

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 6, 2017

Re-organizational Meeting - 7:30 PM

Superintendent's Office
30 Greenough Road , Plaistow, NH

Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

AGENDA

1. **Call to Order – Dr. Metzler**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Election Results and Election of Officers**
 - a. Chair
 - b. Vice Chair
 - c. School District Clerk
 - d. School Board Recording Secretary
 - e. Treasurer
 - f. Assistant Treasurer
 - g. School Counsel
 - h. Bonding
 - i. Bank Depository
 - j. Review of Investment Policy DFA (to be reviewed annually per RSA and Auditor)
 - k. Annual Adoption of Risk Management Plan (Policy EI)
 - l. School Board Ethics Statement
5. **Meeting Dates, Time and Place**

Regular meeting to immediately follow organizational 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.

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 6, 2017

Regular Meeting - 8:00 PM
Immediately following re-organizational meeting

Superintendent's Office
30 Greenough Road, Plaistow, NH

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

AGENDA

1. **8:00 PM** Call to Order – Chair (10 minutes)
2. **Delegations, Individuals and Student Representative**
3. **Current Business**
 - a. **8:10PM** Impact Fee Student Data Request – ACTION (10 minutes)
 - b. **8:20PM** Cost Estimate for Wetlands Permit – ACTION (10 minutes)
 - c. **8:30PM** Policies – ACTION (10 minutes)
 - d. **8:40PM** Setting of Graduation Date – ACTION (5 minutes)
 - e. **8:45PM** Renominations – ACTION (10 minutes)
 - f. **8:55PM** School Board Training Opportunities – ACTION (10 minutes)
 - g. **9:05PM** Cleaner Greener Spring Event Update – INFORMATIONAL (10 minutes)
 - h. **9:15PM** Batting Cages Progress Update – INFORMATIONAL (10 minutes)
 - i. **9:25PM** Campus Grounds Bid Clarification – INFORMATIONAL (15 minutes)
4. **9:40PM Administrator's Report**
 - a. Update on School Activities – INFORMATIONAL
5. **Personnel Report**
6. **9:45PM Committee Reports**
7. **9:50PM Reports of the School Board**
8. **9:55PM Approval of Minutes**
 - a. March 9th public and nonpublic sessions
9. **Correspondence Folder**
10. **Vendor and Payroll Registers**
11. **10:00PM Other Business**
12. **Non-public** (if needed)
13. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
April 19	SAU Board Re-organizational Meeting	SAU	7:00 PM
April 20	Regular Board Meeting	SAU	7:30 PM
May 4	Regular Board Meeting	SAU	7:30 PM
May 18	Regular Board Meeting	SAU	7:30 PM
June 1	Regular Board Meeting	SAU	7:30 PM
June 15	Regular Board Meeting	SAU	7:30 PM

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ADMINISTRATOR'S REPORT

REORGANIZATIONAL MEETING – April 6, 2017

The organizational meeting will be opened by the Superintendent per TRSD policy BDA.

1. Call to Order

2. Pledge of Allegiance

3. Election Results and Election of Officers

Dr. Metzler will report out on the election results and then call for nominations from the floor for the chair and vice chair offices. In the event more than one person is nominated for an office, he will initiate the voting by show of hands process.

- a. Chair – nominations from the floor*
- b. Vice Chair – nominations from the floor*

Newly appointed chairman to call for nominations of the following:

- c. School District Clerk – Nancy Louiselle is seeking re-appointment.*
- d. School Board Recording Secretary – Cathy Belcher is seeking re-appointment*
- e. Treasurer – Paul Sullivan is seeking re-appointment*
- f. Assistant Treasurer – Lori Parrillo is seeking re-appointment*
- g. School Counsel – recommendation to allow Superintendent to seek legal counsel when necessary and with firm most appropriate.*
- h. Bonding – recommendation to bond the treasurer and assistant treasurer as required by statute and Department of Revenue Administration.*
- i. Bank Depository – recommendation to appoint TD Bank as the District bank.*
- j. Policy DFA regarding investment is to be reviewed on an annual basis per district auditors and RSA's. The policy will be presented to the PC first should there be any proposed changes, otherwise, it will be considered for general review by the board at the re-organizational meeting.*
- k. Policy EI Risk Management requires an annual review and adoption.*
- l. School Board Ethics Statement – to be reviewed and signed by all members on annual basis in accordance with Board policy BCA.*

4. Meeting dates and times

Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:30 pm at the Superintendent's office, waive the July meetings and the first meeting in August (unless needed) and hold the meeting scheduled for the fourth week in August on the 24th just before school is back in session (students start on August 31st), and finally, to reserve the right to amend the meeting schedule as needed.

5. Adjournment

REGULAR MEETING AGENDA

1-2. OPEN MEETING

Self-explanatory.

3. CURRENT BUSINESS

a. Impact Fee Student Data – ACTION – 10 minutes

The Town of Sandown, by way of their consultant, was asked if the PA-28 form would suffice in place of the district releasing student data. The consultant's response will be presented.

b. Cost Estimate for Wetlands Permit – ACTION – 5 minutes

Geoff Dowd will provide information relative to the wetlands permit process and estimated costs so the board can decide how best to proceed with increasing the water supply to the campus.

c. Policies – ACTION – 5 minutes

Eight policies to be presented for first read.

d. Setting of Graduation Date – ACTION – 5 minutes

The recommendation is that the high school graduation be held on June 10th.

e. Renominations – ACTION – 10 minutes

Dr. Metzler to recommend the nominations of professional staff members for 2017-18.

f. School Board Training Opportunities – ACTION – 10 minutes

Training Options: 1) attend NHSBA training; or 2) tailor a meeting with NHSBA or 3) with legal counsel.

g. Cleaner Greener Spring Event Update – INFORMATIONAL – 10 minutes

Scott Strainge to present plans for the spring event scheduled in May.

h. Batting Cages Progress Update – INFORMATIONAL – 5 minutes

Update on the construction and installation of the batting cages.

i. Campus Grounds Bid Clarification – 10 minutes

Geoff Dowd to provide clarification on the bids received for the campus grounds and field maintenance project.

4-6. REPORTS

4. *Administrator's Report – Dr. Metzler to present*
5. *Personnel Report – Dr. Metzler to present*
6. *Committee Reports*
7. *Reports of the School Board*

8. APPROVAL OF MINUTES

Recommendation to accept March 9, 2017 meeting minutes (three sets).

