

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, NOVEMBER 16, 2017

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

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

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

AGENDA

1. **7:00 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. AMERICAN EDUCATION WEEK ESSAY CONTEST WINNERS (30 minutes)
5. Approval of Minutes
 - a. November 2nd public session
6. Student Representative
7. Delegates and Individuals
8. Current Business
 - a. **7:35PM** Sandown Schools Recommendation – ACTION (60 minutes)
 - b. **8:35PM** Budget Update/CIP Project Schedule – INFORMATIONAL/ACTION (60)
 - c. **9:35PM** Treasurer Appointment – ACTION (10 minutes)
 - d. **9:45PM** Warrant Articles – INFORMATIONAL/ACTION (5 minutes)
 - e. **9:50PM** Policies – ACTION (15 minutes)(IF TIME PERMITS)
9. **10:05PM** Administrator's Report
10. **10:10PM** Personnel Report
11. **10:15PM** Committee Reports
12. **10:20PM** Reports of the School Board
13. Correspondence Folder
14. Vendor and Payroll Registers
15. **10:25PM** Other Business
16. Non-public (if needed)
17. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
November 30	Joint Budcom Meeting	SAU	7:00PM
December 7	Regular Board Meeting	SAU	7:30PM
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		
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

*PowerPoint Presentation

estimated times

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

ADMINISTRATOR'S REPORT

Administrator's Report for October 19, 2017 School Board Meeting

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

4. AMERICAN EDUCATION WEEK ESSAY CONTEST WINNERS

Each year the district celebrates American Education Week with an essay contest. Essay contest winners in grades 2, 5, 7 and 10 will share their winning essays aloud and receive a certificate and gift card.

5. APPROVAL OF MINUTES *(One set – November 2nd meeting)*

6. CURRENT BUSINESS

a. Sandown Schools Recommendation – ACTION

Christi Michaud to present administration's recommendations for addressing enrollment and spacing issues at the Sandown schools.

b. Budget Update/CIP Project Schedule Review – INFORMATION/ACTION

Budget update to be provided. The board will also take action on the Sandown project items listed on the 2018-19 CIP schedule.

c. Treasurer Appointment – ACTION

Chairman Boyle, Sue Sherman and Kim Farah interviewed three candidates for school district treasurer to which they will make a recommendation for appointment. The selected candidate will fill the position until the re-organizational meeting in March.

d. 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.

e. Policies – ACTION – IF TIME PERMITS

Two policies were forwarded for first read by the Policy Committee: GCID and GCIC; and four policies on up for second read/adoption: EBBB, BEDB, GCGA, and GCI.

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.*

November 30, 2017	
Operating Budget (1 st draft)	<i>5:30-6:30pm in TRHS Library</i>
Joint Meeting with Budcom	<i>6:45-7:45pm at SAU</i>

December 7, 2017	
Warrant Articles	<i>Standing item</i>
Policies	
Reschedule December 21 st meeting	
Budget Update/Default Budget	
Program of Studies	
Government Club Trips (admin report)	
Assessment Reporting	<i>STAR (Fall Benchmarks)/SBAC/SAT</i>
TSSU Update – Tentative	
PAC Siding Follow up	

December 21, 2017	
Warrant Articles	<i>Standing item</i>
Policies	
Budget Update/Default Budget	
Assessment Report	<i>Science NECAP</i>

January 4, 2018	
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>


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>



SANDOWN NORTH ELEMENTARY

SLT Recommendation

Nov. 2017



KEY FACTORS in MAKING RECOMMENDATION

- Commitment to “Students First” decision making
- Priority to keep grades 1-5 together at Sandown North
- 2017 NESDEC Projections up through 2020-2021 school year
- Capacity school was built for
- Openness to discuss options with Tom Geary and the facilities staff re: using non-classroom space differently throughout the building
- District and State Recommendations for Class Size

School District Policy	
K-1	20
Gr. 2-3	23
Gr. 4-5	26

NH State Recommendations	
K-2	25
Gr. 3-12	30

RECOMMENDATION for Sandown North

- The SLT recommendation is to maintain the current Gr. 1-5 configuration at Sandown North and PreK-K at Sandown Central for the next couple of years.
- This recommendation may require waiving maximum class size policy at Grade One in the next three years. (see next slide)
- With an increased class size at grade one and with enrollment numbers as projected, no additional classroom spaces would be necessary until the 2020-2021 school year, at which point, a Unified Arts class may need to move to an alternate location.
- Increasing class sizes further in lieu of relocating a UA classroom would not be recommended as class sizes would increase to a level whereby we feel that instructional effectiveness would be compromised.

