

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, MAY 17, 2018

Regular Meeting - 7:30PM

Superintendent's Office
30 Greenough Road , Plaistow, NH
Susan Sherman, Chairman
Kelly Ward, Vice Chairman

Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

AGENDA

1. **7:30 PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
 - a. May 3rd meeting (1 set)
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:35PM** Tripod Survey – INFORMATIONAL (20 minutes)
 - b. **7:55PM** Policies (First Read) – ACTION (10 minutes)
 - c. **8:05PM** Auditor's Report Update – INFORMATIONAL (30 minutes)
 - d. **8:35PM** 2018-19 Budget Update – INFORMATIONAL (15 minutes)
 - e. **8:50PM** Projected End of Year Financials – INFORMATIONAL (30 minutes)
 - f. **9:20PM** School Board Training Options – INFORMATIONAL (10 minutes)
 - g. **9:30PM** Review of 2017-18 School Board Goals – INFORMATIONAL (20 minutes)
8. **9:50PM** Administrator's Report
9. **9:55PM** Personnel Report
10. **10:00PM** Committee Reports
11. **10:05PM** Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. **10:10PM** Other Business
15. Non-public (if needed and if time permits)
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
June 7	Regular Board Meeting	SAU	7:30PM
June 21	Regular Board Meeting	SAU	7:30PM

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 May 17, 2018 School Board Meeting

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

4. APPROVAL OF MINUTES *(May 3rd meeting – 1 set)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Tripod Survey – INFORMATIONAL

Christi Michaud to make presentation on the use and value of the Tripod Survey tool.

b. Policies – ACTION

First read of policies BG, BGA, BGB, BGC, DJE, IHCA and IMG.

c. Auditor's Report Update – INFORMATIONAL

Geoff Dowd to present.

d. 2018-19 Budget Update – INFORMATIONAL

Geoff Dowd to present 2018-19 budget updates. This will be a standing agenda item until the 2018-19 budget is finalized by the school board for July 1st.

e. Projected End of Year Financials - INFORMATIONAL

Geoff Dowd to present projected year end numbers.

f. School Board Training Options – INFORMATIONAL

Update on process of providing in-house training to board members.

g. Review of 2017-18 School Board Goals – INFORMATIONAL

The board to review and discuss the status of 2017-18 school board goals in an effort to self-reflect and develop goals for the 2018-19 school year.

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

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 – If needed and if time permits.

14. FUTURE DATES – As indicated.

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.*

June 7, 2018	
Policies (second read)	
Summer hiring process (GFC)	
Tuition rates	
Instructional Tools/Assessment Reporting	
Extended Learning Schedule Midyear Review	
Internal Controls Bids	
TTA Survey Presentation	
Summer hours	
School Board Goals Development	
School Board Evaluation Results	
Eagle Scout Project	

June 21, 2018	
Federal Funding Authorization	
Suspension Authorization	
End of Year Financials	
Policies	
Compliance & Improvement Monitoring	<i>Tentative</i>
District Facilities Report	

Back Burner List

Auditors to Bid	
TTA/TSSU Updates	
NESDEC SPED Report	
Police Presence at Board Meetings	
RTK Request Procedure	



2018 TRIPOD STUDENT VOICE SURVEY

May, 2018

Timberlane Regional School District

Christi Michaud, Director of Data, Assessment, and Accountability

What is the Tripod Survey?

- Tripod is a student voice survey. It is academic in nature and reports on student perspectives about teaching and learning.
- Created by Dr. Ronald F. Ferguson of Harvard University in 2001. Only accurate and reliable survey used in the MET Project of the Bill and Melinda Gates Foundation.
- Each survey completed pertains to a particular classroom and is organized around the Tripod 7 C's of effective teaching.

7Cs of Effective Teaching

- CARE
- CLASSROOM MANAGEMENT
- CLARIFY
- CHALLENGE
- CAPTIVATE
- CONFER
- CONSOLIDATE

Tripod Administration

- 2018 Administration: January
- One survey is completed for a core class (Math, English, Science, etc.) and one for a UA class (Art, Music, etc.)
- Developmentally appropriate questions for Early and Upper Elementary, Middle, and High School level.
- K-2 paper/pencil, Grades 3- 12 online survey
- Approximately 30 minutes

2017-2018 Positive Actions

- Schools identified and focused on at least one 7c area and implemented specific strategies for improvement.
- Positive increases in scaled scores resulted from each school's targeted focus and the positive changes teacher's made in classrooms.
- SLT Instructional Rounds presented each school with a unique report of classroom observations and recommendations for next steps in a 7c area.

