

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, DECEMBER 7, 2017

Regular Meeting - 7:30PM

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

Superintendent's Office
30 Greenough Road , Plaistow, NH
Brian Boyle, Chairman
Dr. Kim Farah, Vice Chairman

AGENDA

1. **7:30 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
 - a. November 2nd, 16th and 30th meetings
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:35PM** Recognition of Field Hockey State Champions – INFO (5 minutes)
 - b. **7:40PM** Atkinson Grange Plaque – ACTION (10)
 - c. **7:50PM** Program of Studies – ACTION (20 minutes)
 - d. **8:10PM** PAC Siding – ACTION (15 minutes)
 - e. **8:25PM** PAC Sound Study – ACTION (10 minutes)
 - f. **8:35PM** Budget Update/Default Budget – INFORMATION/ACTION (20 minutes)
 - g. **8:55PM** CIP Schedule – ACTION (15 minutes)
 - h. **9:10PM** Warrant Articles – INFORMATIONAL/ACTION (5 minutes)
 - i. **9:15PM** Policies – ACTION (15 minutes)
 - j. **9:30PM** Board Correspondence Process – ACTION (10 minutes)
8. **9:40PM** Administrator's Report
9. **9:45PM** Personnel Report
10. **9:50PM** Committee Reports
11. **9:55PM** Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. **10:00PM** Other Business
15. Non-public (if needed)
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
December 21	Regular Board Meeting	SAU	7:30PM
January 4	Regular Board Meeting	SAU	7:30PM
January 5	Deadline for Citizens Petitions - Bond	SAU	5:00PM
January 9	Deadline for all other Citizens Petitions	SAU	5:00PM
January 11	Public Hearing on Proposed Budget	PAC	7:00PM
January 18	Regular Board Meeting	SAU	7:30PM
January 24	First Day to file for Candidacy	SAU	
January 25	Last Day for Budcom to provide WA recommendations		
January 29	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.

DATE	MEETING TYPE	LOCATION	TIME
February 1	Regular Board Meeting	SAU	7:30PM
February 2	Last Day to File for Candidacy	SAU	5:00PM
February 8	Deliberative Session	TRHS	7:00PM

ADMINISTRATOR'S REPORT

Administrator's Report for December 7, 2017 School Board Meeting

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

4. APPROVAL OF MINUTES *(two sets – November 2nd and 16th and 30th meetings)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Recognition of Field Hockey Team as NHIAA State Champions – INFORMATIONAL

Angelo Fantasia to recognize team players and coaches for their recent achievement.

b. Atkinson Grange Plaque – ACTION

Chairman Boyle to request approval from the school board for the Atkinson Grange to install a plaque at AA reflecting the building being the original site of the organization.

c. Program of Studies – ACTION

First read of the 2018-19 Program of Studies to be presented by high school administrators.

d. PAC Siding – ACTION

Tom Geary to present an update on the issues associated with the siding at the Performing Arts Center and make recommendation on addressing its deficiencies.

e. PAC Sound Study Recommendations – ACTION

Tom Geary and Tony DiBartolomeo to present recommendations for addressing the unsafe noise levels in some of the rooms at the PAC.

f. CIP Schedule – ACTION

Board to address remaining Sandown schools' CIP projects in light of district administrations' recent recommendations on spacing needs at the two schools.

g. Warrant Articles – INFORMATIONAL/ACTION

Board members to discuss/propose drafting articles for the 2018 district warrant. This shall be a standing agenda item until the warrant is finalized in late January.

h. Policies – ACTION

Six policies forwarded for first read by the Policy Committee: GCK, GCNA, AA, JICD, IHAK, and IMDA; and two policies up for second read/adoption: GCID and GCIC.

i. School Board Correspondence Process – ACTION

Board members to discuss and possibly change the school board correspondence process.

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

a. Update on School Activities

7. PERSONNEL REPORT – Dr. Metzler to present

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

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

10. CORRESPONDENCE – please be sure to review the correspondence folder.

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

12. 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.

13. NON-PUBLIC

14. FUTURE DATES

UPCOMING REGULAR MEETING AGENDAS

*This information is provided for informational purposes only. Agenda items are subject to change.
The official agenda will be distributed one week prior to its scheduled meeting.*

December 21, 2017	
Warrant Articles	<i>Standing item</i>
Policies	
Program of Studies	<i>Second Read</i>
Budget Update/Default Budget	
TSSU Update – Tentative	
Assessment Reporting	<i>STAR (Fall Benchmarks)/SBAC/SAT/NECAP</i>

January 4, 2017	
Warrant Articles	<i>Standing item</i>
Policies	
Budget Update/Default Budget	
Annual Report	<i>Board feedback on content</i>

January 11, 2018	
Public Hearing on Proposed Budget	
Special Meeting for Warrant Article Recommendations	<i>The board may also do this at the January 18th meeting</i>

January 18, 2018	
Warrant Articles	<i>Finalize the Warrant</i>
Policies	
Budget Update/Default Budget	

Back Burner List	
Achieve300 Usage	
Auditors to Bid	
TTA/TSSU Updates	
Assessment Reporting	<i>Feb-STAR (midyear); May-Tripod; Jun-Star (End of Year)</i>
Internal Controls Bids	<i>May 2018</i>
Extended Learning Schedule Midyear Review	<i>January/February</i>
TTA Survey Presentation	<i>February 2018</i>

NHIAA DIVISION I FIELD HOCKEY CHAMPIONS

TIMBERLANE FIELD HOCKEY ROSTER 2017

#	Player	Yr.	Pos.	
1	Molly Antkowiak	12	F	
2	Sara Pichowicz	11	MF/B	
3	Emily Lisi	11	B	
4	Victoria Rothwell	CAPTAIN	12	MF
5	Jessica Mezquita	12	F	
6	Lily Fay	10	MF	
7	Shannon Duffy	12	B	
8	Emily Heffernan	11	F	
9	Rachel Paradis	12	B	
10	Kiley Simmons	11	MF/B	
11	Kylie Fitzpatrick	12	F	
12	Sydney Cochrane	11	GK	
13	Tess Priest	12	F	
14	Morgan Fabrizio	12	GK	
15	Emma Lannon	12	F	
16	Samantha Hamilton	12	MF	
17	Sarah Padellaro	11	F	
18	Taryn MacKinnon	CAPTAIN	12	MF/B
	Meghan Query			

Manager: Alexandra Cazmay

Coach: Mim Ryan

Assistants:

Heather Roy

Christine Zubkus

Highlights to the 2018-19 Program of Studies

p. 5 – This will be updated to reflect the student who designs this year’s cover.

p. 7 – removal of the section *new or revised course offerings* – there are none for this upcoming school year.

p. 9 – under *withdrawal from a course*, we have added information specific to dropping an AP course.

P. 17 – Proposed removal of specific Geometry and Algebra II requirement for the standard diploma to align this option to the district policy.

P. 19 – Addition of CTE Math intensive courses – Pinkerton has been added. We are waiting for the list from Salem.

P. 32 – Slight change to the wording of Photography 1 description to articulate the use of both film and digital cameras.

P. 35 – Changes to titles to align to approved curriculum (Visual Basic to Computer Concepts)

P. 41 and 43 – Prerequisite statement added to AP English courses

P. 42 – Slight change to the wording of Portfolio course to specify types of writing options.

P. 66 – Addition of content overview to TEP US History

P. 70 – Removal of German 1 and 2; Addition of German 3C (waiting on a course #)

P. 74 – CTE programming will be updated to reflect the Pinkerton and Salem course descriptions once we receive their updated course selection.

p. 85 – Health I and II in Evening division are not currently being offered in a blended model so that notation has been removed.

Background

The Performing Arts Center was constructed in 2001. The PAC exterior wall system consists of many different materials including brick, CMU, metal, and cement board. The main issue lies with the cement board paneling system. The main problem is that water is causing the panels to delaminate, specifically at the seams of the siding system. We would be looking at approximately 17,000 square feet of cement paneling that needs to be replaced.

Tasks Performed to Date

March 2017

\$70,000 was requested from the CIP for spot repairs on the siding system.

Summer 2017

Review of all CIP projects to determine scope and budgeting.

October 2017

- Conducted field inspection with Russo Barr Associates, a firm with expertise in building envelope design. RBA has submitted a proposal to further investigate the deterioration of the siding.
- Conducted a field inspection with Advanced Roof Management Associates, a firm that specializes in building envelope maintenance and issue resolution. ARM has submitted a proposal to further investigate the deterioration of the siding.