9. CORRESPONDENCE

10. VENDOR AND PAYROLL REGISTERS

11. OTHER BUSINESS

Non-public (if needed)

12. 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.*

April 20, 2017	
School Board Goals	
Summer Hours	
NSBA Conference	<i>Report of conference</i>
Policies	<i>Second read</i>
Sound Study Bid Updates	
Food Service Contract	
Committee Assignments	
Cam Magna Senate Update	<i>To present on experience as Senate Page</i>

May 4, 2017	
Policies	<i>First read</i>
Tuition Rates for 2017-18	

May 18, 2017	
Policies	<i>Second read</i>
Surplus	
Federal Funding Authorization	
Suspension Authorization	

June 1, 2017	
Policies	<i>First read</i>
Pickup Patrol Update	<i>Ken Henderson</i>
Summer Hiring Process	
Summer Facilities Projects Overview	

June 15, 2017	

Back-Burner List

Updated Org Chart	<i>Reflecting Campus</i>
Kindergarten Committee Report	
School Board Correspondence Process	
Adding Additional Board Meeting	<i>To address donations, awards, field trips</i>

TIMBERLANE REGIONAL SCHOOL DISTRICT 2017 ANNUAL VOTING RESULTS

#1: Election of Officers		<u>Atkinson</u>	<u>Danville</u>	<u>Plaistow</u>	<u>Sandown</u>
School Board (3 yr term)		Brian J. Boyle	Kimberly Farah	Susan Sherman	
Budget Committee (3 yr term)		Julie Hammond	Jennifer Caruso	Michael Mascola	
District Moderator (3 yr term)		Steven Ranlett	Steven Ranlett	Steven Ranlett	Steven Ranlett

		<u>Atkinson</u>	<u>Danville</u>	<u>Plaistow</u>	<u>Sandown</u>	Total	Pass/Fail
# 2: Operating Budget	YES	832	602	808	420	2662	PASS
	NO	166	354	207	155	882	
#3: Capital Reserve Fund	YES	713	428	677	291	2109	PASS
	NO	296	523	335	287	1441	
#4: 3-Year Collective Bargaining Agreement (Timberlane Support Staff Union)	YES	718	469	694	304	2185	PASS
	NO	282	480	315	283	1360	
#5: Authorization for Special Meeting on Cost Items	YES	812	599	772	379	2562	PASS
	NO	178	327	226	202	933	
#6: General Acceptance of Reports	YES	911	693	839	445	2888	PASS
	NO	75	212	141	134	562	
#7: Change auditing Firms on Warrant Petition by Donna Green et al	YES	783	635	746	404	2568	PASS
	NO	178	261	220	166	825	
#8: Vote of Confidence in TRSD Superintendent on Warrant Petition by Shawn O'Neil et al	YES	588	451	570	207	1816	PASS
	NO	365	440	393	357	1555	

2017 MARCH VOTING RESULTS

<p>Timberlane Regional School Board</p>	<p>Policy Code: BDA</p>
<p>Adopted: 05-03-84 Revised: 11-01-90, 04-18-91 08-27-92, 10-17-96 12-03-98, 02-22-01 09-20-01, 02-24-05 06-20-13</p>	<p>Page 1 of 2</p>

ANNUAL ORGANIZATION MEETING OF THE SCHOOL BOARD

The Board shall organize annually at its first meeting following the District elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the Superintendent, who shall preside during and until the election of a Chairperson.

The election of the Chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

Unless changed by a two-thirds vote of those present, the order of business for each annual organization meeting of the Timberlane Regional School Board shall be as follows:

- A. Opening of meeting by the Superintendent or a member of his/her staff.
- B. Elections
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Others, if desired
- C. Appointments for the next school year
 - 1. School District Clerk and Board Secretary
 - 2. School Treasurer and Deputy Treasurer (at expiration of term)
 - 3. School Counsel
 - 4. Attendance Officer
 - 5. Others, if desired
- D. Bonding (RSA 197:23-a)
 - 1. Treasurer
 - 2. Deputy Treasurer
- E. Designating Banks
 - 1. Depository for District Funds
- F. Designating dates and times for regular monthly meetings
- G. Adjournment

<p>Timberlane Regional School Board</p>	<p>Policy Code: BDA</p>
<p>Adopted: 05-03-84 Revised: 11-01-90, 04-18-91 08-27-92, 10-17-96 12-03-98, 02-22-01 09-20-01, 02-24-05 06-20-13</p>	<p>Page 2 of 2</p>

With respect to B, C, and E: a plurality vote of the board shall be sufficient to elect school board officers, to appoint school board officials and to designate a depository for district funds.

After adjournment of this meeting, the Board shall reconvene in special meeting if it wishes to consider additional matters. The order of business for such special meeting shall be that established for regular meetings.

Legal Reference:

RSA 91-A:2, Public Records and Meetings: Meetings Open to the Public)

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13 Revised: 05-08-14	Page 1 of 2

INVESTMENT

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the School District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officials Association's Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13 Revised: 05-08-14	Page 2 of 2

subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

3. Internal Controls. The School District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The Board will review the investment policy annually.

Statutory Reference:
RSA 197:23-a
RSA 383:22

<p>Timberlane Regional School District</p>	<p>Policy Code: EI</p>
<p>Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 09-20-01 Revised: 06-02-16</p>	<p>Page 1 of 1</p>

RISK MANAGEMENT

The Board will annually re-affirm, at the March organizational meeting, a comprehensive plan for Risk Management to protect the financial resources of the district, preserve its ability to provide an educational program, and protect individuals from personal loss as a result of carrying out their responsibilities for the district.

Administration of this Board policy will be under the direction of the Business Administrator for property and liability, and the Director of Human Resources for employee coverages. Administration is charged with responsibility to regularly evaluate exposures, develop strategies to control losses, place insurance coverage, maintain property appraisals and inventories, process claims, maintain loss records, and supervise loss prevention activities.

The Board will assume the risk of property damage, legal liability, and dishonesty in all cases in which the exposure is so small or dispersed that a loss would not significantly affect the operations or financial position. The Board will institute a planned, funded program of self-insurance where risks can be reasonably predicted, combined with excess insurance against catastrophic loss.

Appendix EI-R

Timberlane Regional School Board	Procedure Code: BCA-X
Adopted: 04-02-09 Revised: 09-05-13	Page 1 of 1

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND, TO THAT END, I WILL STRIVE TO:

Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.

Take no private action that will compromise the Board's actions or decisions, and respect and support such actions and decisions as made by the majority vote or consensus of the Board.

Not accept things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically items valued less than \$25) which are generally distributed by the companies through public relations programs.

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

School Board Member Signature

Date



TIMBERLANE REGIONAL SCHOOL BOARD MEETING DATES FOR 2017-18

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

AUGUST 24	SEPTEMBER 7 21	OCTOBER 5 19	NOVEMBER 2 16
DECEMBER 7 21	JANUARY 4 18	FEBRUARY 1 15	MARCH 8 22
APRIL 5 19	MAY 3 17	JUNE 7 21	

Meetings will convene at 7:30 pm at the
Superintendent's Office, 30 Greenough Road, Plaistow, NH
(unless otherwise indicated in individual meeting postings).

The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Log on to www.timberlane.net for more information.

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.

Approved _____

From: [Andrea Cairns](#)
To: [Belcher, Catherine](#); bmayber1@maine.rr.com
Cc: [Peter Bealo](#); [Metzler, Earl](#); [Lynne Blaisdell](#); [Kelly Ward](#); [Donna Green](#)
Subject: RE: Impact Fee Study Data
Date: Tuesday, March 21, 2017 11:09:16 AM
Attachments: [image003.jpg](#)
[BCMPing_SandownData Request SAU55.pdf](#)

Hi Cathy-

I discussed the PA-28 form with our Assessor and did some research into the town's use of this form. Sandown no longer uses the PA-28 form and discontinued its use back in 1990. From my research, I found none of the towns within the Timberlane district currently use this form. I'm attaching a letter from Bruce Mayberry further explaining his process. As you will read, he has never relied on the data from the PA-28 forms and has always been provided the data he requires by the respective school districts he is working with. Even if the town did still use those forms, it would not be as reliable as the data the school district could provide.

