

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, DECEMBER 15, 2016

Regular Meeting - 7:30 PM

Superintendent's Office
30 Greenough Road , Plaistow, NH
Peter Bealo, Chairman
Kelly Ward, Vice Chairman

Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

The Board will convene at 7pm to discuss collective bargaining agreement matters under RSA 91-A:2, I (a).

AGENDA - REVISED

1. **7:30 PM** Call to Order – Chair (10 minutes)
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Delegations or Individuals
5. Current Business
 - a. **7:40PM** Ratification of TSSU Tentative Agreement – ACTION (5 minutes)
 - b. **7:45PM** Program of Studies (1st & 2nd read) – ACTION (20 minutes)
 - c. **8:05PM** Curriculum (1st read) – ACTION (45 minutes)
 - d. **8:50PM** Policies (2nd read) – ACTION (10 minutes)
 - e. **9:00PM** Warrant Articles – INFORMATIONAL /ACTION (30 minutes)
 - f. **9:30PM** Budget Update – INFORMATIONAL/ACTION ON DEFAULT BUDGET to reflect total of \$71,559,011 (10 minutes)
6. **9:40PM** Administrator's Report
 - a. Update on School Activities – INFORMATIONAL
7. **9:45PM** Personnel Report
8. **9:50PM** Committee Reports
9. **9:55PM** Reports of the School Board
10. **10:00PM** Approval of Minutes
 - a. December 1st sessions
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **10:05PM** Other Business (if time permits)
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
January 5	Regular Board Meeting	SAU	7:30 PM
January 6	Bond Citizens Petitions Deadline	SAU	5:00 PM
January 10	All Other Citizens Petitions Deadline	SAU	5:00 PM
	Finalize Costs for CBA's		
January 12	Public Hearing on Budget	PAC	7:00 PM
January 19	Regular Board Meeting	SAU	7:30 PM
January 25	First Day of Filing for Candidacy	SAU	
January 26	Last Day for Budcom to Deliver WA Recommendations		
January 30	Last Day to Post Warrant for Deliberative		
February 2	Regular Board Meeting	SAU	7:30 PM
February 9	Deliberative Session	TRHS	7:00 PM

*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 December 15, 2016 School Board Meeting

1-4. OPEN MEETING *Self-explanatory.*

5. CURRENT BUSINESS

a. Ratification of TSSU Tentative Agreement – 5 minutes

Chairman Bealo to provide overview of the process and update the public on the terms of the agreement. Specifics will be provided to board members during the non-meeting scheduled for 7pm. The TSSU ratified the tentative agreement on December 8th. ACTION

b. Program of Studies (1st and 2nd read) – 20 minutes

Brian O'Connell to present 2017-18 Program of Studies. This item was scheduled for the December 1st meeting to allow time for a 1st and 2nd reading prior to meeting deadline to printing; however, with the loss of business on December 1st, he is looking to waive the first read. ACTION

c. Curriculum – 45 minutes

Curriculum teams to present first read on curriculum – Math (Finite Math, Accelerated Calculus, Math Fundamentals, and Algebra 2 part 2) and English (Analysis of Literacy Movements), Grade 6 World Language, MS STEAM and Social Studies (Behavioral Psychology). ACTION

d. Policies – 10 minutes

Chairman Bealo to present four policies for second read: JL student gifts/solicitations, KH public solicitation in the school, JIB student decision-making, and KF use of facilities. ACTION

e. Warrant Articles – 10 minutes

Board to review article related to tennis courts as well as discuss any other potential articles. INFORMATIONAL

f. Budget Update – 10 minutes

Mr. Stokinger to present an update on budget development. The board will also take action on correcting the default budget. INFORMATIONAL/ACTION.

6-9. REPORTS

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

a. Update on happenings and activities with each of the district schools

7. PERSONNEL REPORT – *Dr. Metzler to present (if needed)*

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

9. REPORTS OF THE SCHOOL BOARD

10. APPROVAL OF MINUTES

Two sets: December 1st public and nonpublic sessions.