Tripod Score Reports

Scores Range: 202 to 398

*Based on national comparisons

- **Greater than 320** = Above Average
 - **300** = Midpoint/ Average
 - **Less than 280** = Below Average
-
- Tripod provides teachers with access to their own personal results.
 - Admin. receive school level results only.

Tripod District Summary 2017

	Care	Confer	Captivate
K-2	326	330	278
3-5	322	274	286
TRMS			
TRHS	316	330	312

	Clarify	Consolidate	Challenge	Classroom Management
K-2	298	300	312	300
3-5	284	266	294	298
TRMS				
TRHS	320	308	314	314

Adjusted Score Results

- When “characteristic-type” questions are not answered, the school and teacher are unable to receive adjusted scores (more precise feedback).
- Even when quality teaching remains constant, class characteristics impact student survey responses. Tripod uses methodology to remove the impact of certain characteristics from the results reported to the teacher and school.
- Schools receive reports that include “adjusted scores” when the scores have been normed against a distribution of similar classrooms.
- How are similar classrooms found? Thousands of students nationwide respond anonymously to a handful of questions such as:
 - Are you a boy or a girl?
 - How many books are there in the room that you sleep?
 - How many adults do you live with?
 - Does your family speak English at home?

TRHS

2016 – 2018 Comparison

	Care	Confer	Captivate
Overall 2016	296	306	296
Overall 2017	312	324	312
Overall 2018	316	330	312

	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	298	290	294	292
Overall 2017	318	302	312	316
Overall 2018	320	308 (+6)	314	314

Danville Elementary (Gr. K-2)

2016–2018 Comparison

<u>LOWER (K-2)</u>	Care	Confer	Captivate
Overall 2016	328	334	278
Overall 2017	310	302	262
Overall 2018	304	310	260

<u>LOWER (K-2)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	284	310	306	290
Overall 2017	260	310	290	270
Overall 2018	290 (+30)	290	304	296

Danville Elementary (Gr. 3-5)

2016 – 2018 Comparison

<u>UPPER (3-5)</u>	Care	Confer	Captivate
Overall 2016	322	286	300
Overall 2017	302	284	288
Overall 2018	326	296	294

<u>UPPER (3-5)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	278	266	280	320
Overall 2017	270	260	282	304
Overall 2018	278 (+8)	266	302	300

Pollard School (Gr. K-2)

2016–2018 Comparison

<u>LOWER (K-2)</u>	Care	Confer	Captivate
Overall 2016	344	330	280
Overall 2017	338	322	282
Overall 2018	310	314	292 (+10)

<u>LOWER (K-2)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	302	298	290	270
Overall 2017	314	312	302	298
Overall 2018	296	300	308	300 (+2)

Pollard School (Gr. 3-5)

2016 – 2018 Comparison

<u>UPPER (3-5)</u>	Care	Confer	Captivate
Overall 2016	316	278	280
Overall 2017	334	266	298
Overall 2018	328	264	284

<u>UPPER (3-5)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	286	266	290	294
Overall 2017	292	272	290	298
Overall 2018	292	272	286	284

Atkinson Academy (Gr. K-2)

2016–2018 Comparison

<u>LOWER (K-2)</u>	Care	Confer	Captivate
Overall 2016	364	344	324
Overall 2017	364	370	342
Overall 2018	348	336	276

<u>LOWER (K-2)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	342	336	326	308
Overall 2017	336	340	304	312
Overall 2018	300	312	326 (+22)	300

Atkinson Academy (Gr. 3-5)

2016 – 2018 Comparison

<u>UPPER (3-5)</u>	Care	Confer	Captivate
Overall 2016	310	280	288
Overall 2017	322	282	298
Overall 2018	322	266	276

<u>UPPER (3-5)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	284	262	298	310
Overall 2017	300	264	324	298
Overall 2018	284	256	296	300

Sandown North (Gr. 1-2)

2016–2018 Comparison

<u>LOWER (K-2)</u>	Care	Confer	Captivate
Overall 2016	330	330	260
Overall 2017	326	358	280
Overall 2018	356	360	274

<u>LOWER (K-2)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	288	294	302	260
Overall 2017	288	292	298	290
Overall 2018	308	298 (+6)	310	294

Sandown North 3-5

2016–2018 Comparison

<u>UPPER (3-5)</u>	Care	Confer	Captivate
Overall 2016	312	290	284
Overall 2017	318	284	290
Overall 2018	312	270	290

<u>UPPER (3-5)</u>	Clarify	Consolidate	Challenge	Classroom Management
Overall 2016	282	268	294	312
Overall 2017	282	264	294	306
Overall 2018	282	268 (+4)	292	312

Data Informed Action Steps

Results will...

