, and developmentally. Every effort possible will be made to ensure that all children encounter successful experiences throughout their school years. Students will usually progress annually from grade to grade, spending one year in each grade. However, some children will profit by staying an additional year in the same grade, while others might benefit from an advanced grade level placement. Criteria for placement would include: academic performance, attendance, and/or developmental maturity. At the high school level, a student will be placed so that the student has an attainable path to meeting the requirements for high school graduation as outlined in policy IKF—High School Graduation.~~

~~The final decision on grade level and program placement will rest with the Superintendent or his/her designee. Parental input will be considered in the decision-making process.~~

~~The Superintendent and the building principals shall develop criteria for the promotion and retention of students. These criteria shall be published in the Parent-Student Handbook and Program of Studies.~~

~~Criteria to be considered regarding the placement, promotion and/or retention of students may include, but is not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's developmental and social growth.~~

Legal References:
Ed 306.141(a)(3), Promoting Students

Appendix IKE-R

NOTE: Policy was tailored to TRSD in 2013. NHSBA language is generic.

Timberlane Regional School District	Procedure Code: IKE-R
Adopted: 07-23-99 Revised: 10-29-14 Reaffirmed: 12-05-18	Page 1 of 1

PROMOTION AND RETENTION OF STUDENTS

The educational program shall provide for the continuous progress of students from grade to grade. Information regarding the possibility of academic promotion or retention outside of the chronological placement shall be gathered by the parent or teacher and submitted to the principal for evaluation. The principal will meet with teachers and parents to discuss and consider the recommendations. If retention or promotion is being considered, the principal will notify parents and the student by April 30 for placement in the next school year.

In the event that a parent is not in agreement with the final decision of the principal, a written appeal must be presented to the Superintendent of Schools. The Superintendent or designee will meet with parents to discuss the concerns. The Superintendent of Schools will make a final decision on the appeal by July 15 and notify the parents and the principal.

Timberlane Regional School District	Policy Code: ILBAA
Adopted: 01-03-08 Revised:	Page 1 of 2

HIGH SCHOOL ~~COMPETENCY ASSESSMENTS~~ GRADUATION COMPETENCIES

For the purposes of assessment of high school course work through the demonstration of student mastery of course competencies, the following definitions are established:

(1) "Competencies" means student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains. Specific and required types of competencies include district competencies and graduation competencies.

(2) "District competencies" mean specific types of competencies that are common across the district and organized in developmental progressions that lead to achievement of graduation competencies.

(3) "Graduation competencies" means specific types of competencies that are common across the district and define learning expectations for each student for graduation from high school.

(4) "Mastery" means a high level of demonstrated proficiency with regard to a competency. ~~Course Level Competency: the expected content, concepts, and skills to be mastered in a course.~~

~~Competency Assessment: the process by which a student demonstrates sufficient evidence of learning.~~

~~Mastery: a student presenting sufficient evidence of attainment of the required competencies.~~

Course credit will be awarded through the demonstration of a student's mastery of the competencies of the course. Course credit granted through demonstration of mastery will be counted through traditional methods. Grades and credit granted through demonstration of mastery will be included in the student's grade point average. Students must be enrolled in the particular course in order to receive course credit.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or in part shall demonstrate mastery through a method or methods as approved by the course instructor, as specified in Policy IHBH.

Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

The Superintendent shall establish rules for implementing this policy in cooperation with the high school Principal, and shall be responsible for ensuring that all high school courses include *appropriate competency assessments*. ~~one or more appropriate comprehensive exam(s) or other assessment by the start of the 2008-2009 school year.~~ Competency Assessments will be selected, conducted, and reviewed in conjunction with the provisions of Policy ILBA.

Timberlane Regional School District	Policy Code: ILBAA
Adopted: 01-03-08 Revised:	Page 2 of 2

Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid and appropriate representations of the standards students are expected to achieve. Assessment standards, tasks, procedures, and uses shall be fair to all students.

Legal References:

- Ed 306.02(d), Competencies*
- Ed 306.02(g), District competencies*
- Ed 306.02(j), Graduation competencies*
- Ed 306.02(l), Mastery*
- Ed 306.04(a)(16), Tracking Achievement of Graduation Competencies*
- Ed 306.04(a)(25), (26), Graduation competencies*
- Ed 306.141(a)(6), Achievement of District and Graduation Competencies*
- ~~*NH Code of Administrative Rules, Section Ed. 306.27(d), Mastery of Required Competencies*~~

NHSBA Note, May 2014: Title of the policy has changed. The policy is now Priority/Required by Law. Changes to the definitions listed on Page 1. The content of the policy remains largely unchanged. Some changes to last paragraph on Page 1. Many changes to the Legal References.