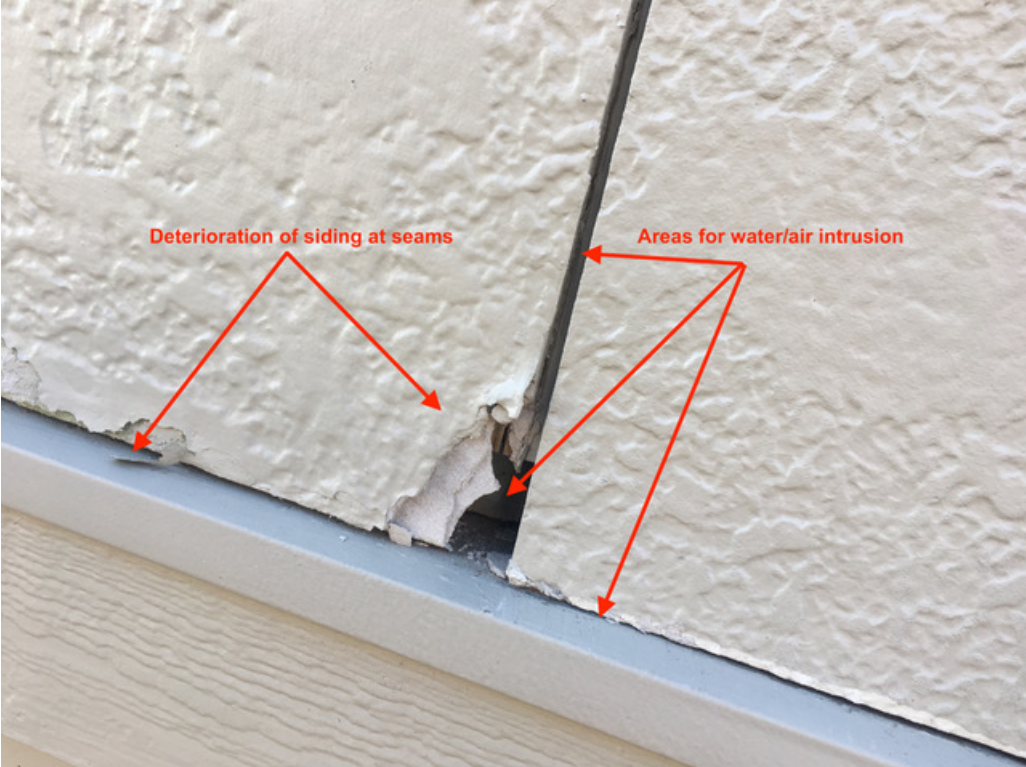
November 2017

- Conducted a field inspection on 09 November with Paul Becht from H.L. Turner Architects. HLT was the architect of record for the Performing Arts Center in 2001. It was agreed that HLT would assist the TRSD with warranty claim with siding manufacturer.
- H.L. Turner is in communication with the manufacturer of the cement siding. There is a strong possibility that the material in question is still covered under a manufacturer's warranty. In conversation with H.L. Turner, they are glad to assist us in the warranty claim process without fees until we reach a point of needing a design to correct the issue.

Next Steps

Upon meeting with three different firms on site, it was agreed upon by all that the current cement siding is rapidly deteriorating and will need to be addressed as soon as possible to prevent water and air intrusion to the building. We shall continue working with HLT to solidify options.

PAC SIDING



March 9, 2017

Mr. James Hughes
Timberlane Regional School District
36 Greenough Road
Plaistow, NH 03865

SUBJECT: Timberlane Performing Arts Center, Plaistow, NH
Acoustical Review and Recommendations

Dear Mr. Hughes,

This letter presents the results of sound measurements and recommendations for room acoustic improvements in Band Room 707, Orchestra Room 716, and Chorus Room 719. We understand that concern has been raised regarding high room sound levels during rehearsal uses.

Acoustical Criteria and Sound Measurements:

We measured mid-frequency and overall audible reverberation time (RT) in the three music rooms. Room RT is used to evaluate overall room acoustics and whether a space is expected to be overly “noisy” during use. It is not unusual to measure music room rehearsal sound levels of 100 to 110 dBA (and sometimes higher levels) for peak sound levels, even in rooms heavily treated to control RT. The typical strategy to control RT is use of sound absorption treatments (generally ceiling and wall sound absorption finishes) based on the room volume and other room non-acoustical finish treatments. It is also desirable to design music rooms with sufficient room volume (room heights of 16-ft. to 20-ft. are desirable) to help reduce sound buildup during use. The existing Band Room ceiling is approximately 16-ft. AFF (above finish floor) and the Orchestra and Choral Room ceilings are approximately 12-ft. AFF. The following are the ceiling and wall finish acoustical ratings based on review of the specification and acoustical treatment submittals:

- The acoustical ceiling tiles in the Orchestra Room and the Chorus Room are specified for a minimum NRC of 0.65 (sound absorption rating) and a minimum CAC (isolation rating) of 35.
- The Orchestra Room has eight (8) 4-ft. X 4-ft. pyramidal acoustical diffusors in the ceiling grid.
- The specific selection of the acoustical metal roof deck in the Band Room is not known, though from measurements in the room we estimate an overall room sound absorption rating of approximately NRC 0.70.
- The walls in the three music rooms are shown as single layer 5/8-inch gypsum on the interior surfaces of the room, with areas of glazing.
- The floors of the three music rooms are vinyl (VCT) material.

Typical interior air volume targets for music room are based on the anticipated students occupancy for each room. The volume targets are typically set at approximately 400 cu. ft. volume per student (or more) in order to better control room sound levels during rehearsal use. The following are the approximate room volumes as currently exist, and the associated number of students recommended as maximum based on the per student volume guideline:

- Band Room: 34,000 cu. ft. = 85 students
- Orchestra Room: 14,000 cu. ft. = 35 students
- Choral Room: 16,400 cu. ft. = 41 students

Reverberation time targets vary based on room volume, though typical mid-frequency RT design goals are approximately 0.70 second or moderately less in band and orchestra, and 0.80 second or less in choral rooms for high school music rooms (there is some variation based on the reference source, but this is consistent with our firm's recommendations for school buildings).

The measured reverberation time in the rooms at mid-frequencies (500-Hz to 2-kHz) was as follows:

- Band Room: 0.62 to 0.69 seconds (overall audible range RT measured 0.45 to 1.10 seconds).
- Orchestra Room: 0.53 to 0.61 seconds (overall audible range RT measured 0.37 to 0.75 seconds).
- Choral Room: 0.56 to 0.57 seconds (overall audible range RT measured 0.36 to 0.89 seconds).

Background sound in music rehearsal rooms is typically recommended to be at or below Noise Criteria (NC) of 30 or less (approximately 35 dBA or less). We measured the following overall background sound levels from equipment serving the rooms:

- Band Room: NC-24 (32 dBA)
- Orchestra Room: NC-30 (37 dBA) – slight low frequency “rumble” was audible, potentially from HVAC equipment sound.
- Chorus Room: NC-27 (35 dBA) – slight electrical “hum” was audible, potentially from lighting transformers.

Recommendations:

Where acoustical room treatment types are noted in this section, the following is a key:

- Type “A”: 3-1/8-inch thick sound absorption wall treatment, such as Conwed Designscape “Respond IR” or similar, with NRC rating of 1.00 or higher:
<http://conweddesignscape.com/products/wall-panels/>.

- Type “B”: 2-1/8-inch thick sound absorption wall treatment, such as Conwed Designscape “Respond IR” or similar, with NRC rating of 1.00 or higher:
<http://conweddesignscape.com/products/wall-panels/>.
- Type “C”: 1-1/8-inch thick sound absorption wall treatment, such as Conwed Designscape “Respond IR” or similar, with NRC rating of 0.95 or higher:
<http://conweddesignscape.com/products/wall-panels/>.
- Type “D”: Wall mounted, 4-ft. X 4-ft. acoustical diffusors, such as Kinetics Noise Control “Geometric Diffusors”: <http://www.kineticsnoise.com/interiors/geometric.html>. The diffusors should be mounted such that the radius is visible when looking down on the diffusor (plan view).
- Type “E”: Acoustical ceiling tiles, with minimum NRC of 0.95 and minimum CAC rating of 40, such as Armstrong “Lyra High CAC” ceiling tiles:
<https://www.armstrongceilings.com/commercial/en-us/commercial-ceilings-walls/lyra-ceiling-tiles.html>.
- Type “F”: Lay-in gypsum ceiling panels, such as USG “Clima-Plus Lay-In Gypsum” panels:
<https://www.usg.com/content/usgcom/en/products-solutions/products/ceilings/acoustical-panels/usg-sheetrock-lay-in-acoustical-ceiling-panels.html>.
- Type “G”: 4-ft. X 4-ft. pyramidal acoustic ceiling diffusors, such as Kinetics Noise Control “Geometric Diffusors”: <http://www.kineticsnoise.com/interiors/geometric.html>. The point of these diffusors is offset, and the orientation in the ceiling can be random.

Band Room 107:

Based on our measurements, the room exhibits high levels of reverberation in the 250 Hz band, and moderately high reverberation in the 125 Hz band. This would be expected to make the space moderately “boomy” with high levels of mid-bass sound during rehearsal use. The room reverberation at the remainder of sound frequencies from 500 Hz and above are reasonable for a band room of this volume (approximately 34,000 cu. ft.).

We attribute the higher than desirable reverberation at low frequencies to the sound absorption characteristics of the acoustic deck, and the relatively low sound absorption (at low frequencies) provided by 1-inch thick wall treatment in place (the 1-inch treatment in place provides low levels of sound absorption at bass frequencies (10% to 32% absorption)). By comparison, 3-inch thick sound absorption wall treatment (from the same manufacturer as the installed product) provides 34% to 91% absorption at low frequencies.