Bruce also addressed the time it would require for someone to fulfill the request noting an estimated maximum time commitment of 12-16 hours but more likely one day of work not 80 hours as estimated by your IT Department. He has done this work himself and included a step-by-step approach in case there is any confusion by the IT Department in understanding the process. In addition, I would be more than willing to perform this work myself, on-site at the SAU, if the Board has concerns about taking up SAU staff time for this project.

We want to do the most accurate impact fee study possible. If there is anything we can do to further clear up any questions the Board may have, please let me know.

Thank you,
Andrea Cairns

Andrea Cairns
Sandown Planning Board
Sandown Zoning Board
Sandown Conservation Commission
P.O. Box 1756
Sandown, NH 03873
603.887.6085 (T)
603.887.5163 (F)

From: Belcher, Catherine [Catherine.Belcher@SAU55.net]
Sent: Tuesday, March 14, 2017 10:48 AM
To: bmayber1@maine.rr.com; Andrea Cairns
Cc: Peter Bealo; Metzler, Earl
Subject: Impact Fee Study Data

Hello Mr. Mayberry,

The school board met on March 9th to further discuss the Town of Sandown's request for student data for the impact fee study you are doing. The board was informed about a tax inventory form (PA-28) from the Department of Revenue Administration that could be used by the town to ascertain student ages. The use of this form could be more advantageous to the town as it allows parents to release information about their own children (without liability to the

school district), provides other important information about individual properties, and would provide information about students who are not currently enrolled at the Timberlane Regional School District (some are homeschooled, or attend private schools, or are not of school age).

The board would like to know if the form (attached) would meet your needs in collecting this data necessary for generating impact fee calculations for the town. They are scheduled to meet again on March 23rd to discuss the matter.

I look forward to hearing back from you.

Cathy

***Please note my e-mail address has changed. I will still receive e-mail at the old address for a limited time but please be sure to update your records with my new address:*

*catherine.belcher@sau55.net***



Cathy Belcher
Executive Assistant to the Superintendent of Schools
(603) 382-6119 ext. 2217
catherine.belcher@sau55.net

SCHOOL ADMINISTRATIVE UNIT NO 55

*Serving the Hampstead and
Timberlane Regional School Districts*

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P. O. Box 723 – Yarmouth, Maine 04096
(207) 749-5217 bmayber1@maine.rr.com

March 20, 2017

Andrea Cairns
Sandown Planning Board
P.O. Box 1756
Sandown, NH 03873

*Re: School Impact Fee Update
SAU 55 Correspondence on Enrollment Data by Address*

Dear Andrea:

This letter is to help the Town of Sandown in its response to questions posed by the School Board relating to the Town's request that SAU 55 assist with cross referencing of enrollment data by address (as relayed by Cathy Belcher of SAU 55 via email on March 14).

As part of my review I watched the video of the School Board meeting of March 9th to better understand the context of the Board's discussion of the topic. There were two particular items presented to the Board for its March 9th discussion that may bear on its decision.

The first item was that the Superintendent indicated his understanding that the PA28 form is the source of pupil address information that most Towns use to develop school impact fees, and that it is not data normally provided by the school districts. I've personally prepared most of the school impact fees in NH, and have never used PA28 data, nor has it been suggested as a reliable resource by any of the dozens of communities I've worked in. For any school impact fee projects that did involve matching enrollment by address data to assessment information, the source of student counts by address have always been the respective School Districts.

The second relevant item discussed was that the SAU's IT staff estimated that it would require 80 hours of time to fulfill the Sandown request. This is the approximate time BCM Planning budgeted for data matching in a 2016 school impact fee update for the City of Manchester. The Manchester update was a large scale effort requiring matching of about 13,800 students by address to related property assessment information.

So it should not require 80 hours to cross reference addresses for about 1,000 public school students in Sandown. For a Town with about 1,000 students, I would expect data entry time

for matching enrollment by address would take about one day. For someone not as familiar with the process, it might take an extra 4 to 8 hours, or a total commitment of 12-16 hours maximum.

The data matching method I use is not a high-tech process that involves programming. It can be done quite easily as a manual (though somewhat tedious) process, but it is not difficult. So that this can be better understood, I've included in the following pages included a step-by-step description of my approach.

I will let you respond regarding the history or use of the PA28 in Sandown and whether it is a viable source for associating school enrollment with particular properties. Even if this form is being used, its utility for our project would depend on whether all the data from the individual paper forms are subsequently transcribed into a data base.

I hope the above is helpful in your discussions with the SAU and the School Board on cross-referencing the related enrollment data.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Bruce C. Mayberry". The signature is written in a cursive, flowing style with a large initial "B".

Bruce C. Mayberry, Principal
BCM Planning, LLC

I. Process of Assigning Enrollment Count by Address

In Brief: Once the staff generates a spreadsheet file of Sandown resident students, the file would be sorted by physical address: street name, street address, and grade level. The file is printed in that sort order. The count of students by grade level are manually entered into the separate Excel property file by address provided by the Town. (This need not be a high-tech operation. The data entry of the count of students by address and grade could be done by any administrative person). A process description and example follows:

A. File Creation and Sorting

1. Residential property list provided by the Town in Excel, with properties sorted by street name, then street number. (This has been provided to the District)
2. District creates spreadsheet list of Sandown resident students by street address and grade (approximately 1,000 pupils). Each line then = 1 student (names are not needed).
3. Sort the student list by the physical address of the student (ascending by street name, then street number, then grade).
4. Print out the sorted list, alphabetized by street name, ascending street number and grade.

B. Enter Student Counts to the Excel Property File

1. Go through the printed list, count the number of students by grade grouping and manually enter the counts each grade level at the address into the property list Excel file.
2. There may be some cases where the District address does not exactly match a property address in the Town file. Best judgment is used to assign the count to the closest address.
3. When all matching is complete, District deletes address columns and other agreed-upon protocols to preserve privacy. Count of students by grade remains intact, now associated only with general property descriptive information.
4. District provides file to Town for analysis (supports summary tabulations of average enrollment by type of housing unit, students per unit by year built, number of bedrooms, living area etc.).

See Example, Next Page

Example: Assume (hypothetical) printout of sorted student count by address & grade shows:

StNo	StName	Grade
33	Big Rock Lane	3
84	Birch Lane	3
84	Birch Lane	7
58	Bluebird Lane	6
58	Bluebird Lane	6
58	Bluebird Lane	8
4	Boulder Drive	1
4	Boulder Drive	5
20	Boulder Drive	8

From this printout, the count of students by address can be reviewed and entered into appropriate columns in the property file at that address:

- One child at 33 Big Rock Lane: enter count of 1 for in Grade K-5
- Two students at 84 Birch Lane: enter count of 1 for grade K-5; 1 for grade 6-8
- Three students at 58 Bluebird Lane: enter count of 3 for grades 6-8
- Two students at 4 Boulder Drive: enter count of 2 for grades K-5
- One student at 20 Boulder Drive: enter count of 1 for grades 6-8

When the above counts are entered into the Excel property data file, they would appear as:

Street Address		Number of Students At This Physical Address			
St. No.	Street Name	Pre-K	Grade K-5	Grade 6-8	Grade 9-12
3	AVERY DRIVE				
12	BERRY ROAD				
19	BIG ROCK LANE				
33	BIG ROCK LANE		1		
45	BIG ROCK LANE				
24	BIRCH LANE				
37	BIRCH LANE				
84	BIRCH LANE		1	1	
29	BLUEBIRD LANE				
58	BLUEBIRD LANE			3	
63	BLUEBIRD LANE				
2	BOULDER DRIVE				
4	BOULDER DRIVE		2		
17	BOULDER DRIVE				
20	BOULDER DRIVE			1	
22	BOULDER DRIVE				
25	BOULDER DRIVE				

There will be many addresses in the Town property assessment file that will remain blank, because there will be no school children at the address. But the entire file needs to be preserved, including properties with no students, in order to enable the tabulation of average enrollment per housing unit for the entire housing stock.