Timberlane Regional School District	Policy Code: KB
Adopted: 01-08-09 Revised: 03-17-11 Revised:	Page 1 of 3

TITLE I ~~PARENT INVOLVEMENT IN EDUCATION~~ *FAMILY AND COMMUNITY ENGAGEMENT*

~~The Board endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child.~~

~~The Timberlane Regional School District is dedicated to the inclusion of parents in all facets of the school district endeavors. Our Title I schools provide information to all parents and the opportunity for their involvement in the following ways:~~

- ~~• Annually, Title I program staff will involve parents in the development of the Title I plan and Title I Program evaluation through feedback from surveys and interpersonal communication. The Title I staff will continue to solicit their involvement in school improvement efforts.~~
- ~~• The Timberlane Regional School District and administration team will build school and parent capacity for strong parental involvement. The team will also provide technical and advisory assistance in development and implementation of the plan and effective parent involvement activities.~~
- ~~• The Timberlane Regional School District staff will coordinate and integrate Title I parental involvement strategies with other programs.~~

~~In addition, Title I schools will provide the following:~~

- ~~• The Title I Schools will hold an annual meeting in a timely manner to inform participating families about the program, parental rights and responsibilities, and opportunities for partnership between the school and the home in building the student's academic skills.~~
- ~~• At the initial meeting the staff will...~~
 - ~~○ ensure that all parents receive the "parents right to know" document, regarding teacher qualifications;~~
 - ~~○ Provide information about the assessments used in determining eligibility and the nature and content of specific programs that will be used to supplement classroom instruction;~~
 - ~~○ Provide written information about the results of their particular student's assessment and the content of the program in which their child will be participating within one week of the start date for their child's instruction; and~~

<p>Timberlane Regional School District</p>	<p>Policy Code: KB</p>
<p>Adopted: 01-08-09 Revised: 03-17-11 Revised:</p>	<p>Page 2 of 3</p>

~~○ Follow up with phone calls to clarify any information needed.~~

- ~~● Parents will be informed of meetings in writing and if possible, invited personally via phone call. If there is a need expressed for childcare or transportation, the Title I program will make arrangements for students (when appropriate) and siblings to be cared for on-site during the meetings free of charge to the parents.~~
- ~~● Additional meetings may be scheduled during the year to provide an opportunity for parents to ask questions and gain information about academic development and strategies to help their students succeed. Meetings will be geared toward meeting the expressed needs of the parents with regard to their student's academic development and skills.~~
- ~~● Parent feedback will be gathered to assess the program's effectiveness and to help inform future decisions about its scope and content.~~

Resources:

"National Standards for Parent/Family Involvement Programs," National PTA (reprinted May 1998); Improving America's Schools Act, P.L. No. 103-382, Sec. 1112; Local Education Agency Plans. P.L. 107-110, "No Child Left Behind Act of 2001," Title I - Improving the Academic Achievement of the Disadvantaged, Sec. 1118 Policy.

The School Board endorses the family and community engagement goals of the Every Student Succeeds Act and encourages regular collaboration between family members, community members, and school leadership. The education of children is viewed as a cooperative effort among the parents, school and community, other family members involved in supporting the child's development and education.

Pursuant to federal law, the District will develop jointly with distribute to parents of children participating in the Title I program a written family and community engagement policy.

The goal of this policy is to:

- 1. Honor and recognize families' funds of knowledge,*
- 2. Connect family engagement to student learning,*
- 3. Create welcoming, inviting cultures, and*
- 4. Develop the capacity of families to negotiate the roles of supporters, advocates, and collaborators.*

The District will implement at least one annual meeting that is available to all families of students attending Title I schools and/or for families that include a student who receives Title I services (Targeted Schools). These meetings will provide parents and family members opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Additional meetings may be held at the will of the Superintendent or school board. These meetings will be used to:

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1. *Involve parents in the joint development of the Title I program plan, the process of reviewing the implementation of the plan, and suggesting overall school improvements goals.*
2. *Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective family and community engagement activities to improve student academic achievement and school performance.*
3. *Build the schools' and parents' capacity for strong family and community engagement.*
4. *Coordinate and integrate Title I family and community engagement strategies with those of other educational programs.*
5. *Conduct, with the involvement of families, an annual evaluation of the content of the family engagement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.*
6. *Involve families in the activities of the schools served.*

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation, childcare costs, food for the event, and academic based supplies and activities during the event. In targeted assistance programs, the families of children identified to participate in Title I programs will receive from the school Principal and/or Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

*Legal References:
20 U.S.C. §6318, Title I - Parental Involvement*

NHSBA Note: Changes to this Sample Policy are required pursuant to the recent passage of the Every Student Succeeds Act (ESSA). ESSA contains various changes to Title I requirements and certain aspects of community and parental involvement. The changes made throughout this policy are intended to address those requirements. The changes made throughout this policy relative to Title I parental involvement are recommended by the New Hampshire Department of Education in collaboration with NHSBA.

School News Report



SCHOOL/DEPARTMENT REPORT TO THE SCHOOL BOARD – January 23, 2019

Atkinson Academy

- Atkinson Academy had a broken water pipe that poured water onto the gym floor Monday of last week. The children evacuated the building in an orderly manner, donned their new fashion silver blanket coats which of course they thought was quite cool. The Atkinson Fire Department arrived within five minutes along with the Timberlane facility staff. They reentered the building within twenty minutes and classes resumed. Gym classes were held in a classroom for the rest of the week while Servpro along with Tom Geary and Geoff Dowd evaluated the situation. Gym classes have resumed in the gym but after school activities have been canceled this week so we can further evaluate the situation. Thank you to the facilities department- our school has stayed warm and comfortable despite the bitter cold.

Danville Elementary

- Danville had a whole school morning meeting this week! They talked about their core values: respect, responsibility, and pride. The school mascot, Mr. Hawke, made an appearance and helped demonstrate different ways to show these values.
- The school is really looking forward to mother/son dodgeball this Friday, January 25th. It should be a great time!