We calculated reverberation in the room, and compared it to our measurements (adjusting the calculation to closely match measured reverberation). We then substituted/added treatments to better control low frequency reverberation. We recommend the following:

1. Inspect the existing suspended gypsum “clouds” to confirm that batt insulation was installed (3-1/2-inch) as shown in the project drawings. If not installed, we recommend either standard batt insulation (3-1/2-inch thick) or 3-inch thick “firesafing” insulation (such as Roxul “AFB”) be installed atop the clouds as shown on the drawings.
2. We recommend addition of Type “A” (3-1/8-inch thick sound absorption treatment) to specific areas of the acoustic deck, as shown in the attached SK-1.
3. We recommend addition of Type “B” (2-1/8-inch thick sound absorption treatment) to the face of the existing (1-inch thick wall treatment) if feasible (most likely “Z” channel would be fastened through the existing panels to the existing wall framing, and the 2-1/8-inch panel would have a corresponding Z channel for mounting to the existing). As an option, the existing 1-inch thick panels should be replaced with 3-1/8-inch thick Type “A” treatment.
4. We recommend additional, type “B” (2-1/8-inch thick sound absorption treatment) be added to the west elevation, from approximately 7-ft. above finish floor (AFF) to approximately 10-ft. AFF as shown on sketch SK-2.
5. From review of photos, we did not find significant areas for the type “D” wall treatment (acoustical diffusor panels). Ideally, these diffusor panels would be mounted on the wall starting at approximately 3-ft. above finish floor (AFF), and be 4-ft. X 4-ft. panels with the curve of the panel visible in plan view (looking down on the panel). If some equipment/items currently mounted in this wall area can be relocated, we can review drawings and photos and provide recommended locations for type “D” treatment areas.
6. The HVAC sound level in the Band Room is within design targets for music rehearsal rooms.

Orchestra 716:

Based on our measurements, the room exhibits moderately high levels of reverberation in the 250 Hz band, with well-controlled reverberation in other audible bands. This would be expected to make the space slightly “boomy” with moderate levels of mid-bass sound during use. The remainder of sound frequencies from 500 Hz and above are reasonable for an orchestra room of this volume (approximately 14,000 cu. ft.). It would be preferable to increase ceiling height or to partially open the ceiling to the deck above to create more room volume (to better control “loudness” as reported during use) though we would be concerned with additional sound from the large mechanical room located above the space.

We attribute the higher than desirable reverberation at mid-bass frequencies is due to the sound absorption characteristics of the mineral fiber ceiling tile, and the relatively low sound absorption levels of the 1-inch thick wall treatment in place.

We calculated reverberation in the room, and compared it to our measurements (adjusting the calculation to closely match measured reverberation). We then substituted/added treatments to better control low frequency reverberation. We recommend the following:

1. We recommend addition of Type "C" (1-1/8-inch thick sound absorption treatment) to the face of the existing (1-inch thick wall treatment) if feasible (most likely "Z" channel would be fastened through the existing panels to the existing wall framing, and the 1-inch panel would have a corresponding Z channel for mounting to the existing). As an option, the existing 1-inch thick panels should be replaced with 2-1/8-inch thick Type "B" treatment.
2. We recommend replacing the existing ceiling tile in place with type "E" high NRC (0.95) acoustical ceiling panels, in combination with fields of lay-in gypsum type "F" panels as shown on sketch SK-2. The higher sound absorption ACT will provide more even sound absorption across audible bands, and the sound reflective gypsum panels will provide additional useful sound reflection back to the users.
3. From review of photos, we did not find significant areas for the type "D" wall treatment (acoustical diffusor panels). Ideally, these diffusor panels would be mounted on the wall starting at approximately 3-ft. above finish floor (AFF), and be 4-ft. X 4-ft. panels with the curve of the panel visible in plan view (looking down on the panel). If some equipment/items currently mounted in this wall area can be relocated, we can review drawings and photos and provide recommended type "D" treatment areas.
4. As noted, there was slight "rumble" audible in the Orchestra Room. Based on review of mechanical drawings, this is likely due to duct "breakout" noise (fan sound transmitting via the metal walls of ductwork). The overall sound level (NC-30) is within music room design targets.

Choral (Large Ensemble/Green Room) 719:

Based on our measurements, the room exhibits well controlled reverberation in the audible frequency bands, reasonable for a choral room of this volume (approximately 16,400 cu. ft.). Some users may find the space too non-reverberant (or "dead") for choral use. It would be preferable to increase ceiling height or to partially open the ceiling to the deck above to create more room volume (to better control "loudness" as reported during use) though we would be concerned with additional sound from the large mechanical room located above the space.

We calculated reverberation in the room, and compared it to our measurements (adjusting the calculation to closely match measured reverberation). We then substituted/added treatments to better control low frequency reverberation. We recommend the following:

1. We recommend replacing the existing ceiling tile in place with type "E" high NRC (0.95) acoustical ceiling panels, in combination with fields of lay-in gypsum type "F" panels as shown on sketch SK-2. The higher sound absorption ACT will provide more even sound absorption across audible bands, and the sound reflective gypsum panels will provide additional useful sound reflection back to the users.
2. We recommend type "G" ceiling acoustical diffusors be added as shown on sketch SK-4.
3. From review of photos, we found potential areas for the type "D" wall treatment (acoustical diffusor panels). Ideally, this diffusor panels would be mounted on the wall starting at

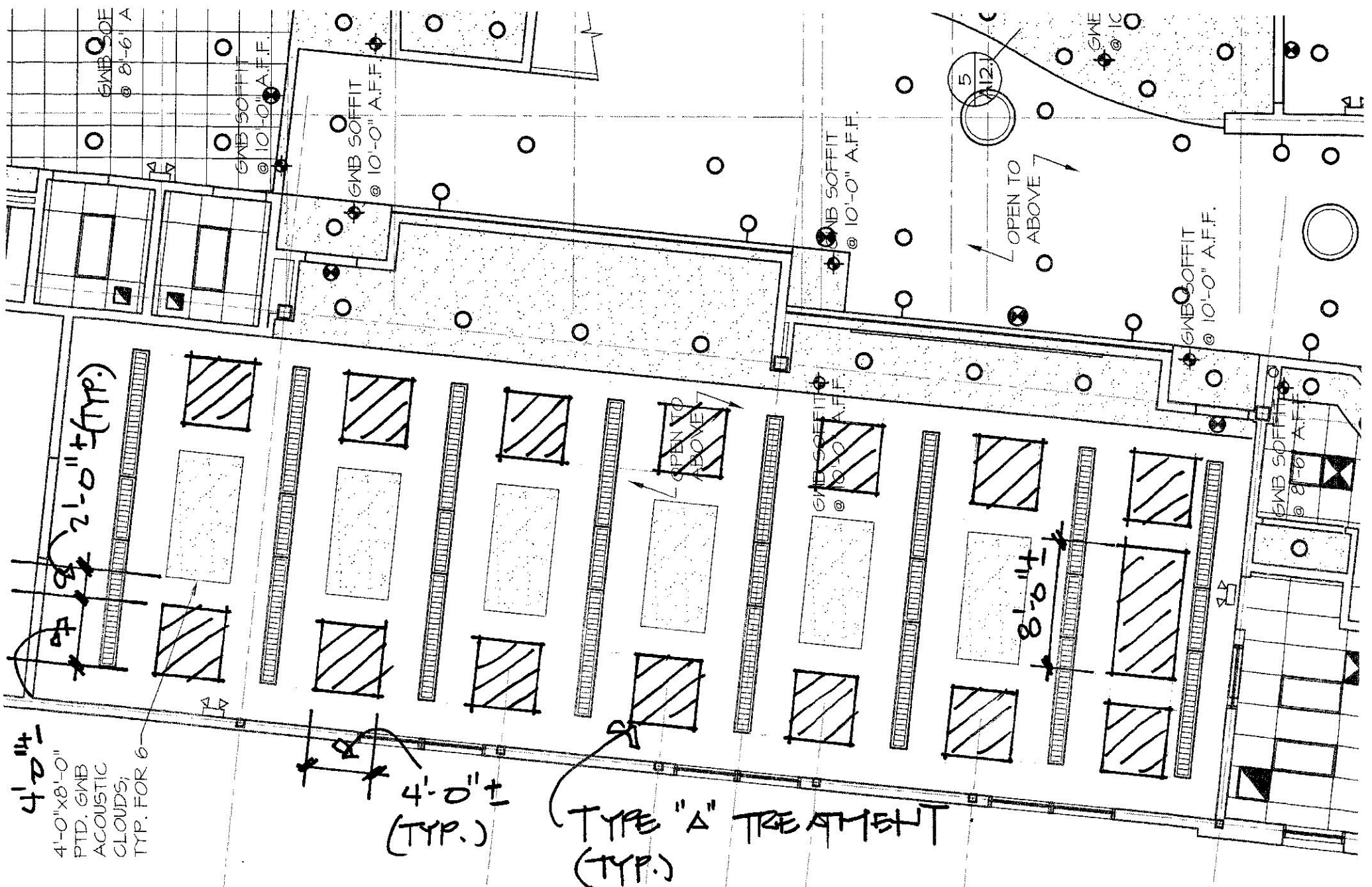
approximately 3-ft. above finish floor (AFF), and be 4-ft. X 4-ft. panels with the curve of the panel visible in plan view (looking down on the panel). If some equipment/items currently mounted in this wall area can be relocated, we can review drawings and photos and provide recommended type "D" treatment areas.

4. As noted, there was slight "hum" audible in the Choral Room. Based on review of mechanical drawings, this is likely due to sound from the fluorescent lighting ballasts. The overall sound level (NC-27) is within music room design targets. To reduce lighting fixture ballast sound, the ballasts could be inspected and revised to electronic ballasts (if the existing ballasts are found to be the source of the sound).

Sincerely,
CAVANAUGH TOCCI



Lincoln B. Berry
LBB/lbb/Timberlane PAC, Acoustical Recommendations



4'-0" x 8'-0"
PTD. GMB
ACOUSTIC
CLOUDS,
TYP. FOR 6

4'-0" ±
(TYP.)