11. CORRESPONDENCE

12. VENDOR AND PAYROLL REGISTERS

13. OTHER BUSINESS

14. NON-PUBLIC *(if needed)*

15. 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.*

January 5, 2017	
Budget Update	
Policies	<i>First read</i>
Social Studies (1 st read)	<i>Social Science of Well-Being</i>
World Language Update (30)	
SAT/SBAC Results 15-16	
Annual Report	<i>Discuss format and reports</i>

January 12, 2017	
Public Hearing on Budget	
Special Meeting	

January 19, 2017	
Curriculum (2nd read)	<i>Finite Math, Acc Calculus, Math Fundamentals, Algebra 2 (part 2), (Eng) Analysis of Literacy Movements, Gr 6 World Language, MS STEAM, (SS)Behavioral Psychology</i>
Policies	<i>Second read</i>

February 2, 2017	
Social Studies (2nd read)	<i>Social Science of Well-Being</i>
2018-19 School Calendar	
School Board Self Evaluation	<i>Process</i>
Policies	<i>First read</i>

February 9, 2017	
Deliberative Session	
Special Meeting	

March 2, 2017	
School Board Self Evaluation	<i>Results</i>
Policies	<i>Second read</i>

Back-Burner List

Teacher Update	<i>Ryan Richman (schedule 2016-17 presentation dates)</i>
Updated Org Chart	<i>Reflecting Campus</i>
Kindergarten Committee Report	
School Board Correspondence Process	
Decibel Levels at PAC	
CIP Members Serving on Strategic Planning Committee	
Adding Additional Board Meeting	<i>To address donations, awards, field trips</i>

TIMBERLANE POLICY COMMITTEE

SECOND READ / ADOPTION

1 JL STUDENT GIFTS AND SOLICITATIONS

Last updated in 1990; recommend repealing and referencing KH (solicitations) and GBEBB (student gifts) to reduce duplicity.

2 KH PUBLIC SOLICITATIONS IN THE SCHOOLS

Last updated in 2005; NHSBA language recommended.

3 JIB STUDENT INVOLVEMENT IN DECISION MAKING

Last updated in 1998; NHSBA language proposed.

4 KF USE OF SCHOOL BUILDINGS AND FACILITIES

Last updated in 1998: NHSBA language proposed with modifications to align with current district practice. SLT will update procedures as appropriate.

Timberlane Regional School District	Policy Code: JL
Adopted: 07-21-83 Reaffirmed: 06-06-90	<p style="text-align: center;">—Page 1 of 1REPEALED</p>

STUDENT GIFTS AND SOLICITATIONS

*Repealed by the Timberlane Regional School Board on _____. See policies KH and GBEBB.
Solicitations*

~~As a general policy, there will be no solicitation within the schools for any purpose whatsoever. No commercial enterprise may be represented in the schools and there will be no sale of goods or services on the premises.~~

~~The foregoing policy is for the purpose of ensuring maximum instruction time for the student and in no way reflects a negative attitude toward many of the very worthwhile civic and charitable activities sponsored within the community, either on a strictly local basis or as part of a regional, state, or national activity. The above does not apply when buildings are rented by an organization.~~

~~Any request for the exception to this rule must be submitted in writing to the School Board or the Superintendent and/or Principal at least 30 days prior to the implementation of the requested activity. The School Board authorizes the principal to grant exceptions. Examples of possible exceptions include the following:~~

- ~~(a) An activity conducted by a school club for the purpose of raising funds for a worthwhile service to the school, unless the funds are for equipment normally purchased by the School District~~
- ~~(b)(a) PTA membership activity~~

<p>Timberlane Regional School District</p>	<p>Policy Code: GBEBB</p>
<p>Adopted: 07-21-83 Reaffirmed: 06-06-91 Revised: 02-24-05 Revised: 11-03-16</p>	<p>Page 1 of 2</p> <p>INCLUDED IN PACKET AS REFERENCE ONLY</p>

STAFF-STUDENT RELATIONS

Staff members are expected to maintain courteous and professional relationships with students, maintain an atmosphere conducive to learning, through consistently and fairly applied discipline and established professional boundaries.