Sandown North

- Our Student Council planned a Spirit day for January 11th, with the theme of Wear Red, White & Blue, and Your Patriot's Gear. This brought the team good luck, as they beat the Chargers that weekend. That luck continued this weekend; therefore, we may need to have a repeat of this Spirit Day on Friday, February 1st!
- This month our Roll Out has been Kindness. Each classroom has a kindness box where notes about acts of kindness of classmates are collected and shared.
- Last week, our strings, band and chorus students performed at the PAC for their winter concert performance. They were impressive. It was also wonderful to see Sandown North alumni, older brothers and sisters, who joined the groups during their performances. Our music teacher, Mrs. Yankowskas and band teacher Mr. Mainella, do a fantastic job instructing students during their weekly lessons and conducting them during the concerts. We also appreciate the support from our parents, encouraging their children to practice and attending their performances.
- Last week, classrooms focused on Martin Luther King Jr. and the important impact he has had on the Civil Rights Movement, his significance to our country and its history.

TLC@ Sandown Central

- Current enrollment: Pre-K 96 K 68 Total= 164
- We are in full swing back from Holiday break beginning with our mid-year assessments. Our STAR assessments and literacy benchmarks will be completed this week for all upper Pre-K (4 year olds) and K students.

- We have rescheduled our Grandparent's/Special Guest Day from November to February 7th . The two sessions will take place at 10 am and 1*30 pm to accommodate all students and their families. Our theme will still be "Wishing Upon a Star" for our children. Hope to see everyone there.
- The Kindergarten full and half-day students will be able to enjoy a visit from the Museum of Science Traveling Program on February 21st. Students will participate in the Engineering program titled Bridges. Students will work with their class to develop structures that objects of varying sizes can cross or go under. This STEAM activity will help students problem solve, think creatively, challenge themselves and work in teams.
- Kindergarten students have been having a great time in our newly stocked library checking out books. Mrs. Pat our library paraeducator has been working diligently ordering and supplying our library with age appropriate, fun and engaging books.



Middle School

- 6th Grade Social Studies - Currently in social studies we have been discussing how communication has evolved overtime and how it shapes societies. We started by researching Mesopotamia and the birth of cuneiform (ancient writing). After students had a further understanding of each stage of writing they were able to participate in their own writing activity. Students used a stylus and a clay table to recreate ancient Sumerian writing.



- 7th Grade Science - At the beginning of trimester 2, students in 7th grade science concluded their unit on microscopic life. They participated in a performance assessment that required application of their understanding of cells and cell processes. In the New Year, students began a unit on heredity and genetics. They are studying how traits are passed down from one generation to the next. During this unit, students have the opportunity to compare and contrast asexual and sexual reproduction in organisms, explore DNA and how it works as a set of instructions for building an organism, model the passing of traits from parent to offspring through the use of Punnet squares, and investigate the advances in genetics that are present in our world today. Throughout their learning, students will experience a variety of hands-on activities including an experiment with the Planarian, a worm that has the remarkable ability to regenerate.
- 8th Grade - The week of January 14th the High School Student Service Counselors came down to the Middle School to review the 19-20 course offering program with the students. They spoke to the different opportunities available for the students as well as how course sign up process.
- Geography Bee - Congratulations to our champion geographer, seventh grader Jack Mottram, and our second place finisher, eighth grader Sophie Keogh. Coming in a proud third was eighth grader Lauren Genest. Way to go! Also valiantly participating in our school GeoBee were Ean Smith, Kyle Bourque, Chase Bishop, Logan Brandano, Miles Meehan, Aarman Anthony, and Lizzie Lombard. Thank you so much to our judging table, Christine Paradis, Michael Laverriere, and Marilyn Hutnick. Finally, thank you to all the staff that have been so flexible and helpful in conducting Spelling and GeoBee!

High School

- Mealey's Meals Total raised was \$13,357.46 we exceeded our \$10,000, 00 goal.
- Mid-Terms and Finals Schedule: Jan 22 A Block 1 & 2, Jan 23 B Block 1 & 2, Jan 24, A Block 3 & 4 and Jan 25 B 3 & 4
- January 22 - Incoming Freshman Night 6:30pm Pac Recital Hall
- January 30 - Class Assemblies to go over course selection. 8:00 - 10:30 at the PAC
- January 30 - Tri-State Math Meet 2:30pm-7:00pm HS café and several classroom
- February 7 - TRSD Deliberative Session HS GYM/Café 7:00pm

Athletics

- A reminder that January 31st is the deadline for nominations for the Timberlane Hall of Fame.
- The winter sports teams continue to represent our school and community with pride. The registration link for spring sports is now open.

Performing Arts

- Due to this past weekend's snowstorm, the Bel Airs concert originally scheduled for January 20th was postponed to Sunday-February 10th. Due to selling out the Recital Hall, we have moved the concert into the Auditorium, so there are plenty of seats available. Reserve your tickets today! Call 603-257-5257 or order online at www.mktix.com/trpac.

RESCHEDULED—NEW DATE—RESCHEDULED—NEW DATE

THE BEL AIRS

SUNDAY-FEBRUARY 10, 2019 - 2:00PM



THE AWARD WINNING
VOCAL QUINTET
PERFORMS DOO WOP
& VINTAGE
ROCK 'N' ROLL OF THE
50S & 60S



TICKETS: \$10 ADULTS
\$5 SENIORS & STUDENTS

COMING SOON.....

TIMBERLANE REGIONAL MIDDLE SCHOOL'S

PRODUCTION OF



Seussical Jr.