II. Source of Enrollment Data for Impact Fee Studies

Since 1992, I have used this method in over 50 New Hampshire communities to prepare school impact fees, including the TRSD towns in 1997, and for Sandown and Danville updates in 2002.

In *all of the cases* where address matching was practical, it was the *School District* that provided a sortable Excel file, or sometimes just a printed file, of student addresses by grade for the project. The TRSD provided such printouts for the Sandown and Danville fee updates in 2002, but has since amended its policy on releasing similar information.

In my 25 years of preparing school impact fees in NH, I have never used information from the PA28 form in any of these studies, nor has it ever been offered as a valid source for the data. The forms are not used universally, and their principal purpose is to collect property information for valuation updates.

III. Estimated Number of Sandown Households with Children

Based on the 2015 American Community Survey sample data for Sandown, there are an estimated 909 households who have children under age 18 living with them (about 41% of households have *any children*). About 576 households are estimated to have children ages 6-17 (about 26% of all Sandown households). It seems reasonable to assume that not more than 30% of Sandown households will have one or more children of school age, or not more than 670 housing units. It is not necessary to comb through thousands of property records to do the matching. Only the addresses showing school children require data entries to the spreadsheet.

IV. Data Entry Time Estimate

Most of Sandown's housing units are single family homes so the address system is not too complicated. We have already generated a file of all parcels that have housing units on them according to Sandown assessment data.

My most recent experience in matching student counts to address was for the City of Manchester in 2016. The School District provided an Excel file of students by street address and grade (no names). There were approximately 13,800 public school students to match to property characteristics. BCM Planning spent no more than 80 hours of time to match these pupils to addresses.

There are only about 1,000 resident pupils in Sandown. A diligent effort at address matching would probably not take me no more than 8 hours for the data entry part of the work. For someone less experienced with the process, perhaps another 4 to 8 hours might be needed. A commitment of up to 12-16 hours of time should be reasonable for the cross referencing effort.

2016 INVENTORY OF TAXABLE PROPERTY

AS REQUIRED BY RSA 74

DUE ON OR BEFORE APRIL 15TH

RETURN TO: (ASSESSING OFFICIALS)

(Fold along this line)

SEND TO:

STEP 1 PROPERTY IDENTIFI- CATION	Map #	Lot #	Size of Lot/Number of Acres:		
	Street/Road Number and Name:				
STEP 2 PROPERTY CHANGES	Have there been any changes to this property since April 1, 2015 ? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, go to Step 3)				
	Describe any ADDITIONS, ALTERATIONS, DELETIONS OR IMPROVEMENTS which were made to the land or to the interior or exterior of any building(s):				
	Describe any NEW building(s) which have been partially or totally constructed since April 1, 2015 :				
	Size of Building:		Type of Building:		
STEP 3 TAXING INFORMATION	Is any portion of the parcel assessed under Current Use?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Is any portion of the parcel assessed under a Conservation Restriction Assessment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Is any portion of the property assessed as Farm Structures or Land Under Farm Structures?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If Yes to any of the above, describe any changes in the use of land or structures since April 1, 2015 :				
STEP 4 OTHER PROPERTY	A. Do you own a manufactured home or any other building(s) on land owned by another person?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	If yes, Name of landowner:				
	B. If you have sold or otherwise transferred any portion of this property since April 1, 2015 , provide the following information:		Date of Transfer:		
Name of person transferred to:		Address:			
C. If you have purchased or otherwise acquired any parcels of real estate in this Town since April 1, 2015 , provide the following for each parcel acquired: Date of Acquisition: Name of Seller:					
If known, Map #		Lot #	Street/Road Number and Name		
STEP 5 CENSUS REQUIRE- MENTS RSA:74:4, III(C)	LAST NAME		FIRST NAME	MI	AGE
STEP 6 SPECIAL ASSESSMENT	Is this parcel assessed pursuant to: <input type="checkbox"/> RSA 79-G, Taxation of Qualifying Historic Buildings or <input type="checkbox"/> RSA 79-H, Taxation of Certain Chartered Schools? If yes, have any changes been made in the use of the property since April 1, 2015 ? Please Describe:				
STEP 7 SIGNATURES	Under penalty of perjury, I (we) declare that, to the best of my (our) knowledge and belief, the foregoing information contains a full, true and correct statement of the real property which I (we) owned as of April 1, 2016 in the City/Town of:				
	Print or Type Name		Signature (in ink)	Date	
	Print or Type Name		Signature (in ink)	Date	

PLEASE CONTACT CITY/TOWN WITH ANY QUESTIONS.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
INVENTORY OF TAXABLE PROPERTY
AS REQUIRED BY RSA 74

To obtain a receipt that an inventory was filed, the taxpayer must fill in their name, address and city/town below and enclose a self addressed stamped envelope.

2016 RECEIPT ACKNOWLEDGEMENT	Name	
	Address	
	City/Town	
	Received By City/Town	Date Received by City/Town

(Assessing Officials Detach along this line)