Sandown North (2018 - 2020)

Key: # projected enrollment/classroom space

	Current 17-18	18-19 NESDEC Proj.	19-20 NESDEC Proj.	20-21 NESDEC Proj.
Grade 1 (*Class Size Max 21)	68/4 rooms	81/4 rooms*	83/4 rooms*	81/ 4 rooms*
Grade 2	74/4 rooms	70/4 rooms	77/ 4 rooms	85/4 rooms
Grade 3	62/3 rooms	78/4 rooms	69/3 rooms	79/ 4 rooms
Grade 4	68/3 rooms	63/3 rooms	84/4 rooms	71/ 3 rooms
Grade 5	83/4 rooms	71/3 rooms	63/ 3 rooms	88/ 4 rooms
Total	18/18	18/18	18/18	*19/18
Music	1 room	1 room	1 room	1 room
Art	1 room	1 room	1 room	*(Alt) 1 room
Enrichment	CART	CART	CART	CART
FLES	CART	CART	CART	CART
Technology	CART	CART	CART	CART

Description	Request ID	Submitted by	Final CIP	Timb. Reg. School Board as of 11/02/17	Timb. Reg. Bud Comm as of 10/26/17
AA - Repl. Playground Equipt. (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	\$218,264
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	\$123,648
DIS - Student Laptops	BIT-0007	K Henderson	\$45,600	\$45,600	\$45,600
DIS - Student Chromebooks	BIT-0008	K Henderson	\$100,000	\$100,000	\$100,000
DIS - Desktops	BIT-0009	K Henderson	\$41,500	\$41,500	\$41,500
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	\$29,640
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	\$25,000
MS - Repl. M/S Ride-On Burnisher	FAC-0005	G. Stokinger	\$15,000	\$15,000	\$15,000
MS - Repl. M/S Ride-On Burnisher	FAC-0005	G. Stokinger	\$15,000	\$15,000	\$15,000
HS - Repl. Courtyd Window & Wall Syst.	FACB-0006	J Hughes	\$134,000	\$134,000	\$134,000
MS - Repurpose Space - SPED Progam	FACB-0009	J Hughes	\$15,000	\$15,000	\$15,000
HS - Construct Admin Office & Conf. Rm. in Courtyard 1	FACB-0011	J Hughes	\$268,000	\$0	\$268,000
PAC - Remove & Repl. Outside Wall	FACB-0016	J Hughes	\$70,000	\$70,000	\$70,000
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	\$85,000
SC - Repl. Art Cabinets & Sinks	FACB-0046	J Hughes	\$50,000	\$50,000	\$50,000
SC - Upgrade Bldg. Mgt. Sys.	FACB-0047	J Hughes	\$25,000	\$25,000	\$25,000
SC - Restroom Renovations	FACB-0048	J Hughes	\$32,000	\$32,000	\$32,000
SC - Install Classroom Observation Windows	FACB-0050	J Hughes	\$15,000	\$15,000	\$15,000
SN - Install Addtl Faculty Bathrooms	FACB-0055	J Hughes	\$24,468	\$24,468	\$24,468
MS - Roof Sect. P Music Wing - Build	FACB-0058	J Hughes	\$100,000	\$100,000	\$100,000
MS - Roof Sect. P Music Wing - Design	FACB-0059	J Hughes	\$15,000	\$15,000	\$15,000
HS - Science Room Cabinets/Stations	FACB-0060	J Hughes	\$66,000	\$66,000	\$66,000
HS - Access Rd Main Campus See FACS004	FACS-0000	G. Stokinger	\$10,000	\$10,000	\$10,000
HS - Construct 2 New Tennis Courts	FACS-0005	Fantasia & Hughes	\$90,000	\$0	\$90,000
AA - Remove Curbing, Grade & Pave	FACS-0009	J Hughes	\$53,500	\$53,500	\$53,500
HS - Track Maintenance/Repairs	FACS-0015	Fantasia & Hughes	\$11,000	\$11,000	\$11,000
SC - Signage	FACS-0018	Hughes	\$20,000	\$20,000	\$20,000
SN - Add'l Playground Equipt.	SNN-0001	J Georgian	\$10,000	\$10,000	\$10,000
			\$1,905,235	\$1,399,620	\$1,757,620