SATURDAY-FEBRUARY 2, 2019

2 SHOWS- 1:00 & 7:00PM

TICKETS: \$5

BOOK BY
LYNN AHRENS AND
STEPHEN FLAHERTY

MUSIC BY
STEPHEN FLAHERTY

LYRICS BY
LYNN AHRENS

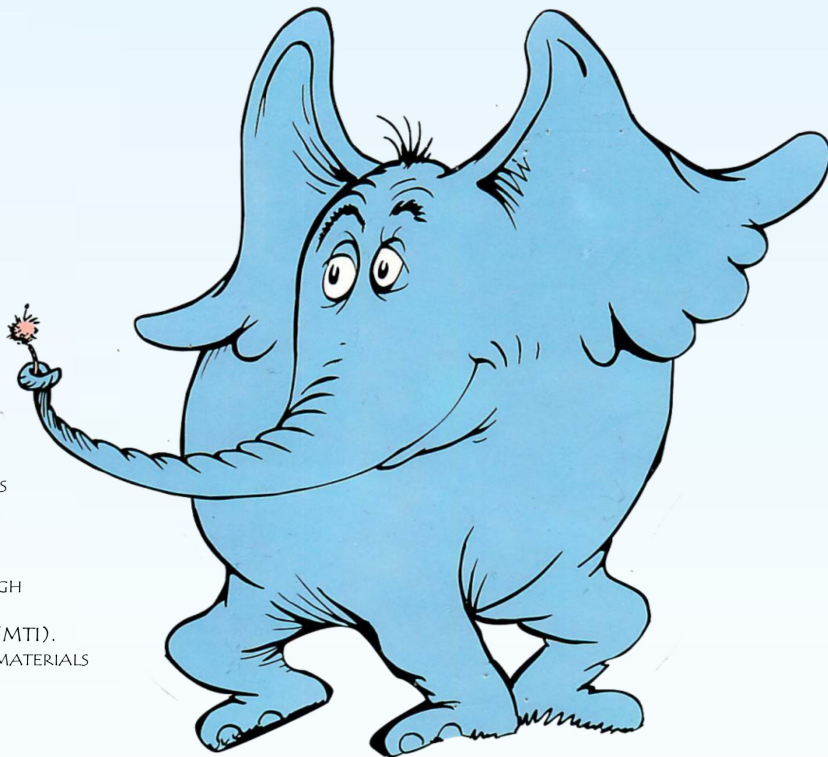
CONCEIVED BY
LYNN AHRENS,
STEPHEN FLAHERTY
AND ERIC IDLE

BASED ON THE WORKS OF DR. SEUSS

MUSIC SUPERVISED, ADAPTED AND
PRODUCED BY BRYAN LOUISELLE

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Executive Summary

Update – Anti-Bullying Initiative

This summary is provided as an update regarding the progress made on concerns voiced by the school board at the October 4, 2018 meeting in the following areas;

- (1) Availability of information pertinent to the school district’s policy such as legal background, New Hampshire RSA’s, FERPA law and increased content for posting on district web page;
- (2) Review policy and procedures currently in place in the district and consider updates;
- (3) Increase information on web page around differentiation of various aggressive behaviors and how to make a report;
- (4) Answers to various questions voiced to school board members around the process and follow-through of administrator’s district wide;

Tasks Completed

- (A) The district website page for anti-bullying and harassment resources has transitioned in an effort to address the concerns voiced by the school board. The website was presented to the Superintendent’s Leadership Team for review. The website page includes three separate sections;
 - a. Resource page that includes TPAF presentations, increased parent resources, links to helpful differentiations of various aggressive behaviors and information about the No Bully! program
 - b. Information on reporting an incident to school administration
 - c. Legal background, policy and law that is helpful to understanding district policy and procedure
- (B) Pupil Personnel team created a JICK-R to help clarify procedure and process within the district to be reviewed by the Superintendent’s Leadership Team. Upon review and will be uploaded to the website as well;
- (C) No Bully! has begun work with district administrators including;
 - a. Workshop around correctly differentiating various scenarios as bullying, harassment or other aggressive behaviors;
 - b. Reviewing procedure and policy currently in place;
 - c. Began work to create a Solution Team in each school for working with students to help eliminate bullying in the schools;

The Pupil Personnel team’s efforts to review and update all areas of the district’s aim to effectively and appropriately combat bullying are ongoing and will continue to address feedback as it becomes available.

January 17, 2019

Executive Summary

Ruptured sprinkler pipe at the Atkinson Academy

On Monday January 14, 2019 at approximately 10:45am we received notification from our alarm monitoring company that our fire suppression sprinkler system was activated. Atkinson Fire and Police responded and were able to work with our Facilities team to turn the system off. It was determined that cold air passed through a penetration from the exterior of the building to the interior causing a cap to burst. Our Facilities staff immediately cleaned up water using equipment housed on site. ServPro was immediately called and mobilized their teams. Dehumidification and drying equipment was set up in the gymnasium to aid in drying efforts. Fire suppression sprinkler system was put back online the evening of 1/14.