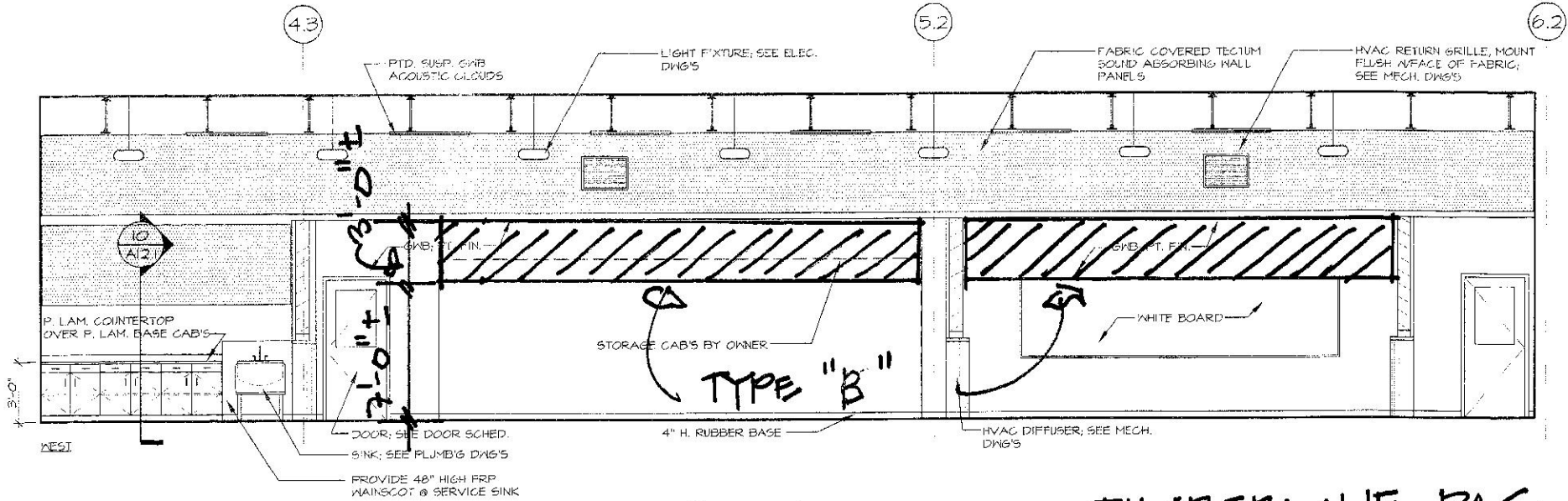
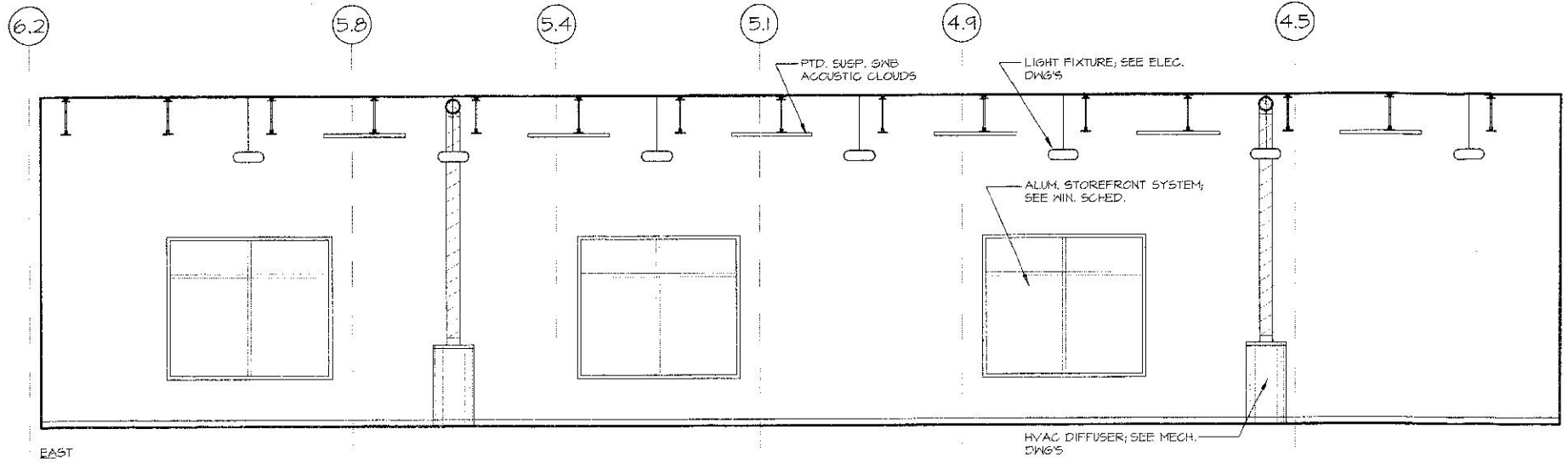
TYPE "A"
(TYP.) TREATMENT