GENERAL INSTRUCTIONS

WHO MUST FILE	Every person and every corporation by its president or other person with authority to do so, having knowledge of its property and affairs, pursuant to RSA 74.
WHERE TO FILE	A completed Form PA-28 must be filed with the selectmen or assessing officials of the City/Town where the property is located.
WHEN TO FILE	A COMPLETED FORM PA-28 MUST BE MAILED POSTAGE PREPAID OR DELIVERED TO CITY/TOWN ON OR BEFORE APRIL 15, 2016 . RSA 74:7
WHAT IS TAXABLE	All real estate, including land, buildings, manufactured housing, factories, electric plants, pipelines and any appurtenant structures.
REQUIREMENTS	RSA 74:4 requires all property owners to report the status of each parcel of taxable property in the aforementioned City/Town as of April 1, 2016 .
PROPERTY TAX RELIEF	You may be entitled to the following tax relief: An exemption or Veteran's tax credit; an abatement from your property tax or a tax deferral for the elderly or disabled. For additional information, contact your selectmen or assessor. For residents who have not previously filed a permanent application form for property tax exemption or credit, Form PA-29 may be obtained from the city/town office or the NH Department of Revenue Administration (NH DRA) web site at www.revenue.nh.gov/ . Click on the tax forms link. Property owners may also qualify for Low and Moderate Income Homeowner's Property Tax Relief. To obtain more information, visit the Department's web site at www.revenue.nh.gov/ . The annual filing period for this relief is from May 1st through June 30th.
INTEREST AND DIVIDENDS TAX RSA: 77	Individuals are required to file an Interest and Dividends Tax Return, if their gross interest and/or dividend income exceeds \$2,400 (\$4,800 for joint filers). General state tax information can be obtained from the NH DRA at (603) 230-5920 between the hours of 8:00 AM and 4:30 PM. NH DRA tax forms may be obtained by visiting our web site at www.revenue.nh.gov/ or by calling (603) 230-5001.
PENALTY	Any person or corporation who fails to file an Inventory of Taxable Property under RSA 74:7-a, shall be assessed a penalty equal to 1% of the property tax and not less than \$10 or more than \$50.
DOOMAGE	Pursuant to RSA 74:12, if any person or corporation willfully fails to make and return this inventory, or makes any false answers or statements therein, the selectmen or assessors shall determine as nearly as practicable, the amount and value of the property for which the person or corporation is taxable, and shall set down to such person or corporation, by way of dooming, four times as much as such property would be taxable if truly returned and inventoried.
APPEALS	A petition for abatement must be filed with the selectmen or assessors by March 1, following the date of notice of tax under RSA 76:1-a. Any subsequent appeal to the Board of Tax and Land Appeals or the Superior Court must be filed on or before September 1 following the date of notice of tax under RSA 76:1-a, and not afterwards.
ADA	Individuals who need auxiliary aids for effective communications in programs and services of the NH DRA are invited to make their needs and preferences known. Individuals with hearing or speech impairments may call TDD Access: Relay NH 1-800-735-2964.
NEEDHELP?	Contact your local city/town for sections 1 through 6. Contact the NH DRA, Municipal & Property Division with inquiries on laws and format at (603) 230-5950.

LINE-BY-LINE INSTRUCTIONS

Attach additional sheets as necessary

STEP 1	Enter the property identification information, which applies to the Inventory of Taxable Property including the Map and Lot number (available from City/town), size of lot, Street/Road number and name.
STEP 2	Enter any changes to the property since April 1, 2015 .
STEP 3	Indicate whether or not there is any portion of the parcel assessed under either Current Use, Conservation Restriction Assessment, or Farm Structures or Land Under Farm Structures. If yes, describe any changes since April 1, 2015 . RSA 79-A, 79-B & 79-F.
STEP 4	A. Enter the information regarding other property on land owned by another person; if yes, give the name of the person. B. Enter if you have sold or transferred any portion of this property, include the land owner's name, address, date(s) of transfer(s)/acquisition(s). C. Enter if you have purchased other property within this city/town and give location information.
STEP 5	Enter the last name, first name, middle initial (MI) and ages(s) of all persons occupying the premises as of April 1, 2016 . If no occupants, indicate "0".
STEP 6	Indicate whether the property is assessed in accordance with RSA 79-G, Taxation of Qualifying Historic Buildings or RSA 79-H, Taxation of Certain Chartered Public School Facilities. If yes, describe any changes to the property since April 1, 2015 .
STEP 7	Signature(s), in ink, and printed name (s) of all property owners are required in the space provided.

INVENTORY RECEIPT #.....

Sandown Addresses with Housing		Number of Students At This Physical Address													
St. No.	Street Name	Pre-K	K-5	6-8	9-12	USECODE	DESC	HSGUNITS	AVLAND	AVPARCEL	LIVAREA	AYB	STYLE	BRPERU	LIVPERU
10	ACORN AVE					1013	Single Fam Waterfront	1	121800	187700	696	1960	Converted Camp	1	696
12	ACORN AVE					1013	Single Fam Waterfront	1	83800	126100	891	1950	Converted Camp	2	891
4	ALEXIS LN					1010	Single Family	1	75200	235300	1792	2002	Raised Ranch	3	1,792
8	ALEXIS LN					1010	Single Family	1	80800	297600	2388	2006	Colonial	4	2,388
11	ALEXIS LN					1010	Single Family	1	99000	268200	1840	2006	Colonial	3	1,840
12	ALEXIS LN					1010	Single Family	1	93500	303200	2099	2008	Colonial	4	2,099
17	ALEXIS LN					1010	Single Family	1	93100	280200	1912	2012	Colonial	3	1,912
18	ALEXIS LN					1010	Single Family	1	92600	291600	2448	2006	Colonial	4	2,448
22	ALEXIS LN					1011	Single Fam with Apt	1	92500	375300	2888	2006	Colonial	5	2,888
6	ALLEN ST					1030	Manufactured - Mobile	1	74500	108100	1190	1976	Mobile Home	2	1,190
9	ALLEN ST					1010	Single Family	1	74600	214100	1638	2013	Cape Cod	3	1,638
10	ALLEN ST					1030	Manufactured - Mobile	1	76300	109700	1008	1977	Mobile Home	2	1,008
11	ALLEN ST					1030	Manufactured - Mobile	1	74500	153900	1512	2007	Double Wide	3	1,512
14	ALLEN ST					1030	Manufactured - Mobile	1	75400	104200	1468	1972	Mobile Home	3	1,468
15	ALLEN ST					1030	Manufactured - Mobile	1	74500	104700	2128	1965	Double Wide	3	2,128
17	ALLEN ST					1030	Manufactured - Mobile	1	74500	111500	924	2000	Mobile Home	2	924
21	ALLEN ST					1030	Manufactured - Mobile	1	74500	145000	1665	1972	Double Wide	3	1,665
22	ALLEN ST					1030	Manufactured - Mobile	1	74800	112900	1708	1980	Mobile Home	3	1,708
25	ALLEN ST					1010	Single Family	1	73800	204800	1545	1974	Ranch	1	1,545
26	ALLEN ST					1030	Manufactured - Mobile	1	73400	135400	1304	1996	Mobile Home	2	1,304
27	ALLEN ST					1030	Manufactured - Mobile	1	74100	106600	1512	1972	Mobile Home	4	1,512
28	ALLEN ST					1030	Manufactured - Mobile	1	72500	119500	1416	1970	Mobile Home	3	1,416
33	ALLEN ST					1010	Single Family	1	76400	180600	995	1977	Ranch	3	995
41	ALLEN ST					1010	Single Family	1	80400	285000	2482	2001	Colonial	4	2,482
42	ALLEN ST					1010	Single Family	1	80400	279900	2677	2001	Colonial	4	2,677
38	ALLEN ST #1A					1021	Residential Condo	1	0	94200	1020	1991	Condominium	2	1,020
38	ALLEN ST #1B					1021	Residential Condo	1	0	92000	1020	1991	Condominium	2	1,020
38	ALLEN ST #1C					1021	Residential Condo	1	0	92300	1020	1991	Condominium	2	1,020
38	ALLEN ST #1D					1021	Residential Condo	1	0	92000	1020	1991	Condominium	2	1,020
38	ALLEN ST #2A					1021	Residential Condo	1	0	95800	1088	1991	Condominium	2	1,088
38	ALLEN ST #2B					1021	Residential Condo	1	0	98700	1088	1991	Condominium	2	1,088
38	ALLEN ST #2C					1021	Residential Condo	1	0	95800	1088	1991	Condominium	2	1,088
38	ALLEN ST #2D					1021	Residential Condo	1	0	95800	1088	1991	Condominium	2	1,088
38	ALLEN ST #3A					1021	Residential Condo	1	0	92300	1020	1991	Condominium	2	1,020
38	ALLEN ST #3B					1021	Residential Condo	1	0	94300	1020	1991	Condominium	2	1,020
38	ALLEN ST #3C					1021	Residential Condo	1	0	95800	1088	1991	Condominium	2	1,088
38	ALLEN ST #3D					1021	Residential Condo	1	0	95800	1088	1991	Condominium	2	1,088
38	ALLEN ST #4A					1021	Residential Condo	1	0	95800	1088	1991	Condominium	2	1,088
38	ALLEN ST #4B					1021	Residential Condo	1	0	96500	1088	1991	Condominium	2	1,088
38	ALLEN ST #4C					1021	Residential Condo	1	0	96600	1088	1991	Condominium	2	1,088
38	ALLEN ST #4D					1021	Residential Condo	1	0	96400	1088	1991	Condominium	2	1,088
7	AMMY LN					1010	Single Family	1	83700	233900	1638	2003	Cape Cod	3	1,638
8	AMMY LN					1010	Single Family	1	85100	290900	2381	2003	Colonial	3	2,381
12	AMMY LN					1010	Single Family	1	85100	272600	2146	2003	Colonial	3	2,146
13	AMMY LN					1010	Single Family	1	85300	257900	1992	2003	Colonial	3	1,992
2	ANGLE DR					1010	Single Family	1	113600	183800	864	1970	Converted Camp	2	864
3	ANGLE DR					1090	Multi Houses	2	80800	119900	884	1955	Converted Camp	1	442