- Inform teacher's personal goal setting
- Inform school improvement and action planning
- Identify areas for professional learning
- Inform “Problems of Practice” associated with Instructional Rounds performed by SLT and school level teams
- Assist in resource allocation.

TIMBERLANE POLICY COMMITTEE RECOMMENDATIONS TO THE SCHOOL BOARD FIRST READ

- 1 BG BOARD POLICY PROCESS**
(Reviewed by PC with recommendation to reaffirm.)
- 2 BGA POLICY DEVELOPMENT SYSTEM**
(Reviewed by PC with recommendation to reaffirm.)
- 3 BGB POLICY ADOPTION**
(Reviewed by PC with recommendation to reaffirm.)
- 4 BGC POLICY REVIEW AND EVALUATION**
(Reviewed by PC with recommendation to reaffirm.)
- 5 DJE BIDDING REQUIREMENTS** (This policy was remanded back to the Policy Committee by the School Board for further review. PC recommends modification to the bidding threshold.)
- 6 IHCA SUMMER LEARNING** (Policy was remanded to C&A for clarification and then to Policy. PC recommends striking a sentence to improve clarification of expectations. SLT has also updated the accompanying procedure.)
- 7 IMG ANIMALS IN SCHOOLS** (Policy updated to include staff consideration regarding allergies and the need for building principal approval.)

<p>Timberlane Regional School Board</p>	<p>Policy Code: BG</p>
<p>Adopted: 04-21-83 Revised: 11-01-90 Revised: 12-16-10 Reaffirmed:</p>	<p>Page 1 of 1</p>

BOARD POLICY PROCESS

It is the intent of the School Board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of our public schools.

The Board considers policy development its chief function, along with providing the resources such as personnel, buildings, materials, and equipment for the successful implementation and evaluation of its policies.

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

It is the Board’s intention that its policies serve as sources of information and guidance for all people who are interested in, or connected with, the public schools.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future boards. The Board will welcome suggestions for ongoing policy development from citizens, students, and staff in the District.

Action on such proposals, whatever their source, is taken finally by the Board after receiving the recommendation of the Superintendent. The Superintendent bases his/her recommendations upon the outcomes of study and upon the judgment of the professional staff and appropriate study committees. The Superintendent shall seek counsel of the School Attorney when there may be a question of legality or proper legal procedure in the development of a proposed School Board policy.

Timberlane Regional School Board	Policy Code: BGA
Adopted: 04-21-83 Reaffirmed: 11- 01-90 Revised: 12-03-98 Revised: 09-20-01 Revised: 11-19-09 Reaffirmed:	Page 1 of 1

POLICY DEVELOPMENT SYSTEM

The Board endorses, for use in this district, the policy development, codification, and dissemination system of the New Hampshire School Boards Association and the National School Board Association.

This system, while it may be modified to meet local needs, is to serve as a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissemination, policy evaluation, and the maintenance of a continuous and easy-to-use policy manual.

System Maintenance

A member of the Timberlane staff is to be designated and delegated by the Superintendent with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Policy Committee, Board and/or Superintendent, to maintain the Board policy manual, and to serve as liaison between the Board, the New Hampshire School Boards Association, State Board of Education, and other sources of policy research information.

Timberlane Regional School Board	Policy Code: BGB
Adopted: 03-03-83 Revised: 09-17-92 Revised: 11-19-09 Reaffirmed:	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 Board	Policy Code: BGC
Adopted: 03-03-83 Reaffirmed: 11-01-90 Revised: 11-19-09 Reaffirmed:	Page 1 of 1

POLICY REVIEW AND EVALUATION

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The Superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the Superintendent to recall all policy and regulation manuals, on a five-year cycle or as needed, for purposes of administrative updating and Board review.

