

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 5, 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. February 15th, March 22nd meetings
5. Student Representative
6. Delegates and Individuals
7. Current Business
 - a. **7:35PM** Donations – ACTION (15 minutes)
 - b. **7:50PM** Student Trip (Galapagos Islands*) – ACTION (15 minutes)
 - c. **8:05PM** Graduation Date – ACTION (10 minutes)
 - d. **8:15PM** Committee Assignments – INFORMATIONAL (20 minutes)
 - e. **8:35PM** Treasurer Search Committee – ACTION (5 minutes)
 - f. **8:40PM** School Board Annual Report Article – ACTION (10 minutes)
 - g. **8:50PM** School Board Training Opportunities – ACTION (10 minutes)
 - h. **9:00PM** Renominations – ACTION (45 minutes)
8. **9:45PM** Administrator's Report
9. **9:50PM** Personnel Report
10. **9:55PM** Committee Reports
11. **10:00PM** Reports of the School Board
12. Correspondence Folder
13. Vendor and Payroll Registers
14. **10:05PM** Other Business
15. Non-public (if needed and if time permits)
16. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
April 18	SAU Board Re-organizational Meeting	SAU	7:00PM
April 19	Regular Board Meeting	SAU	7:30PM
May 3	Regular Board Meeting	SAU	7:30PM
May 17	Regular Board Meeting	SAU	7:30PM
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 April 5, 2018 School Board Meeting

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

4. APPROVAL OF MINUTES *(February 15th and March 22nd meetings – total of 4 sets)*

5-6. STUDENT REP AND DELEGATES AND INDIVIDUALS

7. CURRENT BUSINESS

a. Donations – ACTION

Donation presentations regarding STEM (\$3k), Mealey's Meals (\$2k), Project Hope (\$2k), LOCO (\$850), and Knights of Columbus (\$1600). See policy KCD.

b. Student Trip – ACTION

Permission requested for student trip to the Galapagos Islands. See policy IJOA.

c. Graduation Date – ACTION

Request to set the 2018 graduation date. Christi Michaud to provide instructional time justification.

d. Committee Assignments – INFORMATIONAL

Madam Chair Sherman to appoint members to serve on specific school board/SLT committees. See policy BDE.

e. School Board Annual Report Article – ACTION

The board to review, edit (if needed), and approve the annual report article as submitted by former Chairman Boyle.

f. Treasurer Search Committee – ACTION

Board members to establish a treasurer search committee to interview and make recommendation to the school board to appoint a qualified candidate to serve as school district treasurer. The closing date for candidates to apply is April 13, 2018.

g. School Board Training Opportunities – ACTION

Board members to discuss and finalize training sessions as provided in policies BIB and BIBA.

h. Renominations – ACTION

Dr. Metzler to present recommendations for the renewal of professional staff contracts consistent with Ed 302.02(a) and RSA 189:39.

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 – If needed and if time permits.

14. FUTURE DATES – As indicated.

May 17, 2018	
Instructional Tools/Assessment Reporting	
Extended Learning Schedule Midyear Review	
Achieve3000 and Tripod Survey	<i>Overview of these instructional tools</i>

Back Burner List	
Auditors to Bid	
TTA/TSSU Updates	
Administrator's Contracts	
District Facilities Report	
NESDEC SPED Report	

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Adopted: 10-16-08 Re-affirmed: 10-06-16	Page 1 of 1