**Timberlane Regional School District
Plaistow Campus Irrigation Update
April 6, 2017**

In an effort to identify additional sources of water for irrigating the playing fields at the Timberlane Regional School District Campus, the following should be noted relating to current campus irrigation:

- A. One full irrigation cycle uses approximately 71,000 gallons of water through 46 zones and 315 sprinkler heads.
- B. Where one cycle is currently utilized, two cycles would be optimal.
- C. Current potable water drawn for use in the main campus buildings comes from bedrock wells, with estimates at 18,000 gallons per day (GPD) (excluding SAU).
- D. All water used for irrigation comes solely from a detention pond on campus.
 - a. All water in the detention pond is recovered from campus and piped into the detention reservoir (i.e. parking lots, roof and related runoff) or replenished through springs.
 - b. No auxiliary wells are used to draw or deplete groundwater for detention pond storage.
 - c. The detention pond is 3,800 sq. ft. on the surface and is 12 ft. deep with a capacity estimated at 1.931 million gallons.
 - d. There has been no known dredging of the detention pond.

Proposed options for increasing irrigation capacity are to install bedrock well(s), dredge and/or expand the current detention pond.

1. Drilling Bedrock Well(s):

- a. An additional 70,000 GPD is needed to water in 2 cycles.
- b. 18,000 GPD current withdrawal would only permit 39,600 GPD additional withdrawal.
- c. Enhanced reporting is required for groundwater withdrawals exceeding 57,600 GPD, approvals are intensive (estimated at 2 years) as is subsequent monitoring.
- d. Performance of bedrock wells to produce 50+ GPM is uncertain generally.
- e. Impact on such a scale would require consideration of impacts on current on-campus potable water in terms of potential depletion or change in water quality.
- f. As sustained well production cannot be guaranteed, a water storage system would be considered to ensure watering consistency (costs not justified in lieu of other options).

2. Detention Pond Dredging / Dredging and Expansion:

- a. As no dredging has occurred, it is estimated dredging could increase capacity by 45% .
- b. Dredging may to be a maintenance only item requiring DES permitting by notification.
- c. As a detention pond, preliminary review suggests the pond can be expanded up to 10,000 sq. ft. w/out addt'l DES permitting, adding 6,100 sq. ft. of surface area, and would incorporate a sediment pool for removal of sediment w/out full dredging.
- d. Costs (All estimates are contingent of N.H. D.E.S. approval):
 - i. Permitting for any option: estimated at \$7,500
 - ii. Planning and surveying for any option: estimated at \$18,500
 - iii. Pond dredging only: estimated at \$91,750
 - iv. Pond expansion only: estimated at \$133,500
 - v. Pond dredging and expansion: estimated at \$148,500

TIMBERLANE POLICY COMMITTEE

FIRST READ

- 1 GBN VERIFICATION OF EMPLOYMENT ELIGIBILITY**
NHSBA has no policy on this as it is driven by federal law. SLT and PC recommend repealing and referencing the law.

- 2 GCA PROFESSIONAL STAFF POSITIONS**
Last updated in 2005; NHSBA language proposed, TTA reviewed
- 3 GCB PROFESSIONAL STAFF CONTRACTS**
Last updated in 2005; NHSBA and SLT language proposed
- 4 GCCBC FAMILY AND MEDICAL LEAVE ACT**
Last updated in 2005; propose only one change to include reference to CBA's

- 5 GCEB PROFESSIONAL STAFF RECRUITING**
Last updated in 2005; NHSBA language proposed with addition from SLT regarding the vetting of references

- 6 HP STAFF JOB ACTIONS**
Last updated in 2005, NHSBA language and SLT language proposed

- 7 HPA STAFF JOB ACTIONS (UNAUTHORIZED STAFF ABSENCES)**
last updated in 2005; NHSBA language proposed with modifications by SLT
- 8 JLIF RECEIPT AND USE OF SEX OFFENDER REGISTRY INFORMATION**
Last updated in 2008; NHSBA language with modifications by SLT related to procedure proposed

<p>Timberlane Regional School District</p>	<p>Policy Code: GBN</p>
<p>Adopted: 06-18-09</p>	<p>Page 1 of 3 REPEALED</p>

VERIFICATION OF EMPLOYMENT ELIGIBILITY

~~Repealed by the School Board on _____. See Immigration Reform and Control Act of 1986. Federal law requires that all employees complete INS Form I-9. This must be done in accordance with the Immigration Reform and Control Act of 1986 to verify that the person is entitled to work in this country. Federal law also requires that the employee must be stopped from working if either Section 1 or 2 are not completed within the time limits specified for each section. To ensure full compliance with applicable law, the following provisions shall apply:~~

~~Completion of Form I-9~~

~~Form I-9 must be completed within three (3) business days of the date of the hire. If an individual is employed for less than three (3) days, the form must be completed before the end of the employee's first working day.~~

~~The following individuals do not need to complete Form I-9:~~

- ~~— 1. Persons hired before November 7, 1986~~
- ~~— 2. Persons who are employed by a contractor providing contract services~~
- ~~— 3. Persons who are independent contractors~~

~~The Human Resources Director is also responsible for re-verifying employment eligibility of employees whose employment eligibility documents carry an expiration date.~~

~~Acceptable Documents for Verifying Employment Eligibility~~

~~All employees hired after November 6, 1986, will need to provide a document or documents that establish identity and employment eligibility. The following lists identify acceptable documents:~~