Tasks Completed to Date

1. Water clean-up by TRSD Facilities
2. Drying and dehumidification equipment set up in gymnasium by ServPro
3. Filed claim with Primex (attached)
4. Fire suppression sprinkler system put back online
5. Met with insurance adjuster
6. Moisture testing and infrared testing performed
7. Met with vendors to make repairs (quotes forthcoming)

Conclusions

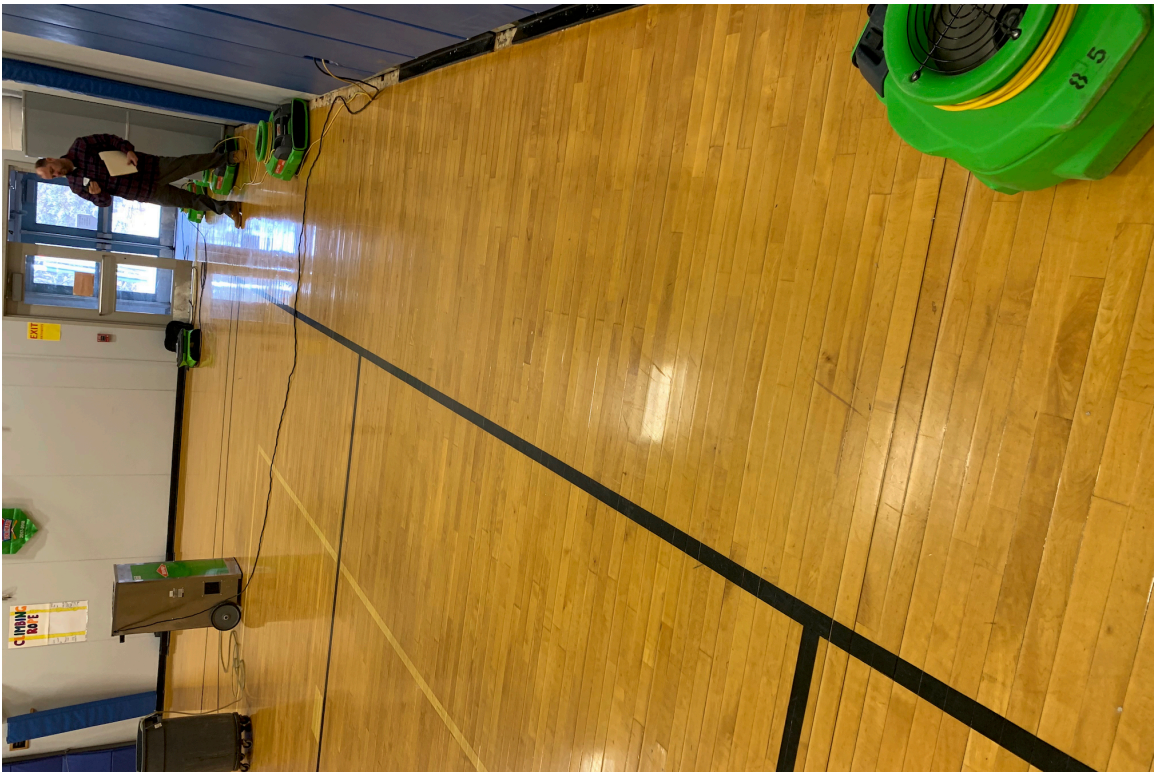
Our fire suppression sprinkler contractor may not have completed a repair, resulting in an open penetration to the exterior. Our insurance company will be dealing with the contractor's insurance company to resolve payment. We are proceeding with drying the gym floor. We will need to replace a small section of acoustical ceiling tiles and flooring in the vestibule by door #4. We are preparing to replace a section of the gym floor, sand, reline, and seal the gym floor. The extent of the replacement will depend on moisture readings and when the contractor begins to remove flooring. We are working on the schedule to begin this work as soon as possible.

Attachments: Insurance Claim (First Report) ; Photographs

/TFG









January 23, 2019

Executive Summary

Report of low temperatures in classrooms at Sandown North Elementary

Building custodial staff reported to Facilities team on 1/22 at approximately 11:30am that there were several classrooms not able to maintain their temperature set points. Principal Nancy Stafford indicated the issue was limited to three classrooms and those rooms were in the low 60's.

Tasks Completed to Date

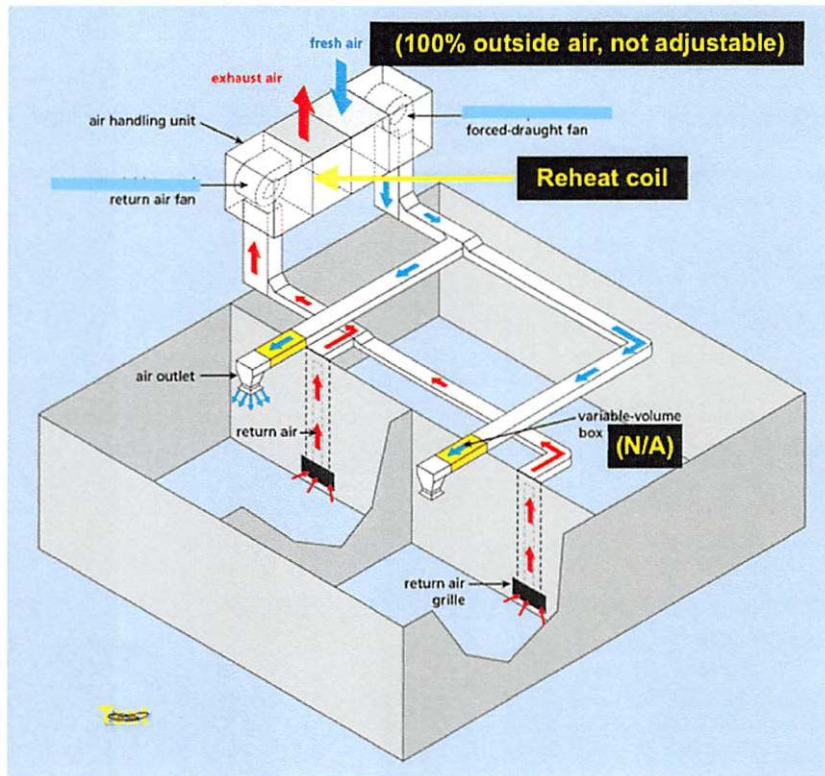
1. Heating systems monitored both remotely and physically from 1/19-1/22
2. Outside air intakes were disabled preventing cool air from being drawn into buildings on 1/22 (Diagram of RERU unit attached)
3. Outdoor reset controls were bypassed for boilers to allow maximum hot water temperature on 1/22
4. Site visit by Facilities technicians Kevin Bartose and Gary Paradis on 1/22
5. Site visit from Thomas Geary on 1/22
6. Shades pulled and windows all checked to make sure all were weather tight at end of school day on 1/22.
7. Obstructions to heating fin tube in classrooms were moved on 1/22.
8. **Building checked on 1/23 – All rooms are meeting set point temperatures**