8'-0" ±

1 RCP - BAND ROOM
SK-1 1/8" = 1'-0"

THIBERLANE PAC
GTA 3.9.17

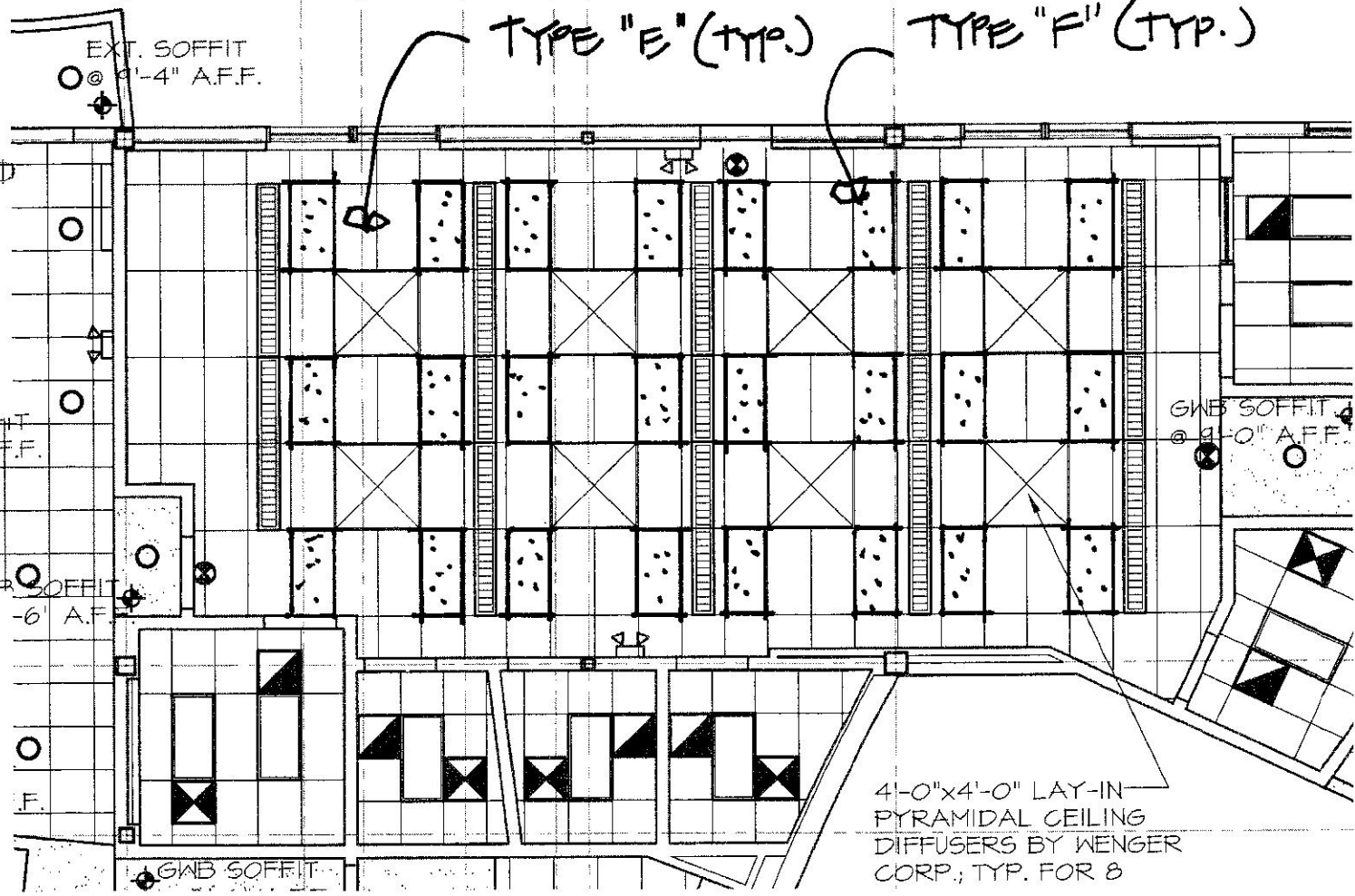
SK-1



1 WEST ELEVATION - BAND
 SK.2 1/8" = 1'-0"

TIMBERLANE PAC
 CTA 3.9.17
 SK.2

ED LIGHT FIXTURE; SEE



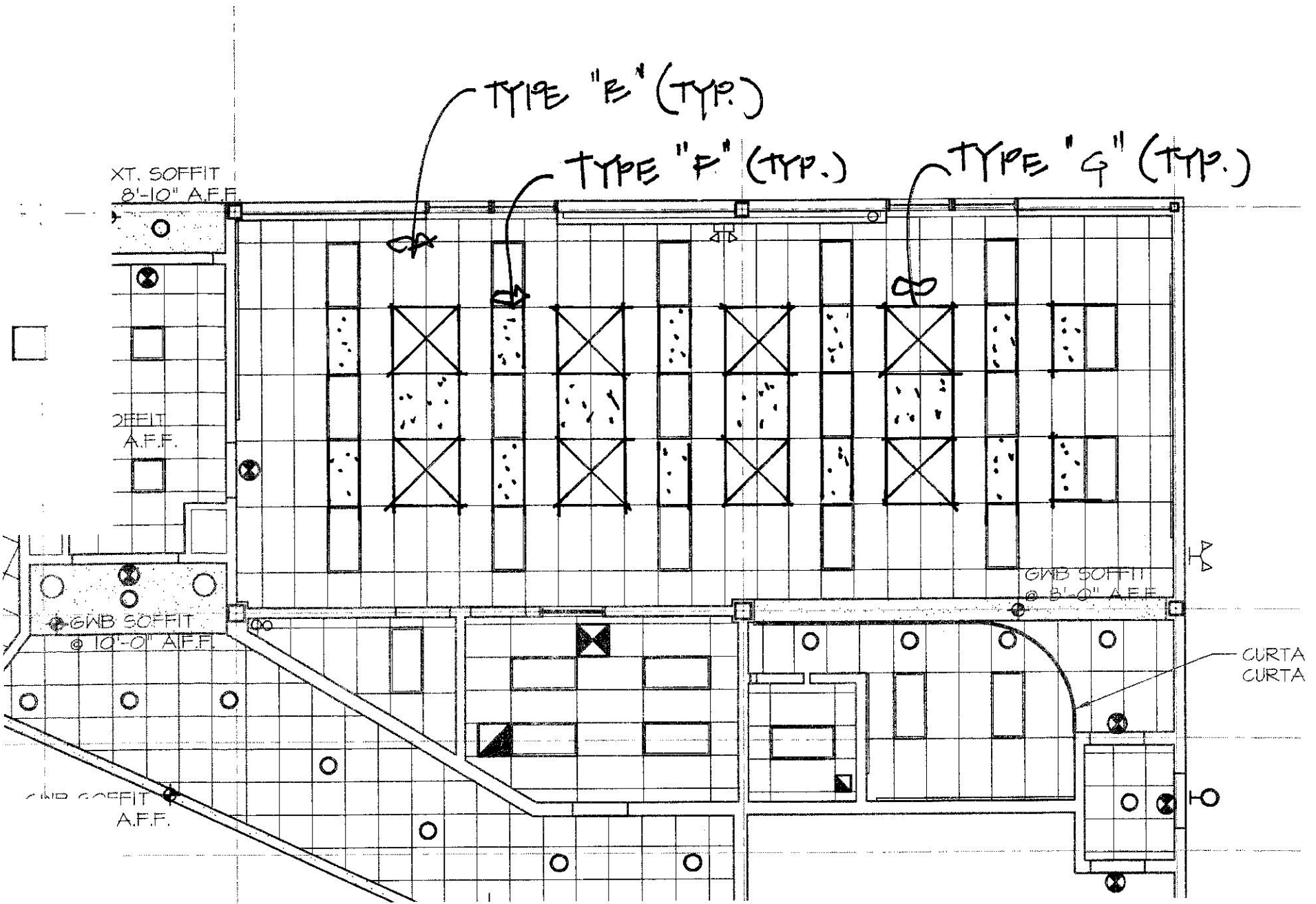
1 RCP - ORCHESTRA

SK.3 1/8" = 1'-0"

TIMBERLANE PAC

CTA 3.9.17

SK.3



1 RCP-CHORAL
 SK.4 1/8" = 1'-0"

TIMBERLAKE PAC
 CTA 3.9.17 SK.4



John C. Pratt Company, LLC

Acoustical Ceilings
P.O. Box 1210
Rochester, NH 03867

Estimate

Date	Estimate No.
11/7/2017	20222

Billing Name/Address

SAU #55
30 Greenough Road
Plaistow, NH 03865

Project
Timberlane Acoustic Improvements Plaistow, NH

email or fax

Description	Rate
A Band Room 107. Furnishing and installing (14) of Type A 4x4 ceiling panels and (1) 4x8 ceiling panel using #5450 deck hanging kit in existing framed out area. To include demolition of existing ceiling panels: Furnishing and installing Type A Wall Panels in approximately 1260 SF To include demolition of existing wall panels: We have allotted 26.2 (8) hour man days for the band room. Work to be done M-F Regular hours of February/April Vacation	7,298.00 256.00 25,448.00 2,074.00
B. Orchestra Room 116. Furnishing and installing Type E Rockfon's Sonar Ceiling Tile in the EXISTING grid system in approximately 764 SF. and installing 136 SF of Type F Ceiling Panels USG's Vinyl Rock #3270 also in the existing grid system. To include demolition of existing ceiling panels: Furnishing and installing approximately 495 SF of Type B wall panels. To include demolition of existing wall panels: We have allotted 14 (8) hour man days for the Orchestra room. Work to be done M-F Regular Hours of February/April Vacation	4,792.00 862.00 10,522.00 584.00
C. Choral Room 119. Furnishing and installing 1072 SF of Type E #16101 Sonar Ceiling Tiles, 128 SF of Type F Ceiling Tiles and 192 SF of Type G 4x4 panels all in the existing grid system. To include demolition of existing ceiling panels. We have allotted 12 (8) hour man days for the Choral Room. Work to be done M-F regular Hours of February/April Vacation	10,427.00 1,642.00

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below in terms.

Date

Signature

Total

Please fax or email your accepted proposal to:
Fax (603) 335-0921 email johnprattco@aol.com
Phone (603) 332-0246

Exhibit A - Price Sheet

The Timberlane Regional School District may elect to complete all three rooms, or select individual rooms to complete.

Please price each individual room separately.

- | | | |
|-------------------------|--------|-------------------|
| A. Band Room - 107 | Price: | <u>\$35,076 -</u> |
| B. Orchestra Room - 116 | Price: | <u>\$16,760 -</u> |
| C. Choral Room - 119 | Price: | <u>\$12,069 -</u> |

Please see our enclosed estimate for details on what is included in each room.

If the Timberlane Regional School District elects to complete all three rooms at once, please list the price below to include any quantity discount

D. Band Room 107, Orchestra Room 116, Choral Room 119.

Price: \$63,905 (no change)

Description	Request ID	Submitted by	Final CIP	Timb. Reg. School Board as of 11/16/17	Timb. Reg. Bud Comm as of 11/21/17
AA - Repl. Playground Equip. (see offset rev)	ATK-0001	K Dayotis	\$12,000	17-18	17-18
DIS - Fiber Connection Between Schools	BIT-0001	K Henderson	\$300,000	\$218,264	\$0
DIS - Wireless Access Points	BIT-0002	K Henderson	\$10,000	\$10,000	\$10,000
Board Rm HD Video Broadcast Equip.	BIT-0003	K Henderson	\$21,308	17-18	17-18
Classroom Wall Mount Projectors	BIT-0004	K Henderson	\$123,648	\$123,648	\$0
DIS - Student Laptops	BIT-0007	K Henderson	\$45,600	\$45,600	\$0
DIS - Student Chromebooks	BIT-0008	K Henderson	\$100,000	\$100,000	\$0
DIS - Desktops	BIT-0009	K Henderson	\$41,500	\$41,500	\$0
DIS - Repl. Boardroom Sound System	BIT-0010	K Henderson	\$17,571	17-18	17-18
DIS - Laptops for Admins & Teachers	BIT-0011	K Henderson	\$29,640	\$29,640	\$0
DIS - District Servers	BIT-0012	K Henderson	\$12,000	\$12,000	\$12,000
DAN - Repl. Removed Playground Equip	DAN-0001	N. Barcelos	\$15,000	17-18	17-18
DIS - Repl. 2006 Maint. Van	FAC-0003	G. Stokinger	\$25,000	\$25,000	\$0
MS - Repl. M/S Ride-On Burnisher	FAC-0005	G. Stokinger	\$15,000	\$15,000	\$15,000
PS - Repl. M/S Ride-On Burnisher	FAC-0006	G. Stokinger	\$15,000	\$15,000	\$15,000
HS - Repl. Courtyd Window & Wall Syst.	FACB-0006	J Hughes	\$134,000	\$134,000	\$0
MS - Repurpose Space - SPED Progam	FACB-0009	J Hughes	\$15,000	\$15,000	\$0
HS - Constr. Admin Office & Conf. Rm. in Courtyard 1	FACB-0011	J Hughes	\$268,000	\$0	\$0
PAC - Remove & Repl. Outside Wall	FACB-0016	J Hughes	\$70,000	\$70,000	\$0
MS - Locker Repl. 1500 Wing - Phase 4	FACB-0018	J Hughes	\$28,000	\$28,000	\$28,000
AA - Repl. Ballast Roof w/Rubber Roof	FACB-0028	J Hughes	\$85,000	\$85,000	\$0
SC - Repl. Art Cabinets & Sinks	FACB-0046	J Hughes	\$50,000	\$50,000	\$0
SC - Upgrade Bldg. Mgt. Sys.	FACB-0047	J Hughes	\$25,000	\$25,000	\$0
SC - Restroom Renovations	FACB-0048	J Hughes	\$32,000	\$32,000	\$0
SC - Install Classroom Observation Windows	FACB-0050	J Hughes	\$15,000	\$15,000	\$0
SN - Install Addtl Facility Bathrooms	FACB-0055	J Hughes	\$24,468	\$24,468	\$0
MS - Roof Sect. P Music Wing - Build	FACB-0058	J Hughes	\$100,000	\$100,000	\$0
MS - Roof Sect. P Music Wing - Design	FACB-0059	J Hughes	\$15,000	\$15,000	\$0
HS - Science Room Cabinets/Stations	FACB-0060	J Hughes	\$66,000	\$66,000	\$0
HS - Access Rd Main Campus See FACS004	FACS-0000	G. Stokinger	\$10,000	\$10,000	\$0
HS - Construct 2 New Tennis Courts	FACS-0005	Fantasia & Hughes	\$90,000	\$0	\$0
AA - Remove Curbing, Grade & Pave	FACS-0009	J Hughes	\$53,500	\$53,500	\$0
HS - Track Maintenance/Repairs	FACS-0015	Fantasia & Hughes	\$11,000	\$11,000	\$11,000
SC - Signage	FACS-0018	Hughes	\$20,000	\$20,000	\$0
SN - Add'l Playground Equip.	SNN-0001	J Georgian	\$10,000	\$10,000	\$10,000
			\$1,905,235	\$1,399,620	\$101,000