PUBLIC GIFTS AND DONATIONS

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

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

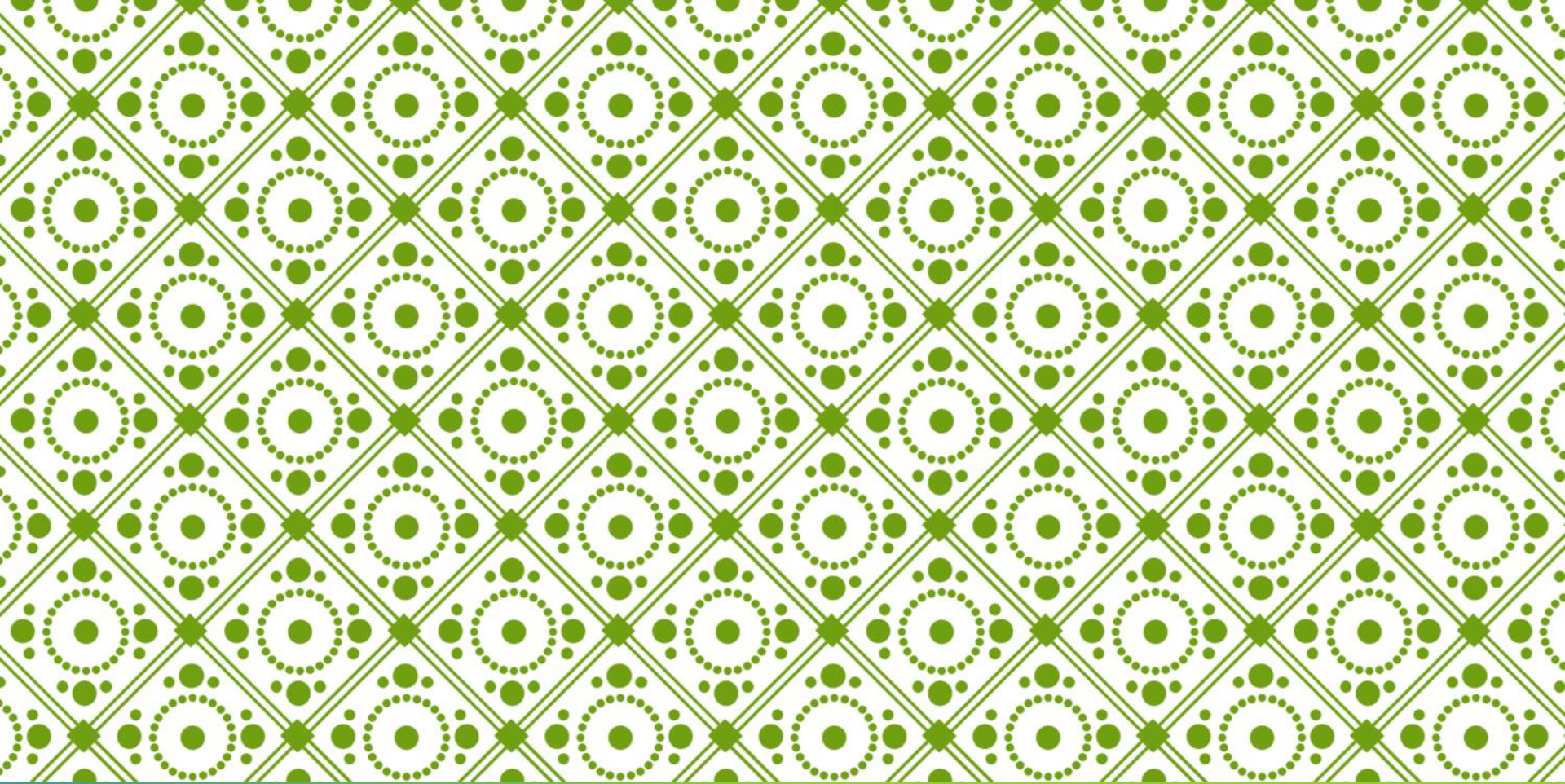
The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies,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

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

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

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

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



Galápagos Trip 2019

Timberlane
Regional High
School
and
EF Educational
Tours

TRHS STUDENTS IN ECUADOR

April 19 – April 27, 2019

12-24 TRHS sophomores, juniors and seniors accompanied by 1 (CPR, First Aid, & AED certified) chaperone per 6 students.

- April 20 Quito: tour the city, visit the Santo Domingo Monastery, take an excursion to the equatorial line and visit the Intinan museum.
- April 21-22 Isabela Island: participate in a volcano walk, take an excursion to a pink flamingo habitat and enjoy a snorkeling activity.
- April 23 Santa Cruz Island: visit the Charles Darwin Research Station and the Santa Cruz highlands.
- April 24-25 San Cristobal Island: hike up Tijeretas Hill and visit the San Cristobal Interpretation Center. Enjoy a snorkeling activity and take a coastal walk along La Lobería beach.
- April 26 Otavalo: visit a small farming town known for its textiles and shop for handmade goods at one of the largest markets in Ecuador. Participate in a weaving workshop.

PURPOSE

- Use Spanish language skills in a friendly setting.
- Awaken a sense of exploration/travel.
- Gain new perspectives of Ecuador & South America.
- Learn about Hispanic culture from native speakers.
- Create cross-cultural understanding.
- Explore ecosystems that shaped scientific thinking.
- Step into Darwin's shoes and see the areas that led him to posit evolution by means of natural selection.

BEHAVIORAL CONTRACT

All Timberlane Regional School District Policies and Rules will be in effect.

I will not consume alcohol or smoke any tobacco products. I will not use illegal drugs or substances.

I will comply with teacher and chaperone requests immediately and without argument and be polite and courteous to everyone.

I will be on time for all required excursions, events, etc.

I will conduct myself in an appropriate, ethical manner at all times, representing the Timberlane community, my state and my country as a positive ambassador.