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD

SECOND READ

- 1 EBBB ACCIDENT/INJURY/INCIDENT REPORTS** (Last updated in 2008. Language consistent with NHSBA; PC recommends updating legal references.)
- 2 BEDB AGENDA PREPARATION AND DISSEMINATION** (Last updated in 2009; revisions made to more closely reflect current practice.)
- 3 GCGA RATE OF PAY FOR SUBSTITUTES** (Last updated in 2005; NHSBA language proposed with references made to long-term assignments and critical shortage.)
- 4 GCI PROFESSIONAL DEVELOPMENT OPPORTUNITIES** (Last updated in 2005; NHSBA and SLT language proposed.)

FIRST READ

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

Timberlane Regional School District	Policy Code: EBBB
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 10-07-99 Revised: 04-03-08 Revised:	Page 1 of 1

ACCIDENT/INJURY/INCIDENT REPORTS

In case of accident/injury/incident, the responsible party (supervising adult) must fill out an accident/injury/incident form the day of any accident/injury/incident that involves the student, staff, or visitor.

The procedures for accidents/injuries/incidents and accident/injury/incident reporting are to be reviewed at the start of each school year by the Principals and the staffs of each school.

All accidents/injuries/incidents judged to be other than minor require an accident/injury/incident report to be filled out by the responsible party (supervising adult) and filed with the Principal and the School Nurse within 24 hours of the accident/injury/incident. If the accident/injury/incident involves the services of a physician and/or is likely to result in an insurance claim, a copy of said report will be forwarded to the TRSD Business Administrator. If the accident/injury/incident is not one involving a physician's care and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed with the School Nurse. In all cases in which the School Nurse provides the care, documentation will be made on the individual student's health record.

If the accident/injury/incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See incident report forms at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf

See also policies EBBC & JLCE

Legal Reference:

NH Code of Administrative Rules - Section Ed. 306.12(b)(1), School Health Services

NH Code of Administrative Rules - Section Ed. 311, School Health Services

RSA 200 Health and Sanitation

**Appendix EBBB-R
EBBB-X**

<p>Timberlane Regional School Board</p>	<p>Policy Code: BEDB</p>
<p>Adopted: 04-21-83 Revised: 11-01-90 Revised: 12-03-98 Revised: 09-20-01 Revised: 12-17-09 Revised:</p>	<p>Page 1 of 1</p>

AGENDA PREPARATION AND DISSEMINATION

The Superintendent *and School Board Chair* shall prepare all agendas for meetings of the Board. ~~In doing so, the Superintendent shall consult with the Board Chairman and appropriate members of the executive staff~~*The Superintendent shall be responsible for publishing the agenda.*

Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Items not included in the agenda may be brought before the meeting ~~provided it is agreed to by the Board~~*and discussed at the discretion of the Board.*

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, *or* students, ~~or citizens~~ shall be at the sole discretion of the Superintendent. The agenda, however, shall always allow suitable time for the remarks of the public who wish to speak briefly before the Board.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. ~~Under Other Business, i~~tems of business not on the agenda will be ~~discussed and acted upon if a majority of the Board agrees to consider them at the next meeting. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled~~ *submitted to the School Board Chair for consideration at a future meeting.*

The agenda, together with supporting materials, shall be distributed to Board members ~~sufficiently~~ prior to the Board meeting, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press, and others upon request.

The agenda will be posted at the Superintendent’s office and at least one other public place, and will be posted on the District network and website.

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

RATE OF PAY FOR SUBSTITUTES

The rate of per diem pay for substitute teachers shall be established by the School Board.