2018 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 8th day of February 2018, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number _____. 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 _____ will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 13th day of March, 2018, 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:

Atkinson Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-year Term
Sandown Voters	School Board Member	3-year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	2-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 \$_____? Should this article be defeated, the operating budget shall be \$_____ 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)

Not/Recommended by the School Board
Not/Recommended by the Budget Committee

Article 3 - Capital Reserve Fund

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$_____ 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, 2018 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2017-2018 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

Not/Recommended by the School Board
Not/Recommended by the Budget Committee

[Intent: This article puts money aside for future capital improvements. Money is only put into this Capital Reserve Fund if it is available at the end of the fiscal year. Capital expense appropriations are calculated in accordance with the Timberlane Regional School District Articles of Agreement (Article 6) apportionment formula as follows:

“The capital expenses of the Timberlane Regional School District payable in each fiscal year shall be apportioned on the equalized valuation as most currently available as determined by the State Tax Commission”.] INTENT STATEMENTS MAY BE PRESENTED AT DELIBERATIVE BUT NOT PLACED ON THE BALLOT

Article 4 - General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2017 Annual Report? (MAJORITY VOTE REQUIRED)

Not/Recommended by the School Board

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

FIRST/WAIVE SECOND READ

- 1 IMBCA CCSNH DUAL AND CONCURRENT ENROLLMENT PROGRAM** (New policy to address dual enrollment specifics relative to a DOE STEM program. Policy required to participate in program. Immediate adoption will allow for students currently enrolled to receive reimbursement)

SECOND READ

- 2 GCIC PROFESSIONAL STAFF VISITATIONS AND CONFERENCES** (Last updated in 2005; No such policy on file with NHSBA, PC recommends repealing; PC approves)
- 3 GCID PROFESSIONAL ACTIVITIES OF TEACHERS/ADMINISTRATORS** (Last updated in 2005; no language changes needed, PC recommends re-affirming; PC approves)

FIRST READ

- 4 GCK PROFESSIONAL STAFF – ASSIGNMENTS AND TRANSFERS** (Last updated in 2005, SLT changes recommended; PC approves)
- 5 GCNA SUPERVISION OF PROFESSIONAL STAFF** (last updated in 2005; NHSBA language proposed with modifications by SLT; PC approves)
- 6 AA SCHOOL DISTRICT LEGAL STATUS** (recommend deleting reference to policy BBG as this policy does not exist; SLT and PC approves)
- 7 JICD STUDENT DISCIPLINE AND DUE PROCESS** (Modified to comply with new laws; SLT recommends changes; PC approves)
- 8 IHAK CHARACTER AND CITIZEN DEVELOPMENT** (modified to include current list of principles cited in Ed Rules; SLT recommends changes; PC approves)
- 9 IMDA PATRIOTIC EXERCISES** (Complete revision and retitled to align with NHSBA sample policy; SLT recommends changes; PC approves)

Timberlane Regional School District	Policy Code: IMBCA
Adopted:	Page 1 of 1

CCSNH DUAL AND CONCURRENT ENROLLMENT PROGRAM

High School and Career Technical Education Center students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in a course designated by the Community College System of New Hampshire ("CCSNH") as part of the dual and concurrent enrollment program. The Superintendent shall designate a point of contact for the program that can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which:

- 1. Require compliance with measurable educational standards and criteria approved by the CCSNH;*
- 2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;*
- 3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;*
- 4. Establish criteria for student eligibility to participate in the program;*
- 5. Establish standards for course content;*
- 6. Establish standards for faculty approval;*
- 7. Establish program coordination and communication requirements;*
- 8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;*
- 9. Requires annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.*

Legal References:

RSA 188-E:25 through RSA 188-E:28

NHSBA note, August 2017: This sample policy is to address the Dual and Concurrent Enrollment Program established by Senate Bill 101, Laws of 2017, Chapter 210, which requires the District to adopt a policy permitting qualified students to participate in the program.



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

December 1, 2017

Dear Superintendents, Principals and School Board Members,

We are happy to announce that new legislation was introduced this past summer that will allow New Hampshire 11th and 12th grade high school students to take up to two concurrent or dual enrollment STEM or STEM related designated courses each academic year free of charge. This legislation requires that the school board of each school district, no later than July 1, 2018, develop and adopt a policy permitting students residing in the district who are in grade 11 or 12 to participate in the dual and concurrent enrollment program. The Community College System of New Hampshire (CCSNH) and the Department of Education are ready to implement this scholarship for the students currently taking eligible concurrent and dual enrollment courses this fall for school districts that approve a policy effective by the end of December.

We are attaching a copy of the legislation that outlines the requirements of district school boards in developing a policy along with a fact sheet that outlines how the scholarship reimbursement will be handled.

If you have any questions, please contact Beth Doiron, *Director of College Access and DOE Programs and Initiatives* at CCSNH who will be managing the roll out of this scholarship by emailing bdoiron@ccssnh.net or by calling (603) 230-3530.

Sincerely,

Handwritten signature of Frank Edelblut in black ink.

Frank Edelblut
Commissioner, New Hampshire Department of Education

Handwritten signature of Ross Gittell in black ink.

Ross Gittell
Chancellor, Community College System of New Hampshire

NEW Governor's STEM Scholarship Program

NEW IN Academic Year 2018, tuition funding is available for NH students to take up to 2 STEM (science, technology, engineering and math) or STEM related courses per year.

- Once approved by local school boards, 11th and 12th grade students in designated STEM and STEM related courses can be reimbursed for Running Start, eStart and Early College courses after successful completion of the course by obtaining a C or better for a final grade.
- Full reimbursement (*of the actual amount of tuition paid for Running Start, eStart and Early College STEM and STEM related courses*) will occur after final grades are verified.
- Fall 2017 courses are pending school district board approval and will be reimbursed once approved by local school boards if students successfully complete the course with a C or better.
- Students must be enrolled in CCSNH dual and concurrent enrollment courses (*Running Start, eStart, and/or Early College*)
- Students receiving the \$75 need-based Running Start scholarship this Fall 2017 may qualify for reimbursement of the amount they actually paid when they registered for their STEM course.
- More details will be forthcoming from your Running Start Coordinator later this fall.

CHAPTER 210
SB 101-FN - FINAL VERSION

4May2017... 1503h
1Jun2017... 2026h

2017 SESSION

17-0182
04/05

SENATE BILL ***101-FN***

AN ACT relative to enrollment eligibility for regional career and technical education programs and relative to high school students participating in New Hampshire's dual and concurrent enrollment program and making an appropriation therefor.

SPONSORS: Sen. Watters, Dist 4; Sen. Reagan, Dist 17; Sen. Gray, Dist 6; Sen. Innis, Dist 24; Sen. McGilvray, Dist 16; Rep. Ladd, Graf. 4; Rep. Gile, Merr. 27; Rep. Grenier, Sull. 7; Rep. Major, Rock. 14

COMMITTEE: Education

AMENDED ANALYSIS

This bill changes the high school attendance requirement for enrolling in a career and technical education program from 2 years to one year. The bill also establishes a dual and concurrent enrollment program allowing certain high school students to enroll in courses for college credit.

Explanation: Matter added to current law appears in ***bold italics***.
 Matter removed from current law appears ~~[in brackets and struck through.]~~
 Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 210
SB 101-FN - FINAL VERSION

4May2017... 1503h
1Jun2017... 2026h

17-0182
04/05

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Seventeen

AN ACT relative to enrollment eligibility for regional career and technical education programs and relative to high school students participating in New Hampshire's dual and concurrent enrollment program and making an appropriation therefor.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 210:1 Regional and Career Technical Education; Program. Amend the introductory paragraph
2 of RSA 188-E:5, V to read as follows:

3 V. Regional career and technical education centers shall, on a space available basis, enroll
4 any student requesting enrollment who has attended [~~2 years~~] **one year** of high school regardless of
5 the number of academic credits earned, except that the Manchester school district shall, on a space
6 available basis, enroll and bear the associated costs for any Manchester school district student in
7 grades 9-12 who resides in the city of Manchester and who requests enrollment in a regional career
8 and technical education center within the district, provided that in either case:

9 210:2 New Subdivision; Dual and Concurrent Enrollment Program. Amend RSA 188-E by
10 inserting after section 24 the following new subdivision:

Dual and Concurrent Enrollment Program

11 188-E:25 Definitions. In this subdivision:

12 I. "Concurrent enrollment" means courses taught at the high school by high school teachers
13 approved by the community college system of New Hampshire (CCSNH) in which high school
14 students earn both high school and college or university credit while students are still attending
15 high school or a career technical education center.
16

17 II. "Dual enrollment" means college courses taught by instructors from the community
18 college system of New Hampshire (CCSNH) in which high school students earn college credit while
19 students are still enrolled in high school or a career technical education center.

