

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JUNE 29, 2017

Regular Meeting - **7:00 PM**

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

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

REVISED – NEW START TIME **SPECIAL SUMMER MEETING AGENDA**

1. **Call to Order/Roll Call /Pledge of Allegiance**
2. **Policy BEA (second read) – ACTION**
3. **Policy Committee Potential Summer Meeting Schedule – ACTION**
4. **Internal Controls Audit – ACTION**
5. **Student Behavior Management – DISCUSSION**
6. **School Board Goals – ACTION**
7. **Preliminary Enrollment Numbers – DISCUSSION**
8. **Non-public (if needed)**
9. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
July TBD	Summer Work Session		
July TBD	Summer Work Session		

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 June 29, 2017 School Board Meeting

1. OPEN MEETING.

Self explanatory

2. Policy BEA (second read) – ACTION

Second read on policy BEA School Board Meetings

3. Policy Committee Potential Summer Meeting Schedule – ACTION

Proposal to hold summer policy committee meetings during the daytime.

4. Internal Controls Audit – ACTION

Discuss and take action on generating an RFQ for the purpose of conducting an audit of Timberlane's internal controls.

5. Student Behavior Management – DISCUSSION

Follow up discussion from TTA presentation on issues associated with student discipline.

6. School Board Goals – ACTION

Consider adding a goal on student behavior management.

7. Preliminary Enrollment Numbers – DISCUSSION

Continued discussion on enrollment numbers for the purpose of budgeting for 2018-19.

8. Non-public

If needed.

9. Future Dates

Discuss and book other special summer meetings.

September 21, 2007	
TSSU Update	<i>September 2017</i>

Back Burner List	
Admin Org Chart	
Kindergarten Committee Report	
School Board Correspondence Process	
Achieve300 Usage	
Middle/High School Buses	
Auditors to Bid	
Joint Meeting with BudCom	<i>November 21st (tentative)</i>

Timberlane Regional School Board	Policy Code: BEA
Adopted: 01-01-83 Revised: 11-01-90 Revised: 09-11-02 Revised: 11-19-09 Revised:	Page 1 of 2

SCHOOL BOARD MEETINGS

- A. The School Board shall *establish its meeting schedule at their annual organizational meeting after local elections. The Board will meet in the evening on the 1st and 3rd Thursdays of each month (with the exception of the month of July and the first Thursday in August) at 7:30 PM* at the SAU 55 Administration Building, ~~except that upon adequate notice and for sufficient reasons,~~ *The Board may postpone-change the time, or date, cancel or change or the location of the regular meetings, and may add or remove meetings as they deem necessary.*
- B. The order of business at a regular meeting shall be as follows:
1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Approval of Minutes
 5. Delegations and Individuals – 5 minute time limit unless waived by the Board
 6. Current Business
 7. Administrative Report
 8. Personnel Report
 9. Committee Reports
 10. Reports of School Board
 11. Correspondence Folder
 12. Vendor and Payroll Registrars
 13. Other Business
 14. Non-public Session – if needed
 15. Future Dates
- C. A Special Meeting shall be held at the call of the Chair or at the joint request of any three members. Notice shall be given of all matters that are to be considered at such special meetings. Matters other than those for which notice was given can be acted upon only if all members are present. Exceptions to this procedure would be in cases of emergency as determined by the Chair or Superintendent. In such case of emergency all members will be contacted by phone or e-mail.
- D. Regular and special meetings of the Board are open to the public and representatives of the press, except that a part of any meeting may be held in non-public session in

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accordance with New Hampshire statutes. All votes, however, shall be cast in public, ~~except those authorized under~~*consistent with* RSA 91-A:3.

E. A majority of the Board shall constitute a quorum.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public.

The Board welcomes participation of interested organizations and individuals. Advance announcement of all regular, scheduled, special and specially called meetings of the Board, together with a summary of the major topics to be discussed, ~~to legal posting and public notices to other media (newspapers, cable TV)~~*will be posted publicly in compliance with RSA 91-A, on the district's public website as well as distributed to the media.*

See Right-To-Know Law, RSA 91-A

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 look 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

TIMBERLANE REGIONAL SCHOOL DISTRICT
2017-18 Anticipated Enrollment Report

Timberlane Regional School District Policy

Maximum Class Sizes

<i>Grades K-1</i>	<i>Not to exceed 20</i>
<i>Grades 2-3</i>	<i>Not to exceed 23</i>
<i>Grades 4-5</i>	<i>Not to exceed 26</i>
<i>Grades 6-12</i>	<i>Not to exceed 30</i>

Department of Education

Maximum Class Sizes

<i>Grades K-2</i>	<i>Not to exceed 25</i>
<i>Grades 3-12</i>	<i>Not to exceed 30</i>