I will observe curfews and other safety rules in effect.

I understand that traveling means I must be flexible. Therefore, it is understood that I will maintain a positive attitude and be a contributing member of the group.

I will ensure that the teachers and chaperones are informed of, and supplied with, all critical medical information necessary for the maintenance of my good health. This will include any prescription medications, inhalers, and other items I require, if applicable, for the maintenance of my mental and physical well-being. I understand that there is NO RECOURSE in a foreign country for having unmarked drugs in my possession.

I understand that the laws of the country I am visiting apply to me and that any violation of those laws will result in my arrest and prosecution. I understand that in such a case the liability is my own and not the responsibility of the teachers, chaperones, and Timberlane Regional School District.

In the event of illness, accident, or emergency, the chaperones, in conjunction with EF staff, shall determine the best course of action and shall be authorized to act *in loco parentis* if the parents cannot be reached. The chaperones as well as the Timberlane Regional School District, shall not, however, assume liability, either expressed or implied, for any action taken in the best interest of the student. The student's parents agree to assume any medical expenses not covered by their own family medical insurance policies.

Any breach of the above rules could result in the student being sent home immediately at the expense of his/her parents.



TRIP COST

Cost of trip for students: \$3,675 (approximately)

Includes:

- Round trip Air
- 7 nights lodging plus regional-style daily breakfast and dinner
- Full-time Tour Director & local guides
- All transportation costs for excursions
- All sightseeing activities
- Travel Insurance
- 24-Hour Emergency Service

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Adopted: 10-15-86 Revised: 05-02-91 Reaffirmed: 02-24-05	Page 1 of 2

STUDENT TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of the school, the building Principal may authorize field trips.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class, and opportunities for pupils to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals will be expected to consider the following factors in selection of field trips:

- (a) value of the activity to the particular class group or class groups;
- (b) relationship of the field trip activity to a particular aspect of classroom instruction;
- (c) suitability of the activity and distance traveled to the age level;
- (d) mode and availability of transportation; and
- (e) cost.

Chaperons for field trips will be assigned at the discretion of the Principal according to the type of trip involved.

Sanctioning Student Trips

- A. School-sponsored trips are defined as student trips that have been organized, scheduled or otherwise promoted by the School Board, Superintendent of Schools, or building Principal. Examples would be athletic trips, band trips, class trips, etc. Only those trips that are deemed to have significant educational value and that are directly related to existing educational programs shall be sponsored. Any trip involving travel of over 300 miles, overnight travel, or a overnight trip requiring a student's absence from the school building during normal school hours shall require the prior approval of the School Board. Overnight trips and/or trips over 300 miles that are held annually shall require the approval of the Superintendent rather than the school board.
- B. School related trips are defined as student trips organized; scheduled, or sponsored by a school club or other organization connected with the school whose advisor is salaried by the District or whose advisor has been appointed by the school administration. Only those trips directly related to existing educational programs shall be sponsored. Any trip involving fund-raising and/or a student's absence from

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the school building during normal school hours shall require the prior approval of the School Board. The building Principal or Superintendent of Schools, who may consult the Board or request general Board approval for a series of field trips or general type of field trip, may approve other school-sponsored trips.

- C. Any other trips, including those that may involve participation of students from the Timberlane Regional School District or employees of the Timberlane Regional School District that are not explicitly approved by the School Board, the Superintendent of Schools, or the building Principal in accordance with the above procedures, are not school-sponsored or school-related trips and shall not be represented as such. Planning for, recruitment of participants for, or any other activity related to such trips shall not take place within the schools of the District or utilize District facilities unless approved by the Principal. It is the obligation of the planners of such trips to ensure that any literature about such trips, announcements of such trips, or recruiting materials for participants in such trips shall make it clear to parents and guardians, and students that the trip is being organized and sponsored by a private individual or group and not by the Timberlane Regional School District. Parents, guardians, and students must be told explicitly that the District accepts no responsibility, financial or otherwise, for the trip.

Financing Student Trips

- A. The cost of school-sponsored trips shall be the responsibility of the School District and will be provided for in the regular annual budgetary process. In cases where funds are limited, the school administration may assess a fee to participating students in order to recover costs or may permit fund-raising by the student organization involved.
- B. The cost of school-related trips shall be the responsibility of the sponsoring club and/or organization. The process by which funds are raised and expended must be approved in advance by the building Principal and/or Superintendent of Schools.
- C. Solicitation is prohibited within the Timberlane Regional School District facilities or during regular school hours by Timberlane employees or students for funds for any but school-sponsored or school-related trips for which fund-raising is explicitly approved in accordance with this policy.