20 188-E:26 Program Established. There is established a dual and concurrent enrollment program
21 in the department of education. Participation in the program shall be offered to high school and
22 career technical education center students in grades 11 and 12. The program shall provide
23 opportunities for qualified New Hampshire high school students to gain access and support for dual
24 and concurrent enrollment in STEM (science, technology, engineering, and mathematics) and
25 STEM-related courses that are fundamental for success in postsecondary education and to meet
26 New Hampshire's emerging workforce needs.

27 188-E:27 Enrollment Requirements.

28 I. An interested high school student in grade 11 or 12 may enroll in a course that is

CHAPTER 210
SB 101-FN - FINAL VERSION
- Page 2 -

1 designated by the CCSNH as part of the dual and concurrent enrollment program.

2 II. A student in the program shall be provided funding for enrollment in no more than 2
3 dual or concurrent enrollment courses taken in grade 11 and no more than 2 dual or concurrent
4 enrollment courses taken in grade 12. A student may take more than 2 dual or concurrent
5 enrollment courses per year at his or her own expense.

6 III. The state shall pay up to \$250 to the CCSNH institution where a high school or career
7 and technical education student successfully completes an approved course and the CCSNH shall
8 accept such amount as full payment for course tuition.

9 IV. Each high school should provide a designated individual to serve as the point of contact
10 on matters related to the program, including but not limited to, student counseling, support
11 services, course scheduling, managing course forms and student registration, program evaluation,
12 course transferability, and assisting with online courses. Each high school shall annually notify all
13 high school students and their parents of dual and concurrent enrollment opportunities.

14 188-E:28 School Board Policy.

15 I. No later than July 1, 2018, the school board of each school district shall develop and
16 adopt a policy permitting students residing in the district who are in grade 11 or 12 to participate in
17 the dual and concurrent enrollment program. The policy shall, at a minimum, include compliance
18 with measurable educational standards and criteria approved by the CCSNH and that meet the
19 same standard of quality and rigor as courses offered on campus by the CCSNH. The policy shall
20 also comply with the standards for accreditation and program development established by the
21 National Alliance for Concurrent Enrollment Partnerships. The policy shall include, but not be
22 limited to, student eligibility criteria, standards for course content, standards for faculty approval,
23 program coordination and communication requirements, tuition and fees, textbooks and materials,
24 course grading policy, data collection, maintenance, and security, revenue and expenditure
25 reporting, and process for renewal of the agreement.

26 II. The department of education and the CCSNH shall develop and approve a model dual
27 and concurrent enrollment agreement that shall be used by the CCSNH and the school board of a
28 school district participating in the dual and concurrent enrollment agreement program. The model
29 agreement shall include standards established by the CCSNH, shall include elements, standards,
30 and criteria that have been approved by the department of education and CCSNH, and shall serve
31 as the framework for the development, implementation, and administration of the dual and
32 concurrent enrollment program in each school district by clearly defining the procedures related to
33 concurrent and dual enrollment of high school students in college classes. The department shall
34 further develop guidelines for the program relating to reporting, accountability, and payment of
35 available funds to the CCSNH.

36 188-E:29 Budget Requests. The commissioner of the department of education shall submit
37 expenditure requests in accordance with RSA 9:4 to fund the dual and concurrent enrollment

CHAPTER 210
SB 101-FN - FINAL VERSION
- Page 3 -

1 program established in this subdivision.

2 210:3 Appropriation. The sum of \$1 for the fiscal year ending June 30, 2018 and the sum of \$1
3 for the fiscal year ending June 30, 2019 are hereby appropriated to the department of education to
4 fund student participation in the dual and concurrent enrollment program established in RSA 188-
5 E:25-29. The governor is authorized to draw a warrant for said sums out of any money in the
6 treasury not otherwise appropriated.

7 210:4 Effective Date.

8 I. Section 1 of this act shall take effect 60 days after its passage.

9 II. The remainder of this act shall take effect July 1, 2017.

Approved: July 10, 2017

Effective Date:

I. Section 1 effective September 8, 2017

II. Remainder effective July 1, 2017

Timberlane Regional School Board	Policy Code: BGB
Adopted: 03-03-83 Revised: 09-17-92 Revised: 11-19-09	Page 1 of 1

POLICY ADOPTION

Except for policy actions to be taken on emergency measures, the adoption of Board policies should follow this sequence which will take place at least at two regular or special meetings of the Board:

1. Reviewed by the Policy Committee
2. Announcement and publication of proposed new or revised policies as an item of information and posted on line.
3. Opportunity offered to concerned groups or individuals to react to policy proposals.
4. Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt should follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

1. Prior to enactment, all policy proposals shall be titled and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.
2. Insofar as possible, each policy statement shall be limited to one subject.
3. Policies and amendments adopted by the Board shall be attached to and made a part of the minutes of the meeting at which they are adopted and shall also be included in the policy manual of the district.
4. Policies and amendments to policies shall be effective immediately upon adoption unless a specific effective date is provided in the adopted resolution.

Emergency Procedure

On matters of unusual urgency, the Board may waive the two-week limitation and take immediate action to adopt new, revise or waive existing policies with a 2/3 majority of those voting. When such immediate action is necessary, the Superintendent shall inform concerned groups or individuals about the reasons for this necessity.

Annual Reaffirmation of Policies - Refer to BGC

Law, Philosophy and Enforcement

The Board will make every effort to ensure that its policies conform to the higher supremacy of state and federal laws, including the provisions of State and U.S. Constitutions. Questions concerning the legality of any policy should be addressed to the office of the Superintendent. Further, while it is not feasible to reiterate the principles of the Board-adopted Educational Philosophy into the language of each and every policy statement, it is to be assumed that the spirit of this document will prevail in the implementation of all policies. Finally, the Board expects compliance with its formally - adopted policies. Failure to comply will be considered cause for disciplinary action.

Timberlane Regional School District	Policy Code: GCIC
Adopted: 06-09-83 Revised: 04-04-91 Revised: 02-24-05	Page 1 of 1 REPEALED

PROFESSIONAL STAFF VISITATIONS AND CONFERENCES

~~Teachers and administrators attending out-of-state conferences will, upon return, be required to file brief written summaries of such conferences with the Superintendent's Office and to provide informational programs to other district staff members.~~
~~Repealed by the School Board on _____.~~

Timberlane Regional School District	Policy Code: GCID
Adopted: 01-01-83 Revised: 04-04-91 Revised: 02-24-05 Revised/Reaffirmed:	Page 1 of 1

PROFESSIONAL ACTIVITIES OF TEACHERS / ADMINISTRATORS

IN-DISTRICT

It is assumed that lectures, demonstrations, or related activities performed by teachers or administrators within the District, are to be considered a service to the community, and are to be performed without fee. No teacher or administrator shall charge a fee for activities within the District, directly related to his/her professional position. No teacher or administrator may advertise or sell educational materials within the District not specifically authorized or approved by the School Board.

OUT-OF-DISTRICT

The School Board encourages participation in professional and related activities. Arrangements for attendance and/or participation in such activities shall be cleared with the administration in advance.

When a staff member is invited to speak, serve on a panel, or similar assignment at such function, the staff member may, with the prior written approval of the Superintendent, be reimbursed for part or all of the costs.

Timberlane Regional School District	Policy Code: GCK
Adopted: 01-01-83 Revised: 04-04-91 Revised: 02-24-05 Revised:	Page 1 of 1

PROFESSIONAL STAFF – ASSIGNMENTS AND TRANSFERS

In general, all assignments and transfers shall be made ~~for the convenience of the school and the maximization of the teacher's contribution to~~ *the best interest of* the District.

The assignment of professional employees and their transfer to positions within the school *and/or District* shall be made by the Superintendent based on the following criteria, ~~listed in order of priority~~:

- a. The needs of the school district
- b. Contribution which staff member could make to students in the new position
- c. Qualifications of the staff member ~~compared to those of outside candidates for the position to be vacated, as well as for the position to be filled~~
- d. Opportunity for professional growth
- e. Desire of staff member regarding assignment or transfer

The responsibilities and duties of all personnel will be established by the Superintendent of Schools in conjunction with the ~~administrative staff~~ *Principal*.