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

BIDDING REQUIREMENTS

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

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

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

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

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

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

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

Legal References:

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

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

<p>Timberlane Regional School District</p>	<p>Policy Code: IHCA</p>
<p>Adopted: 07-21-99 Revised: 04-03-08 Revised: 05-02-13 Revised: 12-19-13 Revised:</p>	<p>Page 1 of 1</p>

SUMMER LEARNING

The Board recognizes that student learning is an ongoing process and that it is important for students to engage in learning activities even when not attending school. Students will be expected to complete summer activities that support student learning. ~~For students who have completed 8th grade and beyond there will be required summer work.~~

Students may take credit bearing courses, either at the high school or in an alternative setting, as defined by Policy IMBC – Alternative Credit Options for High School Graduation. These credits will carry the same value as those earned during the school year. Students who intend to complete course work for credit must obtain prior approval from the high school building principal or designee.

Legal Reference:

NH Code of Administrative Rules Section Ed. 306:141(a)(7), Summer Activities That Support Student Learning

Timberlane Regional School District	Policy Code: IHCA-R
Adopted: 05-02-18	Page 1 of 1

SUMMER LEARNING

Elementary: At the elementary level, students will be assigned summer learning per policy IHCA for the purpose of applying and extending their learning beyond the school year, and to minimize regression over the summer. Students may be required to discuss or write about summer reading or other assignments in the initial weeks of school. No grade or score will be associated with the completion or participation in summer learning assignments at this level.

Middle: At Timberlane Regional Middle School, students will be assigned summer learning per policy IHCA for the purpose of helping our students avoiding regression, maintain a learning mindset and remain academically connected, build home-school connections, establishing lifelong learning patterns, promote personal growth, and support transitions between grade levels.

Students may be required to complete summer assignments aligned with their transition to the next grade level. All assignments will be available on the TRMS website as well as hard copies of assignments are available at the middle school during summer office hours. All assignments are expected to take the average student the same amount of time as a week's worth of homework.

Summer work will be factored into each student's Trimester 1 grade as a separate assignment, counting 3% of the total Trimester 1 grade.

High School: At Timberlane Regional High School, students will be assigned summer learning per policy IHCA for the purpose of avoiding regression, maintaining a learning mindset and remaining academically connected, building home-school connections, establishing lifelong learning patterns, promoting personal growth, and supporting transitions between grade levels and buildings.

Summer work will be assigned in yearlong and semester one English, Mathematics and Science classes and assignments and will be focused around our skills based curriculum documents. All assignments will be available on the TRHS website as well as hard copies of assignments are available at the high school during summer office hours. All assignments are expected to take the average student the same amount of time as a week's worth of homework.

Summer work will be factored into each student's Quarter 1 grade as a separate assignment, counting 3% of the total Quarter 1 grade.

<p>Timberlane Regional School District</p>	<p>Policy Code: IMG</p>
<p>Adopted: 07-23-99 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 2</p>

ANIMALS IN SCHOOL

The Board recognizes that under the proper conditions, animals can be an effective teaching aid. *Principals must approve all requests to bring animals to school.* In order to protect both children and animals, the following guidelines are adopted for use in all schools *in the district and classrooms.*

1. The bringing of animals into the classroom must not violate city/state/federal ordinances.
2. The only animals *and animal products (e.g., owl feces for dissection)* allowed in a classroom must be for a specific and appropriate educational purpose and shall be allowed for the amount of time necessary to achieve the educational goal.
3. *Precautions should be taken to minimize transmission of all diseases and injuries (e.g., Salmonella, rabies, ringworm, bites, scratches, etc.)*
- 3.4. All animals must be in good physical condition and vaccinated against transmittable diseases. Dogs, cats, ferrets will require proof of original and booster rabies vaccination.
- 4.5. Special consideration should be given to the effect of furred and feathered animals on allergic children *and staff* before bringing the animals into the classroom.
- 5.6. The teacher will be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. This will include keeping the animal in an appropriate cage or container and handling fecal material in a sanitary manner.
- 6.7. No animals are to be allowed to run freely in the classrooms, food areas or activity areas.
- 7.8. All fecal material must be cleaned from the cage of any mammal or rodent on an as needed basis (at a minimum of one time per week) and appropriate sanitizer used. Reptiles, fish and insects must be cared for in a manner to minimize odor and maintain health. Persons cleaning cages must wear gloves, masks and glasses or goggles.

It will be the responsibility of the teacher to provide for a plan of care for the classroom housed animals in the event of an emergency school closing which might cause disruption of the routine care of the animals. In each school where these animals are housed, there should be a plan whereby the staff member who visits the school daily during the emergency closing will be aware of the animals' presence and see to their care. If no staff member visits the school daily in such circumstances, the teacher is responsible for the daily care of the animals.