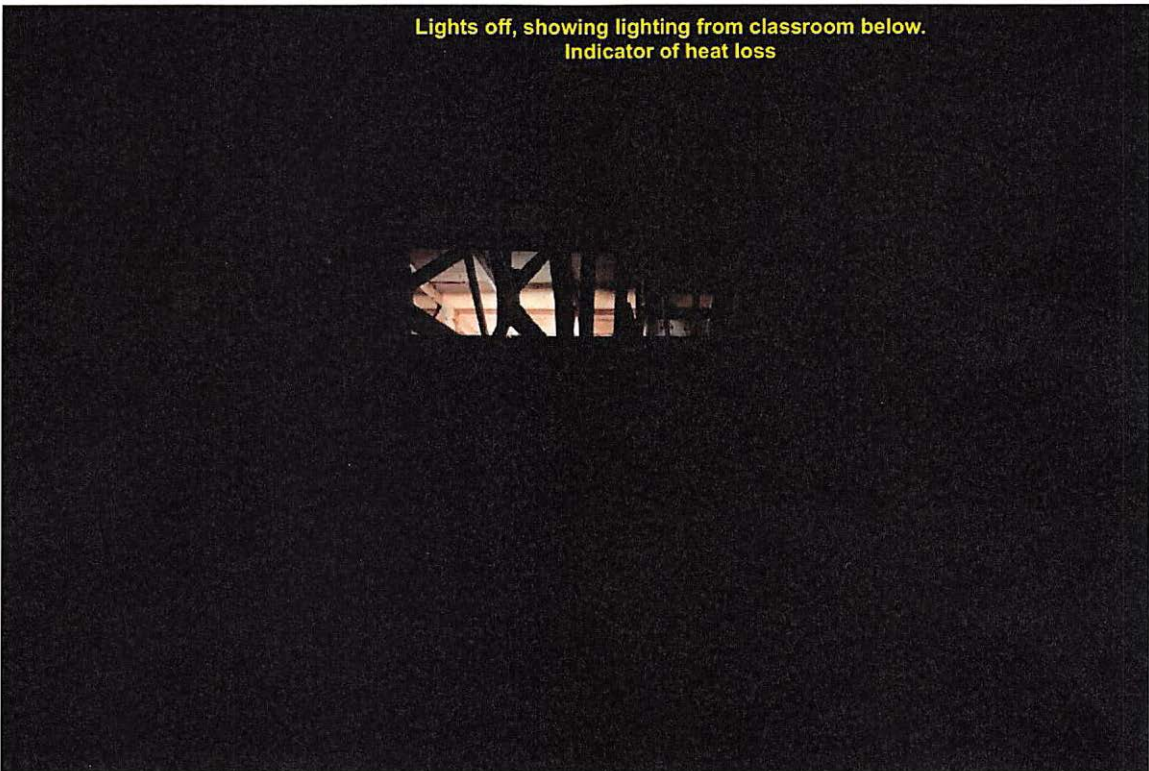
Conclusions

Historically, on extremely cold days, there are classrooms located in the “south wing” of the school that have difficulty maintaining warm temperatures. This area of the school is the longest distance from the boiler plant. After meeting the team on site, and confirming all equipment was operating as designed we began to look into alternative causes/solutions. The attic of the Sandown North is an uninsulated space. There are countless penetrations to the classrooms from this space, so we are estimating major heat loss (photos attached). We have initiated contact with our utility provider to look into an energy audit in relation to insulation/heat loss. In addition to this, the District should invest in a long term solution of improving the roof top air exchange units to allow better tempering of air being drawn from outside. Please note that a mechanical engineering firm would be best served to properly design and make budget recommendations for major upgrades.

Attachments: Diagram of RERU ; Photos of Attic Space ; Weather Summary

/TFG





January 4, 2019

Executive Summary

UPDATE - Report of uneven flooring surface caused by water infiltration at Timberlane Middle School.

Tasks Completed to Date

1. Developed scope of work.
2. Conducted walk through with gym floor vendor.
3. Received cost estimate from vendor.

Conclusion

The scope of work to restore the gym floor and extend the useful life for 10+ years would not exceed \$20,000. The work involved is very similar to the High School Gymnasium that was recently restored.