~~— LIST A: Documents that establish identity and employment eligibility:~~

- ~~— • Current United States passport~~
- ~~— • Certificate of United States Citizenship (INS Form N-560 or N-561)~~
- ~~— • Certificate of Naturalization (INS Form N-550 or N-570)~~
- ~~— • Unexpired foreign passport which contains an unexpired stamp which reads "Processed for I-551. Temporary Evidence of Lawful Admission for permanent residence. Employment authorized;" or~~
- ~~— • Has attached thereto a Form I-94 bearing the same name as the passport and containing an employment authorization stamp, so long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the Form I-94~~

Timberlane Regional School District	Policy Code: GBN
Adopted: 06-18-09	Page 2 of 3

- ~~• Alien Registration Receipt Card (INS Form I-151) or Resident Alien Card (INS Form I-551), provided that it contains a photograph of the bearer~~
- ~~• Temporary Resident Card (INS Form I-688)~~
- ~~• Employment Authorization Card (INS Form I-688A)~~
- ~~LIST B: Documents that establish identity:~~
- ~~For individuals sixteen (16) years of age or older:~~
- ~~• State issued driver's license or State issued identification card containing a photograph. If the driver's license or identification card does not contain a photograph, identifying information should be included, such as name, date of birth, gender, height, color of eyes, and address.~~
- ~~• School identification card with a photograph~~
- ~~• Voter's registration card~~
- ~~• United States Military card or draft record~~
- ~~• Identification card issued by Federal, State, or local government agencies~~
- ~~• Military dependent's identification card~~
- ~~• Native American tribal documents~~
- ~~• United States Coast Guard Merchant Mariner Card~~
- ~~• Driver's license issued by a Canadian government authority~~

- ~~For individuals under age eighteen (18) who are unable to produce one (1) of the documents listed above:~~
- ~~• School record or report card~~
- ~~• Clinic doctor or hospital record~~
- ~~• Day care or nursery school record~~

- ~~LIST C: Documents that establish eligibility:~~
- ~~• Social Security number card, other than one which has printed on its face "not valid for employment purposes"~~
- ~~• This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction that people can buy) is not acceptable~~
- ~~• An original or certified copy of a birth certificate issued by a State, county, or municipal authority bearing an official seal~~
- ~~• Unexpired INS employment authorization~~
- ~~• Unexpired re-entry permit (INS Form I-327)~~
- ~~• Unexpired Refugee Travel Document (INS Form I-571)~~
- ~~• Certification of Birth issued by the Department of State (Form FS-545)~~
- ~~• Certification of Birth Abroad issued by the Department of State (Form DS-1350)~~
- ~~• United States Citizen Identification Card (INS Form I-197)~~
- ~~• Native American tribal document~~
- ~~• Identification card for use of Resident Citizen in the United States (INS Form I-179)~~

Retention of Employment Eligibility Verification Form (I-9)

<p>Timberlane Regional School District</p>	<p>Policy Code: GBN</p>
<p>Adopted: 06-18-09</p>	<p>Page 1 of 3 REPEALED</p>

~~The Human Resources Director must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.~~

~~Preparation of Documents for Inspection~~

~~U.S. Immigration and Naturalization Service (INS) or Department of Labor (DOL) Officers are required to give employers three (3) days advance notice before an inspection. The Human Resources Director will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil monetary penalties for each employee for whom the form was not completed, retained, or presented.~~

~~Retention of Employee Identification and Social Security Number~~

~~The Human Resources Department will retain a photo copy of either the employee's driver's license or passport showing the employee's identity and valid social security number.~~

~~Legal References:~~

~~—Executive Order: Amending Executive Order 12989, as Amended, June 9, 2008~~

<p>Timberlane Regional School District</p>	<p>Policy Code: GCA</p>
<p>Adopted: 01-03-83 Revised: 04-04-91 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 3</p>

PROFESSIONAL STAFF POSITIONS
Responsibilities and Duties of Teachers

Responsibilities and Duties of Teachers

The teacher shall be academically qualified in the area he/she is to instruct and should demonstrate a competence at transmitting learning to the student and the manner and means of accumulating, assimilating, and evaluating the knowledge associated with his/her academic field. The teacher should demonstrate an awareness of other academic fields and should possess a reasonable and responsible attitude toward the education of the whole child.

The teacher shall constantly be alert to the example presented to students, parents, community, and fellow workers. Relationships shall avoid personal attachments which detract from the obligation to constantly lead and critically evaluate the individual and the situation.

The teacher must be aware of various instructional trends and participate in exploration of possible changes in method or content of instruction.

The teacher shall demonstrate an ability to control the situations encountered in the performance of duties while exhibiting the proper respect for the dignity and worth of each individual.

The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

~~*A basic teaching assignment is described as follows: The teacher will instruct regular classes; properly prepare lessons and tests; properly correct all assigned work; evaluate student work; use care in filling out requested forms and reports; supervise bus arrivals and departures, playgrounds, cafeteria, hallways as special assignment, and as a general phase of daily work; make use of the extra help periods; accept and adequately perform duties as advisor to classes or clubs (including chaperoning occasional nighttime activities) and report to the assigned building on days as scheduled by the Superintendent and attend other affairs which are periodic in nature, such as teachers' meetings, department meetings, and community affairs directly related to the School and to actively participate in the School program. Each The teacher is required to carry out assignments from the building Principal or other responsible Administrator in conformance with School Board policies, and regulations of the Board and the Superintendent, and the collective bargaining agreement.*~~

~~*The teacher shall be academically qualified in the area he/she is to instruct, and should demonstrate a competence at transmitting learning to the student and the manner and means of accumulating, assimilating, and evaluating the knowledge associated with his/her academic field. The teacher should demonstrate an awareness of other academic fields and*~~

<p>Timberlane Regional School District</p>	<p>Policy Code: GCA</p>
<p>Adopted: 01-03-83 Revised: 04-04-91 Revised: 02-24-05 Revised:</p>	<p>Page 2 of 3</p>

~~should possess a reasonable and responsible attitude toward the education of the whole child.~~

~~The teacher shall constantly be alert to the example presented to students, parents, community, and fellow workers, striving to consistently exemplify the good. Relationships shall avoid personal attachments which detract from the obligation to constantly lead and critically evaluate the individual and the situation.~~

~~The teacher must be aware of various instructional trends and participate in exploration of possible changes in method or content of instruction.~~

~~The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.~~

~~A basic teaching assignment is described as follows or as outlined in the teacher agreement: The teacher will instruct regular classes, properly prepare lessons and tests, properly correct all assigned work, evaluate student's work, use care in filling out requested forms and reports; supervise bus arrivals and departures, playgrounds, cafeteria, hallways as special assignment, and as a general phase of daily work; make use of the extra help periods, (including chaperoning occasional nighttime affairs), and report to the assigned building on days as scheduled by the Superintendent of Schools; and attend other affairs periodic in nature, such as teachers' meetings, department meetings, community affairs directly related to the school, and to actively participate in the school program. Each teacher is required to carry out assignments from the building principal or other responsible administrator in conformance with school board policies and regulations of the school board and the Superintendent.~~

~~Teacher Job Description - Each teacher:~~

~~Is responsible for creating a class environment which is open and receptive to change.~~

~~Is to establish the necessary procedures for his/her instructional program in accordance with existing policies and regulations.~~

~~Is to continually evaluate the effectiveness of his/her instructional program.~~