<p>Timberlane Regional School District</p>	<p>Policy Code: IMG</p>
<p>Adopted: 07-23-99 Revised: 02-24-05 Revised:</p>	<p>Page 2 of 2</p>

Teachers must be contacted prior to having animals in their classrooms. No animal shall be at school unless the teacher involved is familiar with the appropriate care, feeding and handling of that animal and of any potential dangers caused by that animal. Many different diseases and afflictions may be transmitted by animal hair, dander, bites and fecal material. It shall be the responsibility of the teacher to become familiar with each animal as it relates to the well being of the individual students in the particular classroom.

The principal ~~shall be advised or~~ *must approve of* any animals to be housed in the classroom. At the principal’s discretion, permission to keep the animal may be denied based on such things as:

1. the purpose for the animal’s presence;
2. the ability of the teacher to control the animal;
3. the past practice in the classroom; and
4. any allergic reaction of the children ~~and staff in the classroom or school when making the decision.~~

Unauthorized Animals on School Grounds

Unauthorized Animals are not allowed in school buildings or on school grounds. Children and staff will be instructed to keep their own animals off school grounds. The appropriate town official will be called and requested to impound all animals taken into custody by school personnel.

The Superintendent shall develop procedures stating which animals are unauthorized as well as proper handling and caging procedures of animals in buildings or on school grounds.

NOTE: Updated to include staff consideration regarding allergies and to align with current NHSBA language.

Timberlane Regional School District 2018-19 Budget Review

(by major funding difference)

Budget Item	District Requested	Voted 18-19 (SB Budget)	District Requirements	Difference (Voted - Requirements)
Regular Education	20,096,193	19,833,921	19,996,193	(162,272)
Special Education	9,929,727	9,800,756	9,929,727	(128,971)
Transportation (Regular & Special)	3,711,889	3,116,758	3,611,889	(495,131)
Food Service	1,625,000	1,275,000	1,425,000	(150,000)
Federal Funds	1,427,500	1,245,000	1,427,500	(182,500)
			<i>Underfunding by Function*</i>	<i>(1,118,874)</i>
Building Improvement Services	240,000	500,001	100,000	400,001
			<i>Overfunding by Function*</i>	<i>400,001</i>

** Overfunded Building Improvement Services cannot offset Underfunded Operating Functions*

SCHOOL BOARD GOALS 2017-2018

1. Academic: The Board will continue to support the SLT and instructional staff in the pursuit of academic excellence by timely approval of curriculum changes, supporting recommendations for educational tools and support of resources.

Rationale: To ensure that Timberlane continues gains in academic achievement.

ACTION: The Board will receive timely and comprehensive reports regarding all major assessment results, with written analysis substantiating the report by June 30, 2018.

2. Strategic Planning: the Board will complete a solid strategic plan.

Rationale: The district's long-term educational needs will determine the facility needs. Once we have a clear grasp on facility needs, the Board can plan for capital improvements with more confidence.

ACTION: Strategic Plan Standing Committee will appoint a chairman and meet at least once a month.

Outcome: A complete strategic plan will be provided to the Board no later than June 1, 2018.

3. Budgeting: The Board will take an active role in the budgeting process and will strive to provide all parties with budget transparency in a timely manner.

Rationale: The Board can assist the budget committee by directing the SAU to prepare a draft budget in keeping with financial goals established in advance by the school Board.

ACTION: The Board will:

- Continue to review and support the CIP for 2017-2018.
- Provide the budget committee with ample detailed financial information.
- Provide the budget committee with an executive summary of budget.
- Require the default budget to be an additional column in proposed budget documents.

Outcome: School Board proposed budget will be given to the Budget Committee in October 2017.

4. Campus grounds, athletic equipment and uniforms: the Board will dedicate appropriate resources to campus grounds and athletic equipment.

Rationale: The Board realizes a need to address the state of our playing fields, our campus grounds and our athletic equipment.

ACTION: The Board will:

- Obtain an expenditure breakdown by sport and by teams, ensuring equity and the best overall use of athletic dollars now and in the future.
- Continue to explore environmentally responsible water sources for grounds care and be open to other options for improvement to our fields.

- Support the Superintendent and Athletic Director in looking at the possibility of intramural teams and continuing our partnerships with local community organizations.
- Approve a comprehensive plan for the maintenance and approval of all District campuses and grounds by June 2018.

Outcome: Better field conditions, better kept school grounds, and better long-term planning for athletic needs such as equipment and uniforms.