The summary of the scope is as follows:

- Replace damaged floor boards
- Sand floor down to bare wood
- Apply wood floor sealer
- Apply game lines and logos (with input from physical education instructors and Athletic Director)
- Apply two coats of gym floor finish

/TFG

Executive Summary

UPDATE - Report of a sewer odor in the area outside of the Timberlane Regional High School Gymnasium

Tasks Completed to Date

1. Pump-out and full cleaning of septic tank and lift station.
2. Full inspection of waste water system. Pulled sewer covers to confirm water is draining as designed.
3. Inspection of rooftop vent pipes. Found blockage in one pipe (cleared blockage)
4. Research vapor tight covers for septic tanks.
5. Research methods of ventilating the system to create negative pressure for vapors to contain odor by bringing in licensed septic contractors.
6. **Replaced charcoal filters on the vent stacks near the JV soccer field**
7. **Raised vent stacks by 10ft. to increase draft.**
8. **Covered existing covers with plastic sheeting and loam as a test before investing in vapor tight covers.**

Conclusions

According to our Facilities Supervisor, Rodney Mills, since the most recent work was completed there have been no reports of odors. Barring any unforeseen circumstances, vapor tight covers will be installed during a school vacation. The team will continue to monitor and report any changes.

January 17, 2019

Executive Summary

Update – Performing Arts Center Exterior Walls

The exterior cement board siding/cladding system on the Performing Arts Center needs to be replaced.

Tasks Completed

1. Secured services with Dennis Mires, The Architects after TRSB vote on 08 December 2018
2. Provided general information including construction as-built drawings
3. Provided general project direction to Kreg Jones of Dennis Mires, The Architects
4. Site visit by Kreg Jones of Dennis Mires, The Architects
5. Presentation of project at Public Hearing on 10 January
6. Budget pricing provided by Dennis Mires, The Architects provided to TRSD Facilities Committee on 14 January (Attached)

Conclusions

As presented to the Facilities Committee, going direct to a qualified sub-contractor that specializes in commercial siding/cladding systems will save the District a significant amount of money. Between the Facilities team and Architect we feel we would be able to provide the construction administration services for this project through completion.

A full presentation will be made to the Timberlane Regional School Board on Wednesday 23 January. This will include general information regarding material selection, project timeline, project budget, and other questions.

In order to properly prepare for presenting this important project, we would welcome questions ahead of time to properly address any concerns.

Attachment: Budget Pricing Sheet

/TFG

**Timberline School District Siding Repair
8-Jan-18**

Initial Cost Study Budget / Range of Cost

Work Item	Materials	Subcontract	Equipment	Labor	Total	Cost / SF based on 16,000 sf
Remove Existing Siding:	\$10,000.00	\$0.00	\$0.00	\$51,968.00	\$61,968.00	\$3.87
Nailers for New Siding:	\$15,915.00	\$0.00	\$0.00	\$27,416.00	\$43,331.00	\$2.71
Staging:	\$24,000.00	\$32,000.00	\$0.00	\$0.00	\$56,000.00	\$3.50
Equipment Rental:	\$0.00	\$0.00	\$13,500.00	\$0.00	\$13,500.00	\$0.84
Metal Siding, Trim & Flashings:	\$0.00	\$376,000.00	\$0.00	\$0.00	\$376,000.00	\$23.50
Break-Metal Parapet:	\$0.00	\$19,800.00	\$0.00	\$0.00	\$19,800.00	\$1.24
Sub-straight Repair & Rework Allowance:	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.94
Block & Prepare Cap for Parapet Revisions:	\$16,000.00	\$0.00	\$0.00	\$19,072.00	\$35,072.00	\$2.19

Subtotal:	\$620,671.00	\$38.79
General Conditions (10%):	\$62,067.10	\$3.88
CM Contingency (4%):	\$27,309.52	\$1.71
Performance & Payment Bonds:	\$7,100.00	\$0.44
CM Fee (5%):	\$35,857.00	\$2.24

Total:	\$753,004.62	\$47.06
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Savings Options:

Hire Subcontractors Directly:

Eliminate General Conditions:	-\$62,067	
Eliminate Contingency:	-\$27,309	
Eliminate Performance & Payment Bonds:	-\$7,100	Will need it anyway. Note that Sub-Bonds will cost more
Eliminate CM Fee:	-\$35,857	

Assume that existing nailers are adequate:	-\$43,331
Reduce Siding Allowance by \$5/ sf:	-\$80,000