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students are discouraged.
3. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
4. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
5. Dating between staff members and students is prohibited.
6. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
7. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
8. Staff members shall not send students on personal errands.
9. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
10. Staff members shall not attempt to counsel, assess, diagnose or treat a student who may have a personal problem related to sexual behavior, substance abuse, mental or physical health and/or family relationships, but, instead should refer the student to the appropriate individual or agency for assistance.
11. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background unless necessary to serve an educational or health-related purpose.
12. Staff members shall not be alone in a room with a student nor shall a staff

Timberlane Regional School District	Policy Code: GBEBB
Adopted: 07-21-83 Reaffirmed: 06-06-91 Revised: 02-24-05 Revised: 11-03-16	Page 2 of 2

member be alone in a room with a student with a door closed, a locked door, or with the lights off unless necessary to serve an educational or health-related purpose.

13. Staff members are strongly discouraged from socializing with students outside of school on social networking websites, consistent with the provisions of Policy GBEBD.

Staff members who violate this policy may face disciplinary measures, up to and including termination, consistent with state law and applicable provisions of a collective bargaining agreement.

Any employee who witnesses or learns of any of the above behaviors shall report it to the building principal or Superintendent immediately.

Timberlane Regional School District	Policy Code: KH
Adopted: 08-18-83 Reaffirmed: 08-08-91 Revised: 02-24-05 Revised:	Page 1 of 1

PUBLIC SOLICITATIONS IN THE SCHOOLS

As a general policy, there will be no solicitation within the schools for any purpose whatsoever. No commercial enterprise may be represented in the schools and there will be no sale of goods or services on the premises.

Any request for the exception to this rule must be submitted in writing to the School Board or its agents (Superintendent and/or Principal) ~~at least 30 days~~ prior to the implementation of the requested activity.

The ~~School Board~~ *Superintendent or his/her designee* reserves the right to grant exceptions. ~~Examples of possible exceptions include the following:~~

~~A. An activity conducted by the teachers' club for the purpose of raising funds for a worthwhile service to the school.~~

~~B. P.T.A. membership activity.~~

~~C. Music lessons given on the premises in compliance with RSA 193:6 (substitution of private instruction in music) provided that all fees are handled by the music instructor.~~

~~The foregoing policy is for the purpose of ensuring maximum instruction time for the teacher and in no way reflects a negative attitude toward many of the very worthwhile civic and charitable activities sponsored within the community, either on a strictly local basis or as part of a regional, state, or national activity. The above does not apply when buildings are rented by an organization.~~

~~No funds will be solicited from school district employees on school property by organizations or individuals not employed by the school district.~~

Timberlane Regional School Board	Policy Code: JIB
Reaffirmed: 08-08-95 Revised: 12-03-98 Revised:	Page 1 of 1

STUDENT INVOLVEMENT IN DECISION MAKING

The role of the school is to create a stimulating learning climate which develops active involvement of students in their education and develops a spirit of inquiry. The Board believes that a student should:

~~A primary task of the school is to create a stimulating learning climate, which develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staffs in such activities as planning and evaluating school programs.~~

~~The Board believes that students should:~~

1. Be encouraged to participate in planning classroom activities and in improving courses of studies.
2. Feel free to express, without fear, their own opinions, recognizing that every privilege and every right has a corresponding responsibility.
3. Be involved in the planning of assembly programs and school-sponsored forums of interest.
4. Be encouraged to participate in student government organizations that provide students with a voice in school affairs.
5. Be encouraged to participate in a variety of extra-class activities to broaden their educational experiences.