5. Drug Awareness: the Board will work with community partners and school district leaders to keep the public aware of efforts regarding the substance abuse epidemic.

Rationale: Prevention is paramount.

ACTION: The Board will:

- Make this a focus of the Wellness Committee.
- Require the Student Assistance Web page be maintained.
- Support public forums (3) and school-based anti-drug initiatives.

Outcome: Increased awareness of substance abuse epidemic.

6. High Achieving Learners: the district will investigate ways to improve and expand options for high-achieving learners from K-12.

Rationale: The Board feels that Timberlane can expand its offering to high-achieving learners in K-12. This will improve overall academic achievement and engage the full potential of our students.

ACTION: The District will provide a written status report to the Board no later than the last meeting in September, 2017 and recommendations to achieve this goal for the next school year (18-19).

Outcome: The Board will have an agreed upon course of action to better prepare students in time to provide these recommendations in the 18-19 budget.

7. Communications: The Board values community good will and understands that the foundation of good will rests on honesty, responsiveness and responsibility. The Board will support increased community participation at Board meetings, public hearings and at Deliberative Session and to encourage feedback to improve our performance.

Rationale: The Board's job is to represent the public's interests. Public concerns cannot be known without an active desire on the part of the Board to hear all sides of an issue, public accessibility of documentation and to explore a full range of perspectives from the public.

ACTION:

- The Superintendent Advisory Committees will report to the school Board as necessary and provide a written report by June 30, 2018.
- The Board will consider re-enacting the community action committee.

- The Board will review/revise its policy on correspondence and emails to the Board.
- The Board will encourage public comment at all meetings which may include changes to Board communication practices and meeting procedures.

8. Reports: The SB will ensure a list of all forms due at the state level with due dates and filed dates. The school Board will continue to review annual report to ensure significant content is accessible to the public by annual meeting 2018. The Board will review and provide the annual and auditor reports to the community in a timely manner.

Adopted June 15, 2017

Brian Boyle, Chair
Dr. Kimberly Farah, Vice Chair

Please rank (1-9) in order of your interest. 1 = priority; 9 = least interested

Training Topics	Boyle	Dubé	Farah	Guide	Machemer	O'Neil	Sherman	Silva	Ward	Total
roles and responsibilities		1			1	1	1	1		5
running effective meetings		8			4	6	6	3		27
right to know law		5			7	9	7	6		34
collective bargaining		4			2	5	9	5		25
goal setting/strategic plan		2			5	4	3	8		22
evaluating the superintendent		6			6	3	8	4		27
budgeting		7			3	2	4	2		18
preparing for annual meeting		9			9	8	9	9		44
board's role in personnel matters		3			8	7	2	7		27

List other topics of interest below:

Non public meetings and minutes





SCHOOL/DEPARTMENT REPORT TO THE TRSB – May 17, 2018

Atkinson Academy

- Last Friday, Atkinson Academy students from Grades 1-5 , enjoyed a visit from author Melissa Stewart. Ms. Stewart is well known for her nonfiction writing. She spoke to the students about her ideas and how she puts her ideas into print. Since it is nonfiction writing she must complete hours of research so that the information is correct.
- On Wednesday, Michael Chambers a fourth grade student from Mrs. Bailey’s class was honored by the Governor, Commissioner of Education, Speaker of the House and the Chief Justice for being the First Place Winner for the entire state Bicentennial Essay Contest. We are so proud that he was honored. Way to Go, Michael!

Danville Elementary

- A Danville second grade student won the PTA Reflections State and National Competition for his Story entitled, *My Life from Age 7 to When I am a Doctor*. He will be going to New Orleans to accept his award in June. His piece will be debuted at the U.S. Department of Education in Washington, DC for the National PTA Student Arts Showcase and exhibit opening on January 22, 2019. We are excited and proud he will represent the Timberlane School District at the U.S. Department of Education.
- Kindergarten screening took place this week. We look forward to welcoming our new students.
- 5th graders went on their annual field trip to Boston to visit the places they studied in Social Studies.