Total Potential Savings Adjustment:	-\$255,664
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Adjusted Budget w/ Savings Options:	\$497,341
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Vendor Name	Terms	Expiration Date	Annual Costs	Notes
ACHIEVE3000	3 year secondary, 2	6/30/2019	0	Multi-year advance payment was made.
Constellation Energy Resources, LLC	5 Years	10/31/22	20K +/-	Electricity Supply
Conway Office Products	4 Year	8/29/2021	\$20,990.00	Copier
Conway Office Products	4 Year	12/5/2021	\$18,925.00	Copier
Conway Office Products	3 Year	6/22/2019	\$17,116.00	Copier
Conway Office Products	3 Year	2/21/2019	\$7,432.00	Copier
Conway Office Products	4 Year	12/5/2021	\$6,722.00	Maintenance/Toner
Conway Office Products	3 Year	6/22/2019	\$3,213.00	Maintenance/Toner
Conway Office Products	3 Year	2/21/2019	\$3,653.00	Maintenance/Toner
Conway Office Products	4 Year	8/29/2021	\$7,788.00	Maintenance/Toner
Conway Office Products	3 Year	2/29/2020	\$5,623.80	Managed Print Services
Conway Office Products	3 Year	10/19/2019	\$5,265.36	Managed Print Services
Conway Office Products	3 Year	3/5/2021	\$3,000.00	Managed Print Services
Conway Office Products	3 Year	6/30/2021	\$585.00	Managed Print Services
Conway Office Products	3 Year	11/21/2020	\$9,114.00	Managed Print Services
Conway Office Products	3 Year	11/30/2021	\$2,580.00	Managed Print Services
Conway Office Products	3 Year	4/4/2020	\$5,253.00	Managed Print Services
Conway Office Products	3 Year	6/30/2021	\$585.00	Managed Print Services
Conway Office Products	3 Year	6/30/2021	\$25,920.00	Managed Print Services
Conway Office Products	3 Year	2/4/2021	\$14,580.00	Managed Print Services
Durham School Services	3 Years (Optional Ex	6/30/19	850K +/-	Special Education Transportation
First Student, Inc	3 Years (Optional Ex	6/30/21	2M +/-	Home to School Transportation
Oracle America	2 Year	6/30/20	\$290	Domain Name Registration
PEARSON EnVisions Math K-8	3 year	6/30/2019	0	Multi-year advance payment was made.
PIF Technologies / Docstar	5 Years	6/30/22	\$7,200	Document Management Solution
Securly	3 Years	6/30/20	\$9,000	Webfiltering for Chromebooks
SERESC	6 year	6/30/20	ot to exceed \$50,000	FLES curriculum development and professional development for staff
Sprague Operating Resources, LLC	3 Years	7/31/21	125k +/-	Natural Gas Supply
Teachpoint	3 Years	6/30/20	\$12,000	Evaluation and Proffessional Development Tracking
TRIPOD	2 year	6/30/20	\$16,121.54	Multi-year discount, fixed 3rd party vendor fee with multi-year contract
Whitson's New England	4 Years (annual rene	6/30/19	1.2M +/-	Food Service Management Services
All other resources are single year subscriptions/agreements and budgeted annually as needed.				

Strategic Plan Subcommittee Team Membership 2018-19

Academic Rigor & 21 st Century Learning (Curriculum & Assessment Committee)	Facilities	Climate and Culture
Sue Sherman	Ken Blaszk	Kristin Savage
Sarah Machemer	Brian Boyle	Heather Cronan
Christi Michaud	Phil Busby	Barbara Gallant
Sandra Allaire	Robert Collins	Shana McTague
Scott Strainge	Angelo Fantasia	Meaghan Guanci
Maegan Koelker	Michael Flynn	Liz Kosta
Nancy Barcelos	Thomas Geary	Kathryn Ryan
Lois Paul	Patricia Mangini	
Lucy Canotas	Todd McCormick	
Mark Pedersen	Rodney Mills	
Melissa MacDonald	Mark Pedersen	
Lorin Caffelle	Jack Sapia	
Ken Henderson	Scott Strainge	
	Donald Woodworth	
	TBD - Special Education Rep	
	TBD - Elementary Rep	

	2020 SB Default	2020 Proposed	Proposed SB Default Increase or Decrease	
FUNC: REGULAR EDUCATION - 1100				
100.1100.112.00.00.C Salaries-Teachers	\$16,184,469.85	\$15,838,053.00		
100.1100.114.00.00.C Educational Assistants	\$1,241,401.73	\$1,286,430.00		
100.1100.115.00.00.C Office Salaries	\$29,372.00	\$31,202.00		
	\$17,455,243.58	\$17,155,685.00	-\$299,558.58	
100.1100.738.00.00.C Replacement Comput	\$214,739.00	\$ 92,500.00	-\$122,239.00	
FUNC: SAU #55 BUDGET - 2320	\$1,641,692.00	\$ 1,589,325.00	-\$52,367.00	
			-\$474,164.58	-474164.58
100.2721.519.00.00.0.00000	\$1,972,738.64	\$ 2,188,543.00	\$215,804.36	
FUNC: REGULAR PROGRAM TRANSP - 2721				
100.2722.519.00.00.0.00000	\$920,723.00	\$ 1,119,796.00	\$199,073.00	
FUNC: SPECIAL EDUCATION TRANSP - 2722				
100.2723.519.00.00.0.00000	\$70,846.00	\$ 78,122.00	\$7,276.00	
FUNC: VOCATIONAL TRANSPORTATION - 2723				
100.2724.519.00.00.0.00000	\$104,320.00	\$ 97,245.00	-\$7,075.00	
FUNC: ATHLETIC TRANSPORTATION - 2724				
100.2725.519.00.00.0.00000	\$34,630.00	\$ 41,510.00	\$6,880.00	
FUNC: FIELD TRIP TRANSPORTATION - 2725				
100.2729.519.00.00.0.00000	\$13,500.00	\$ 13,500.00	\$0.00	
FUNC: MUSIC TRANSPORTATION - 2729				
			\$421,958.36	\$421,958.36
100.2900.210.00.00.C Group Insurance	\$9,888,428.00	\$10,221,587.05	\$333,159.05	
100.2900.220.00.00.C FICA	\$2,567,123.42	2497376	-\$69,747.42	
100.2900.231.00.00.C Non-teacher Retiremer	\$814,298.85	799804	-\$14,494.85	
100.2900.232.00.00.C Teacher Retirement	\$4,896,161.56	4699723	-\$196,438.56	
100.2900.250.00.00.C Unemployment Compe	\$30,000.00	30000	\$0.00	
100.2900.260.00.00.C Worker's Compensatio	\$193,272.00	193000	-\$272.00	
100.2900.290.00.00.C Other Employee Bene	\$3,000.00	3000	\$0.00	
FUNC: SUPPORT SERVICES-OTHER - 290C	\$18,392,283.83	\$18,444,490.05	\$52,206.22	52206.22

NOTE: Line 2900.210 differs by proposed budget by \$18572

\$ 0.00