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Revised: 12-03-98 Revised: 02-24-05 Revised: 09-05-13 Revised: 05-07-15 Revised: 06-02-16 Revised: 11-02-17	Page 1 of 1

BOARD/SUPERINTENDENT LEADERSHIP TEAM STANDING COMMITTEES

The Board may have the following standing committees as deemed necessary:

1. Facilities
2. Curriculum and Assessment
3. Policy
4. Safety
5. Capital Improvement Plan
6. Wellness

Standing and ad hoc committees and delegations shall be appointed by the School Board Chair and approved by vote of a majority of the Board. Committees will meet as needed on challenges and opportunities pertaining to said committee.

The School Board Chair and the Superintendent will work together to appoint members to each committee from both the School Board and the Superintendent Leadership Team and to appoint co-chairs of each committee, one being a School Board member and the other being a member of the Superintendent Leadership Team.

Only members of the committee may vote on committee matters and at least two members of the committee from the School Board and two members of the committee from the Superintendent Leadership Team must be present to hold a meeting. Substitute members selected by the committee co-chairs may act and vote on behalf of the absent member(s).

All recommendations of the committees will be presented to the Superintendent's Leadership Team before presentation to the full board for action.**

**The Policy Committee is not required to present recommendations to the Superintendent Leadership Team.

THE TIMBERLANE REGIONAL SCHOOL DISTRICT

GOVERNANCE TEAM

The Timberlane Regional School District's Governance Team is made up of the nine School Board members and the Superintendent of Schools. Each of the four towns comprising the district elect representatives to serve on the board whose focus it is to make decisions, approve programs of study, approve staffing and facilities needs that serve the best interest of the students while being cognizant of the effect on the taxpayers in the district.

This year, we as a board focused on three major goals:

Academics

The board continued to support the superintendent's leadership team (SLT) and instructional staff in the pursuit of academic excellence through timely review and approval of curriculum changes as well as supporting recommendations for educational tools and resources. During the academic year the board was continually updated by staff on curriculum matters, block scheduling, facilities needs, and budgeting priorities.

Strategic Planning

The board, with the help of the Assistant Superintendent, an outside consultant, staff and community members is currently drafting a 5-year Strategic Plan. The process has been ongoing since last summer and we expect that a plan will be completed by June 2018. This plan should address the needs of our district over the next five years. The plan will focus on three major areas: academics for the 21st century learner, facilities needs, and culture and climate of the district. The facilities improvements needed for the district are many as there have not been any significant improvements to our facilities since the last bond was issued almost 20 years ago. The time is NOW to take the next steps and planning for our next 5-10 years.

Budgeting

The board took a stronger role in the budget process this year than in previous years. Recognizing declining enrollments and aware that our facilities need major improvements, we took an active role in the process by attempting to level fund the budget. The board, per statutory authority, took an active role in determination of the default budget.

I believe in order to achieve the next step of facilities improvements we must demonstrate fiscal responsibility to the voters and earn their trust. In the near future, the Timberlane voters will be seeing a significant and necessary plan to improve our aging facilities. As we pay down our building bond, we must prepare and plan for improvements in our facilities

In other business, the board continued to work with the staff behind the scenes on several school board committees; Curriculum, CIP, Safety, Facilities, Wellness and Policy. These are committees where individual board members spend countless hours doing the important work of the district.

I would like to thank these board members for their dedication, service and support of these committees and service to the board this year.

The School Board does not function in a vacuum. We constantly receive and need the support of the staff as well as the community. In closing I would also like to thank the staff, especially those who routinely supported the work of the School Board.

Respectfully submitted,

Brian Boyle, TRSB Chairman

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Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 09-20-01	Page 1 of 1

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

The School Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board will attempt to plan specific in-service activities designed to assist Board members in their efforts to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our schools and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. Individual Board members shall be reimbursed for out-of pocket costs through participation in approved activities. The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short and long-range benefits to our schools.

The Board regards the following as the kinds of activities and services appropriate for implementing this policy:

1. Participation in School Board conferences, workshops, and conventions held by the State and National School Board Association.
2. District-sponsored training sessions for Board members.
3. Subscriptions to publications addressed to the concerns of Board members.

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Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 12-03-98 Revised: 01-20-11	Page 1 of 1

SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

The Board encourages the participation of all members at appropriate School Board conferences and workshops. In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. A calendar of School Board conferences and workshops shall be communicated by the Superintendent.
2. Funds for participation at such meetings will be budgeted for on an annual basis. The Board will designate which of its members would be the most appropriate to participate at any given meeting.
3. Reimbursement to Board members for their travel expenses will be in accordance with the travel expense policy for staff members.
4. When a conference or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.