Pollard School

- Pollard School Celebrates Arbor Day in the Plaistow Community - Pollard School students have been excited about learning how to help our Earth through “Planting for the Planet” poster and poetry contest. Arbor Day was celebrated on Friday, May 4th with Pollard 5th graders walking to the Plaistow Public Library and planting a Liberty Elm Tree. But this was just the culmination of a lot of work from many young environmentally conscious and artistic boys and girls. With guidance from Pollard art teacher Mrs. Becky Lightizer, students in grades 1-5 each designed a poster that would share the message “Plant for the Planet”. Students in grade 5 also wrote poems to deliver this important message. All posters and poems were entered into the town annual Arbor Day contest. The finalists were invited to the Plaistow’s Board of Selectmen’s meeting on May 7. Winners were announced and poster artists shared their posters and the top three poetry winners read their poems to the Board. The winners were:

Posters

Grade 1 – Rylee Hebert

Grade 2 – James Moran

Grade 3 – Kasey Fitzgerald

Grade 4 – Gabi Bourque

Grade 5 – Ava Llorens

Poetry Grade 5

First Place - Braden Masera

Second Place - Armaan Anthony

Third Place - Julia Juvelis



This year was extra special because the Liberty Tree that was planted was dedicated to Pollard 5th grade teacher, Mrs. Dolores Coyle-Quirk. She asked that students stop by the library, find a good book and go sit and read under the beautiful tree. Students in fifth grade have learned how the “Liberty Tree” has great significance in our country’s historical fight for liberty and independence. This annual event is sponsored by the Plaistow Conservation Committee.

- Pollard held our Family Museum and STEAM Night on Tuesday, May 15th from 5:00pm-7:00pm. Students and their families were able to explore and celebrate the highlights of each grade-level's curriculum and participate in engaging STEAM activities! Students and families explored and celebrated the highlights of each grade-level's curriculum, and participated in engaging STEAM activities! There was also a STEAM career exhibit in the cafeteria from 5:00-6:00 where families had the opportunity to learn about jobs that highlight science, technology, engineering, arts, and math!
- Four fifth graders from the Pollard School Chorus were selected to perform in the NH Honors Choir Festival in April. Students worked with a nationally known conductor for the day-long festival in Concord and gave a performance in the late afternoon.
- Recycled Percussions came to Pollard School on Thursday, May 10th to speak to our students about Kindness. The Grade 2-5 Assembly was filled with positive energy and both students and staff came away excited and ready to spread the word!



Sandown North

- In the morning of May 4th, our students practiced safe bus evacuation. They took it very seriously and did their part in getting off the bus quickly, yet safely. Later that morning, the 3rd, 4th, and 5th graders came together at a presentation by the Anti-Bullying Committee from Hampstead Middle School. They taught our students that we all need to "do the right thing" and to always choose "kind", not only when it comes to bullying but in life generally. Students learning from other students is always so powerful!
- Our first graders went to Pinkerton's Stockbridge Theater to see the production, Dragons Love Tacos. The show was a medley of plays based on children's literature. Students had a great experience!
- Our second and third year orchestra students performed with students from the other elementary schools at a recent concert. Their growth this year as music students has been amazing!
- Our Intensive Team has been working with Eric Mann, a consultant from New Hampshire Center for Effective Behavior Interventions and Supports. Increasingly, in society as a whole, students are facing social/emotional challenges. We plan to continue to work with Mr. Mann around Social Emotional Learning and embedding it throughout the day. This ties in with the Formative 5 work we began this school year. Educators understand the importance of developing social emotional skills, which in turn, helps students to learn and succeed academically.
- On the 16th, we are welcoming the parents and families of our incoming first graders. The excitement is always almost palpable, with many of our "old" families returning with their young child. Staff members talk about first grade generally and show a slide show about a Day in the Life of a First Grader. Information regarding registering on-line is shared and the journey begins!

TLC@ Sandown Central

- Our student population is currently at 181 students in total, with 114 in Preschool and 67 in Kindergarten. We are currently enrolling for the fall of 2018 and have 93 pre-registered for Preschool and 65 pre-registered for Kindergarten.

- On May 9th and 10th, we held our “Welcome to Kindergarten” screeners for 30 new Sandown Central families. Students toured the building, had reading and play time, met new classmates and had an informal literacy screener. We are excited for our new families to join us next year!
- On May 25th, Sandown Central will be hosting a Parent Loft for preschool parents to learn about the Pyramid Model and social emotional development for young learners along with meeting fellow parents in the community. The event will be held from 9:30-11 and babysitting will be provided for TLC students.
- On May 30th and 31st, Steve Blunt, who is a NH based part-time storyteller and musician, will be visiting all the students at Sandown Central. Steve has had several CD’s produced which offer family friendly music that students love. Steve has been a big hit in the past and the staff and students are excited to have him return!
- June 2nd is our Sandown Central Cleaner Greener morning (10-11:15) for families and staff to help clean school grounds. We welcome families to come and lend a hand! Our goal is to weed the garden area and establish an outdoor classroom location for the remainder of the year.