~~6. The Board may choose to add a non-voting student member from the Timberlane Regional High School to the Board. Become aware and informed at what is going on in their school district.~~

~~7. Have representatives at School Board meetings.~~

Legal Reference:

RSA 189:1-c, Student Member

RSA 194:23 (f), High School Student as School Board Member

Timberlane Regional School District	Policy Code: KF
Adopted: 10-13-98 Revised:	Page 1 of 2

USE OF SCHOOL BUILDINGS AND FACILITIES

~~It shall be the policy of the board to allow recognized responsible organizations and groups to utilize school buildings and facilities. The Superintendent will develop procedures for the public use of school facilities.~~

~~Authorization for the use of school buildings and facilities shall not be considered as the endorsement or the approved of the activity, group or organization, nor should it be considered as the approval of the purposes they represent.~~

~~Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility use permits are available at the school district's central office.~~

~~Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines. Facility Use Permits will be issued on a first come basis. Facilities will be reserved only for the time available within the coming semester.~~

~~When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.~~

~~Organizations connected with and promoting recognized school functions may use the buildings without charge.~~

~~Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States Code. The Board reserves the right to waive rental fees for charitable or non-profit organizations.~~

~~Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.~~

Timberlane Regional School District	Policy Code: KF
Adopted: 10-13-98 Revised:	Page 2 of 2

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law. The superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

Appendix KF-R

2017 Timberlane Regional School District Warrant State of New Hampshire

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

First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane High School, 36 Greenough Road, Plaistow, New Hampshire, on Thursday, the 9th day of February 2017, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number _____. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number _____ will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 14th day of March, 2017, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

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

Article 1 - Election of Officers

To choose the following school district officers:

Atkinson Voters	School Board Member	3-Year Term (Sapia)
Danville Voters	School Board Member	3-year Term (Collins)
Plaistow Voters	School Board Member	3-year Term (Sherman)
Atkinson Voters	Budget Committee Member	3-Year Term (Hammond)
Danville Voters	Budget Committee Member	3-Year Term (Manos)
Plaistow Voters	Budget Committee Member	3-Year Term (Geary)
All Voters	School District Moderator	3-Year Term (Ranlet)

Article 2 - Operating Budget

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

2017 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

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

Article 3 - Capital Reserve Fund

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$_____ to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2016 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2016-2017 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

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

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

"The capital expenses of the Timberlane Regional School District payable in each fiscal year shall be apportioned on the equalized valuation as most currently available as determined by the State Tax Commission".]

Article 4 - Three Year Collective Bargaining Agreement (Timberlane Support Staff Union)

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

Fiscal Year	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Estimated Increase	\$ _____	\$ _____	\$ _____
		3-Year Total	\$ _____

And further to raise and appropriate the sum of \$_____ for the 2017-18 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

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

[Intent: This article will allow the school district to enter into a successor three-year contract with the Timberlane Support Staff Union. The proposed contract ratified by the union and the school board represents a ____% increase in salaries and a \$____k cost savings in insurances for year one, a ____% increase in salaries in year two, and a ____% increase in salaries in year three.]

Article 5 - Authorization for Special Meeting on Cost Items

Shall the voters of the Timberlane Regional School District, if Article 4 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 4 cost

items only? (Without this Article the District would have to petition Superior Court for a Special School District Meeting. This saves the District the expense of attorney fees and court costs). (MAJORITY VOTE REQUIRED)

Recommended/Not Recommended by the School Board

[Intent: This article is suggested by the NH Department of Revenue Administration as a cost saving measure.]

Article 6 - Tennis Courts

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$180,000 for the construction of four (4) new tennis courts to be located at the Timberlane campus. (MAJORITY VOTE REQUIRED)

Recommended/Not Recommended by the School Board

Recommended/Not recommended by the Budget Committee

[Intent: This article will allow for the addition of four tennis courts. Repairs to the existing courts will be funded through the budget.]

Article 7 - General Acceptance of Reports

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2016 Annual Report? (MAJORITY VOTE REQUIRED)

Recommended/Not Recommended by the School Board

2017 TIMBERLANE REGIONAL SCHOOL DISTRICT WARRANT

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