<p>Timberlane Regional School District</p>	<p>Policy Code: GCNA</p>
<p>Adopted: 06-09-83 Revised: 04-04-91 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 1</p>

SUPERVISION OF PROFESSIONAL STAFF

~~The overall goal of supervision and evaluation is the improvement of instruction effectiveness.~~

Classroom visits are for several purposes: to encourage the growth and exchange of new ideas in teaching techniques and use of materials, to discover ways and means of coordinating the curriculum, to observe pupil conduct and pupil progress, to keep the administration informed about what is going on in the school program, and to evaluate ~~teaching~~ effectiveness, particularly as a basis for recommendation *for the re-appointment of all staff*.~~for renomination in the case of teachers.~~

Conferences between the principal/supervisor and ~~teacher~~ *the professional* shall be held to promote the above purposes. Some conferences, ~~as specified in regulations~~, shall be formal and result in a written record. ~~It is expected that i~~Informal conferences ~~will~~ *may* occur frequently and may be summarized in the written record of the formal conference *in accordance with the teacher evaluation master plan*. ~~The written record will be signed by both teacher and principal/supervisor, each of whom will retain a copy.~~

~~The teacher conference, whether following a class visit or not, should serve as a means for exchanging ideas. It should result in the professional growth of both the teacher and the administrator and can do so only if the desire to find a common ground for such growth is present in both suggestions and comments relating to teaching methods and techniques and, within a broader perspective, should lay the foundation for curriculum planning.~~

~~Should any deviation from expected work performance develop, the principal shall be responsible for discussing it with the teacher at an early time. These discussions shall be constructive in approach, and designed to help correct weakness.~~

Timberlane Regional School District	Policy Code: AA
Adopted: 10-04-90 Revised: 10-03-96 Revised: 12-03-98 Revised: 09-20-01 Revised: 12-20-12	Page 1 of 1

SCHOOL DISTRICT LEGAL STATUS

The legal basis for education is vested in the will of the people as expressed in the Constitution of New Hampshire, the statutes* pertaining to education, court interpretation of these laws and the powers implied in them, and the rules and regulations of the State Board of Education

In New Hampshire, school districts are political subdivisions of the state and as such are considered municipal corporations.

Board policies are established by the Board, which serves as an agent of the school district. Funds for school operating expenses are approved by a majority of qualified voters voting by official ballot. As an SB2 district, bond issues require a three-fifths vote (60%).

The administration of the schools is under the executive direction of the Superintendent of Schools, who works under the local School Board policies (~~see BBG~~) in addition to S.A.U. policies, state statutes, and State Board of Education policies, rules and regulations.

Statutory/Case Law References:

- New Hampshire Constitution, Pt. 2 Article 83*
- Claremont School District vs. Governor, 138 NH 183 (1993)*
- RSA Chapter 33, Municipal Finance Act*
- RSA 194:2, School Districts to be Corporations*
- RSA 195:6, Powers and Duties of Cooperative School Districts*
- RSA 197:1, Annual School District Meetings*
- RSA 40:13, Use of Official Ballot*
- Clough v. Osgood 37 NH 444 (1935)*
- * The majority of state laws on education are in RSA Chapters 186 through 200H.*

Timberlane Regional School District	Policy Code: JICD
Adopted: 02-24-05 Revised: 01-03-08 Revised: 09-02-10 Revised: 12-15-11 Revised: 04-03-14 Revised:	Page 1 of 4

STUDENT DISCIPLINE AND DUE PROCESS

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

<p>Timberlane Regional School District</p>	<p>Policy Code: JICD</p>
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Likewise, classroom teachers may assign students to detention for similar conduct.

The building principal or designee may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal or designee is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal or designee is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal or designee shall consult with the Superintendent prior to issuing any suspension.
 - A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a “short-term suspension” and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
 - A.B. As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.*
2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board.
 - A. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a “long-term suspension.”
 - A.—A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been*

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recorded in the official records of the School Board. ~~and may be issued for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of a pellet paint ball gun or BB gun or rifle under RSA 193:13,II.~~

3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent’s decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere to the requirements of Ed 317.04(d)(1).
5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

Process for Expulsion

1. *Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board. ~~Any pupil may be expelled by the School Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.~~*
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

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NOTE: Students with disabilities, 504, and/or students receiving special education services will be disciplined in accordance with the student’s IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). Discipline matters for students with disabilities will be addressed on a case by case basis by administration. As such, and depending on the disability, consequences set forth in the Code of Discipline may vary or be waived, in whole or in part.

This policy and school rules which inform the student body of the content of RSA 193:13 shall be printed in the student handbook and made available on the District's website to students, parents, and guardians. The Principal or designated building administrator shall also inform the student body concerning this policy and school rules which address the content of RSA 193:13 through appropriate means, which may include posting and announcements. See: Ed. 317.04(d).

See also policies JI, JIA, JIC, JICC, JICD, JICK

Legal References:

- RSA 193:13, Suspension & Expulsion of Pupils
- RSA 193-D, School Safe Zones
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline
- NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For Suspension and Expulsion of Pupils Assuring Due Process
- NH Rules for the Education of Children with Disabilities, Part ED 1124, Disciplinary Procedures for Children with Disabilities

See Appendix: JICD-R

NHSBA NOTES

- *This update includes the requirement that educational assignments shall be made available to the suspended student when suspended up to 10 days, enacted by House Bill 216, Laws of 2017, Chapter 12, effective June 16, 2017, and to conform to other changes to law and administrative rules. In light of the Supreme Court’s decision in *In re Keelin B.*, language is added reflecting the School Board’s authority under that statute to adopt policies defining misconduct beyond that explicitly addressed in RSA Chapter 193-D and RSA 193:13.*
- *RSA 189:15 was last amended in 1969 and it uses the term “regulation.” More recent law and NHSBA practice uses the term “policy” for rules set by the School Board. “Regulation” is the term used for rules and procedure set by the Superintendent or Administrators using authority delegated by the School Board or established by statute. We recommend that School Boards continue to classify their rule making as statute. We recommend that School Boards continue to classify their rule making as policy, but it may be beneficial when setting a policy using the authority granted by RSA 189:15, to include in the text of the policy reference to that statute.*

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CHARACTER AND CITIZENSHIP DEVELOPMENT

Those in charge of curriculum development will have the responsibility for integrating into the curriculum, as appropriate, the following principles:

1. *Pursuant to Part 2, Article 83 of the New Hampshire Constitution, humanity, benevolence, and truth and honesty with self and others.*
2. *Fairness, integrity, and justice.*
3. *Respect, courtesy, and human worth.*
4. *Community service.*
5. *Pursuant to RSA 186:13, the rights and responsibilities of citizenship.*
- ~~1.6.~~ Each individual has dignity and worth
- ~~2.7.~~ A free society requires respect for persons, property, and principles, and for self.
- ~~3.8.~~ Each individual has a right to learn and freedom to achieve.
- ~~4.9.~~ Each individual, regardless of *age, gender, gender identity and expression, including a transgender identity, race, creed, color, religion, marital status, sexual orientation, national ethnic origin, economic status, disability, veteran status, genetics, retaliation; and any other characteristic protected under applicable federal or state law*~~race, creed, color, sex, ethnic background, or economic status~~, has the right to equal opportunity.
- ~~5.10.~~ Each individual has the right to personal liberties.
- ~~6.11.~~ Each individual is responsible for his/her own actions, and should exercise self-discipline where and when appropriate.
- ~~7.12.~~ Each individual has a responsibility to the group as well as to the total society.
- ~~8.13.~~ A democratic government is established by majority vote.
- ~~9.14.~~ Democratic societies are based on law.
- ~~10.15.~~ Problems are solved through reason and orderly processes.
- ~~11.16.~~ An individual should be tolerant of another's beliefs and should have freedom to express his/her own.
- ~~12.17.~~ Each individual has the right to work, to pursue an occupation, and to gain satisfaction from personal efforts.

Teaching in the area of character and citizenship will take place throughout the K-12 program.

NOTE: Updated to incorporate the current list of principles from ED 306:04(i)

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Legal Reference:

NH Code of Administrative Rules, Section Ed. 306:04(a)(5)

NH Code of Administrative Rules, Section Ed. 306:04(I)

[RSA 186:13 Appeals and Appropriations](#)

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FLAG DISPLAYS PATRIOTIC EXERCISES

In accordance with federal law, the District shall offer an education program(s) each year on Constitution Day and Citizenship Day to commemorate the September 17, 1787 signing of the United States Constitution and recognize all who, by coming of age or by naturalization, have become citizens. The Superintendent or his/her designee shall establish administrative guidelines ensuring that the District observes Constitution Day and Citizenship Day properly and in a manner befitting the importance of the event.

During the weeks of Memorial Day and Veterans Day, the District will devote time for exercises of a patriotic nature, which may include a discussion of the words, meaning, and history of the Pledge of Allegiance and the Star Spangled Banner.

New Hampshire observes General John Stark day on the second Monday in April. Schools in the District shall commemorate the day with appropriate educational activities.

***NHSBA note, September 2017:** House Bill 91, Laws of 2017, Chapter 8, changes the date of General John Stark Day to the second Monday in April. That statute encourages schools to commemorate the day with appropriate educational activities. The policy is further updated to reflect a change to federal law which added "Citizenship Day" to the September 17th observation of Constitution Day.*

***NHSBA note, September 2016:** Amendments to this Sample Policy are necessary due to the passage of HB 1300, which amends RSA 189:18. These legislative amendments require School Districts to engage in certain patriotic exercises. This Sample Policy remains categorized as "Recommended".*

Legal References:

- RSA 4:13-I, General John Stark Day*
- RSA 189:18, Patriotic Exercises*
- 36 U.S.C. § 106, Constitution Day and Citizenship Day*
- Section 111 of Division J of Public Law 108-447 (2004)*

~~The United States and New Hampshire state flags shall be flown during school hours each school day and on election days when the school may be closed to pupils. The flags shall be handled with proper respect at all times.~~

Appendix IMDA-R
See IMDA-R