The rate of pay for substitutes engaged in long periods of substitution shall be at the discretion of the ~~administration~~ *Superintendent or designee* based on the qualifications and experience of the substitute and the length and nature of the assignment.

The Superintendent or designee will create a procedure that clarifies the process and rate of pay for long-term substitutes (working more than 20 days in a single assignment) and substitutes working in a critical shortage area.

Timberlane Regional School District	Policy Code: GCI
Adopted: 01-01-83 Revised: 10-03-96 Revised: 02-24-05 Revised:	Page 1 of 2

PROFESSIONAL ~~STAFF~~ DEVELOPMENT OPPORTUNITIES

A program of in-service training will be established to provide opportunities for the continuous professional and technical growth of the staff.

Staff members will become knowledgeable regarding new developments and changes in their specialized fields, and will utilize new and improved methods in practice.

It shall be the responsibility of the Superintendent to implement appropriate staff development training and activities.

Funding is available for teachers to engage in professional improvement activities that will enhance their teaching skills and provide better learning environments for students.

To that end, this policy and corresponding regulations are intended to address matters related to professional improvement that are not directly stated in the pertinent collective bargaining agreement. The board recognizes that the collective bargaining agreement will take precedence over any provision of this policy that may be contrary to the language of the collective bargaining agreements.

Lodging/Travel Expenses

The District will only pay lodging/travel expenses for workshops, seminars and conferences that are deemed as part of a job assignment.

The rate for mileage reimbursement to and from workshops, seminars and conferences will be the standard IRS rate.

The per diem rate for meals not included in a workshop, seminar or conference package shall not exceed \$75.00 per day.

Receipts must be provided for reimbursement up to the maximum amount and must be itemized. Alcoholic beverages will not be reimbursed.

All efforts should be made when attending seminars, workshops or conferences to select those in New Hampshire or contiguous states. When travel outside of the region is necessary, additional justification of the positive impact attending this conference will have upon the District may be required. Exceptions would be presenting at a national conference, or receiving an award or recognition at a national conference. In any case, attendance at any workshop, seminar or conference requires the approval of the Superintendent.

Equipment Ownership and Possession

When an approved workshop, seminar or conference funded by the District includes in their total cost any "gift" or provision of technology equipment with a value of \$500.00 or more, that equipment becomes and remains the property of School District and should be reported

<p>Timberlane Regional School District</p>	<p>Policy Code: GCI</p>
<p>Adopted: 01-01-83 Revised: 10-03-96 Revised: 02-24-05 Revised:</p>	<p>Page 2 of 2</p>

for inventory to the Technology Supervisor. "Technology equipment" means, but is not limited to, computers, tablets, cell phones, smart phones, iPads, iPod Touches, laptop computers, desktop computers and/or any other similar device or apparatus.

In the event that an employee leaves the District and is in possession of technology equipment that is the property of the District purchased with grant funds, the item shall remain at the District.

NHSBA Note, April 2015: This policy may have collective bargaining agreement implications. School boards are advised to review their local collective bargaining agreements prior to adopting this policy.

Please note that the specific amounts, timelines, and so forth are recommendations only. Please amend accordingly.

The revisions of this policy are made in response to NHSBA member inquiry and request.

Today's dynamic and rapidly changing society, with its tremendous accumulation of new knowledge and the attending obsolescence in some areas of practice make it imperative that all staff members — teachers, clerical, technical, operations, maintenance, and administrative — be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide a quality educational program for all students being served by the public schools.

It is the policy of the School Board that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth of the professional staff.

As a result of the operation of this policy, staff members will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff employing administrative and management techniques consistent with modern management development, will provide leadership which will assist each staff member to make a maximum contribution to the school district's effort to provide a quality educational program for all students.

Every three years, each professional staff member must submit a professional growth plan in order to meet re-certification requirements. The plan must outline the professional involvement the professional staff member intends to pursue, i.e., courses, workshops, conferences, research, etc. Throughout the three year period there will be an ongoing review of each staff member's plan by his/her primary evaluator to make sure he/she fulfills the three-year requirement.

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.