Middle School

- 6th Grade ELA - We’re currently working on our Literature unit on Growth and Choices using the dystopian novel, “The Giver” to analyze how literary elements effect plot development as well as working on narrative writing.
- 7th Grade Science - Students in seventh grade science are finishing up a unit about the human body. They have been learning about the body systems and how they function. As their end of unit assessment, students are doing a presentation connecting their understanding of the human body with an activity they love to do. For example, one student is going to show how the organs in the body work together to allow her to do a back flip in gymnastics. Other students have chosen to highlight their love of music, cooking, and reading.
- 8th Grade Math - The unit that grade eight math is currently in involves the concepts of congruence and similarity. Students analyze transformations (translations, reflections, rotations, dilations), and creates rules for these transformations. Students are analyzing two-dimensional figures and angles to determine congruence or similarity with angle relationships formed by parallel lines and a transversal. After this unit, we will be moving into solving problems involving surface area and volume.
- World Language - In World Language we are currently wrapping up our year with units on the Body/Health and Wellness (7th grade) and the Home/Chores (8th grade). In Spanish, 7th graders in Ms. Jennison’s class took advantage of the recent beautiful weather to take their studies outside, where they traced and labeled chalk bodies on the sidewalks. In French, Mrs. Lacourse is preparing for the annual 8th grade trip to Montreal, which will take place this coming weekend.



High School

- Five Signs/React with John Broderick sponsored by SoRock the 2 assemblies today were held in the PAC. The student body listened and was on their best behavior. Mr. Broderick spoke of his own personal journey from the

heart on Mental Health. We all left with more awareness on the stigma of mental health. We want to thank SoRock for sponsoring this event.

- May 18 - Prom held at the Atkinson Resort and Country Club 6:00pm (Grand March is around 6:20pm)
- May 21 - Rho-Kappa Inductions 6:00 pm PAC
- May 24 - Little Buddy Big Buddy Pollard Students visit their HS buddies 9:00am- 1:00 pm
- May 24 - Senior Trip Odyssey Harbor Cruise 4:00 pm depart café for Boston
- May 29 - Softball banquet 5:00 pm café
- May 30 - National Honor Society Inductions 6:00 pm Pac
- May 31 - NH Scholars 9:00am Northeast Delta Stadium Manchester NH
- May 31 - Tennis Banquet 6:00pm café
- June 1-6 - Senior Finals
- June 2 - Senior breakfast 8:30 am café yearbook and cap and gowns given out.
- June 2 - Kid's Night Out (grades K-5) sponsored by Student Council cost is \$20.00 per child for the entire evening of fun and activity (if you have more than one the cost is \$15 for each additional child). Snacks, drinks and pizza will be provided along with arts & crafts, board games, movies and plenty of fun. Please reserve with Jennifer.libby@timberlane.net by email or text information to 603-674-6417 - drop off is at the high school café 4:00pm - 8:00 pm.
- June 3 - Baseball Banquet 1:00 pm café
- June 3 - Dinner of Excellence 5:00 pm Atkinson Country Club
- June 5 - Jr Awards and Scholarship Night 6:00 pm PAC
- June 7 - Graduation Practice 9:00am Gym
- June 7 - Senior Awards 6:00 pm Pac
- June 8 - Graduation Practice 9:00 am Gym, Senior Picnic 11:00 soccer field
- June 9 - Graduation 10:00am Football field

Athletics

- The spring sports season is winding down with playoffs starting in a few weeks. The coaches and players have represented our school and community with great pride.
- We are getting ready to open our Fall Sports sign ups on June 1st. I will be speaking to Grade 8 students in a few weeks about the High School Athletic Programs.
- Impact Concussion testing for next year's grade 9 and grade 11 student-athletes will take place the week of June 11th.

Performing Arts

- Tue-May 22 (HS) Guitar & Rock Ensemble Concert Auditorium 6:00pm
- (HS) Chorus Concert Auditorium 7:45pm

- Wed-May 23 (HS) Orchestra Concert Auditorium 6:00pm
- (HS) Band Concert Auditorium 7:45pm
- Thu-May 24 (MS) Chorus Concert Auditorium 7:00pm
- Fri-May 25 (HS) Drama Awards Recital Hall 7:00pm
- Mon-May 29 (HS) Chamber Concert Auditorium 8:00pm