Key

	<i>Indicates comparison between anticipated enrollment and NESDEC projection</i>
	<i>Indicates that maximum class size has been reached per policy</i>
	<i>Indicates that the class is approaching maximum class size</i>

ELEMENTARY PROGRAM

Pollard School

	Enrollment October 1, 2016	Enrollment June 8, 2017	Mid-year Increase/ Decrease	Teachers	Average Class Size	Anticipated Enrollment 2017-18	NESDEC Projection	Teachers	Average Class Size
Full Day Kindergarten	39	40	+1	2	20	40	73	2	20
Half Day Kindergarten	35	35	+1	1	17/18	26	"	1	13
Grade 1	60	61	+1	4	15/16	78	78	5	15/16
Grade 2	84	84	N/A	4	21	61	63	3	20/21
Grade 3	87	86	-1	4	21/22	86	78	4	21/22
Grade 4	74	72	-2	4	18	86	88	4	21/22
Grade 5	76	76	N/A	4	19	72	71	3	24
Overall Enrollment	455	454	N/A	23	19.7	449	451	22	20.4

Atkinson Academy

	Enrollment October 1, 2016	Enrollment June 8, 2017	Mid-year Increase/ Decrease	Teachers	Average Class Size	Anticipated Enrollment 2017-18	NESDEC Projection	Teachers	Average Class Size
Full Day Kindergarten	20	20		1	20	20	50	1	20
Half Day Kindergarten	18	20	+2	.5	19	21	"	1	10/11
Grade 1	49	51	+2	3	17	36	46	2	18
Grade 2	47	47	N/A	3	15/16	49	48	3	16/17
Grade 3	58	56	-2	3	18/19	49	50	3	16/17
Grade 4	69	69	N/A	3	23	56	60	3	18/19
Grade 5	43	44	+1	2	22	69	67	3	23
Overall Enrollment	304	307	+3	15.5	19.8	300	321	16	18.75

Sandown Central/ Sandown North

Indicates Sandown Central

	Enrollment October 1, 2016	Enrollment June 8, 2017	Mid-year Increase/ Decrease	Teachers	Average Class Size	Anticipated Enrollment 2017-18	NESDEC Projection	Teachers	Average Class Size
Full Day Kindergarten	20	21	+1	1	21	30	63	2	15
Half Day Kindergarten	34	34	N/A	1	17	34	"	1	17
Grade 1	77	75	-2	4	18/19	63	65	4	15/16
Grade 2	56	57	+1	3	19	75	80	4	18/19
Grade 3	67	65	-2	3	21/22	58	59	3	19/20
Grade 4	76	79	+3	3	26/27	69	69	3	23
Grade 5	73	74	+1	4	18/19	81	84	4	20/21
Overall Enrollment	403	405	+2	19	21.3	410	420	21	19.5

Danville Elementary

	Enrollment October 1, 2016	Enrollment June 8, 2017	Mid-year Increase/ Decrease	Teachers	Average Class Size	Anticipated Enrollment 2017-18	NESDEC Projection	Teachers	Average Class Size
Full Day Kindergarten	17	17	N/A	1	17	20	28	1	20
Half Day Kindergarten	26	26	N/A	1	13	18	"	.5	18
Grade 1	30	31	+1	2	15/16	45	47	3	15
Grade 2	42	42	N/A	2	21	32	29	2	16
Grade 3	45	47	+2	3	15/16	44	44	2	22
Grade 4	54	55	+1	3	18/19	46	42	2	23
Grade 5	51	52	+1	3	17/18	56	54	3	18/19
Overall Enrollment	265	270	+5	15	18	261	244	13.5	19.3

SECONDARY PROGRAM

Timberlane Regional Middle School

	Enrollment October 1, 2016	Enrollment June 8, 2017	Mid-year Increase/ Decrease	Teachers	Average Class Size	Anticipated Enrollment 2017-18	NESDEC Projection	Teachers	Average Class Size
Grade 6	271	271	N/A	14 4 teams	19/20	247	249	12 3 teams	20/21
Grade 7	262	262	N/A	12 3 teams	21/22	271	272	12 3 teams	22/23
Grade 8	291	289	-2	12 3 teams	24/25	262	266	12 3 teams	21/22
Overall Enrollment	824	822	-2	38	21.6	780	787	36	21.7

Timberlane Regional High School

	Enrollment October 1, 2016	Enrollment June 8, 2017	Mid-year Increase/ Decrease	Anticipated Enrollment 2017-18	NESDEC Projection
Grade 9	302	300	-2	289	282
Grade 10	271	274	+3	301	298
Grade 11	300	296	-4	275	276
Grade 12	300	302	+2	300	309
Overall Enrollment	1173	1172	-1	1165	1165