~~Is to attend all scheduled department and staff meetings. If this is physically impossible, the teacher is to notify the department head and principal for approval.~~

~~Is to request, through the principal, approval to attend conferences and conventions and to initiate the necessary papers.~~

~~Shall be evaluated, in accordance with the current teacher evaluation program, and shall be notified immediately of the results.~~

~~Shall maintain open communications with parents, community agencies and organizations.~~

~~Shall initiate appropriate press releases and submit them to the principal for approval.~~

<p>Timberlane Regional School District</p>	<p>Policy Code: GCA</p>
<p>Adopted: 01-03-83 Revised: 04-04-91 Revised: 02-24-05 Revised:</p>	<p>Page 3 of 3</p>

~~Shall take advantage of such community resources as appropriate for the educational goals of this school with the approval of his/her principal.~~

~~Shall maintain accurate records on students, recording: test results, class attendance, discipline, and pertinent physical and mental health data.~~

~~Shall initiate all budget requests through the principal or designee.~~

~~Shall be included in open two-way communications among all members of the management structure, including the school board, while observing the chain of command.~~

~~Shall have a voice in the school staff which will help develop, organize, administer and explain the educational program for this school.~~

~~Is to aid in developing the curriculum within his/her teaching area and to suggest ways of integrating this curriculum with other departments where feasible.~~

~~In all areas is to see that the department and the administration are kept abreast of his/her actions and accomplishments.~~

~~Is responsible for reviewing the material in the teacher and student handbooks, and school board policy manual, and adhering to all pertinent information therein.~~

~~Is responsible for homeroom and all the duties assigned by the administration.~~

~~Is expected to honor the chain of command and can expect that he/she be treated as a "professional" in return.~~

~~Is expected to take an active part in staff development.~~

~~Shall maintain an up-to-date plan book and rank book.~~

~~Is not to leave the building during the day without getting permission from the principal. A teacher leaving the building with permission must sign out and in (on return) with the receptionist-secretary.~~

Timberlane Regional School District	Policy Code: GCB
Adopted: 01-01-83 Reaffirmed: 04-04-91 Revised: 02-24-05 Revised:	Page 1 of 1

PROFESSIONAL STAFF CONTRACTS

Contracts are required to protect the interests of the employee and the School District. ~~It is the duty of the School Board to develop and adopt standard contract forms conforming to all applicable laws, statutes and agreements, paying particular attention to the explicit statement of all clauses in order to avoid any misunderstandings between the signatories.~~ Every permanent professional employee shall be required to execute a contract with the School District. The contract (or electronic-contract) shall be signed by the employee and the Chairperson of the School Board.

Timberlane Regional School District	Policy Code: GCCBC
Adopted: 02-24-05 Revised:	Page 1 of 1

FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act of 1993, the School District recognizes that eligible employees have access to unpaid family for up to twelve (12) weeks per school year (July 1 through June 30). The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 1,250 hours during the prior twelve months, and be employed at a worksite where at least 50 employees are employed by the School District within a 75-mile radius of that worksite.

Family leave shall be provided when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal, or family leave for purposes of family leave. An employee may elect, or the District may require, an employee to use accrued vacation, personal, or medical/sick leave for purposes of medical leave.

The employee shall notify the District of his/her request for leave, if foreseeable, at least (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is request. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent, or his/her designee, may reassign a teacher a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.

Federal Statute:

Title 29 & 2601 et. Seq.

<p>Timberlane Regional School District</p>	<p>Policy Code: GCEB</p>
<p>Adopted: 03-07-85 Revised: 04-04-91 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 2</p>

PROFESSIONAL STAFF RECRUITING

Staff recruitment is the responsibility of the Superintendent. Principals and other staff will assist the Superintendent as directed.

All teachers must be recommended by the Superintendent and approved by the School Board.

The Superintendent or designee shall ensure candidate references are vetted before nomination to the Board.

Legal Reference:

RSA 189:13-a, School Employee and Volunteer Background Investigations

RSA 189:39, How Chosen

~~The School Board and the administrative personnel realize that a sound educational system cannot be built and maintained without definite procedures for the recruitment of personnel.~~

- ~~1. The quality of the educational program in any school system is dependent upon the employment and retention of high caliber.~~
- ~~2. All currently employed personnel share a common responsibility for the procurement of the type of staff needed. They are expected to help in every way possible and specifically, by making the system aware of outstanding prospects at every opportunity.~~
- ~~3. Staff recruitment is responsibility of the Superintendent. Principals and other staff will assist the Superintendent, as needed.~~
- ~~4. First consideration will be given to those applicants seeking permanent, rather than temporary employment.~~
- ~~5. All professional staff selected for employment must be recommended by the Superintendent and approved by the school board.~~
- ~~6. In selecting nominees for instructional positions, the Superintendent, after considering recommendations of subordinates, will be guided by the following criteria.~~
 - ~~♣ Professional qualifications and credentials, including full state certification~~
 - ~~♣ Successful teaching experience~~
 - ~~♣ Specific requirements of position~~
 - ~~♣ Balance and stability within faculty~~
 - ~~♣ Budget considerations~~

Timberlane Regional School District	Policy Code: GCEB
Adopted: 03-07-85 Revised: 04-04-91 Revised: 02-24-05 Revised:	Page 2 of 2

- ~~7. Members of the immediate families of Timberlane Regional School Board members are not eligible for permanent employment within the district, unless so employed prior to such membership. Candidates for employment within the district who have members of their immediate family already employed in the district, shall not be placed in a subordinate position, nor within each other's influence. All such situations shall be reviewed by the supervisory staff and recommendations shall be presented to the school board for final approval.~~
- ~~8. District candidates for vacancies on the staff shall received first consideration, provided their background, training and qualifications for the position are equal to that of other candidates.~~

<p>Timberlane Regional School District</p>	<p>Policy Code: HP</p>
<p>Adopted: 06-16-83 Reaffirmed: 02-25-99 Revised: 02-24-05 Revised:</p>	<p>Page 1 of 1</p>

STAFF JOB ACTIONS

Strikes and other forms of job action are unlawful, and a violation of Board Policy. However, if a work stoppage occurs, the Board will keep schools open so long as the health and safety of the students and employees can be assured.

~~It should be understood that the School Board and administration judge any work stoppage by school district employees to be an illegal act. With this premise as a basis, the philosophy of the Board and administration will be to keep schools open so long as the health and safety of the students and staff can be assured. In the event that any work stoppage action should become an imminent threat to the health and safety of the students and staff an alternate plan of action will be immediately enforced.~~

Action Regarding Work Stoppage

The initial decision as to whether or not schools will remain open will be made by the Superintendent of Schools or his/her designee in consultation with the Chairperson of the School Board. If this consultation is not possible, the Superintendent or his designee is authorized to make the decision.

~~The decision as to what schools will remain open will be made by the Superintendent of Schools or his designee after consultation with the Chairperson of the School Board. If this consultation is not possible, the Superintendent or his designee is authorized to make the decision.~~

~~There will automatically be a meeting of the School Board at 7:30 PM during the evening the work stoppage has occurred. If prior warning of a possible stoppage is forthcoming, the Superintendent is authorized to call a School Board meeting to be held in the usual meeting place at 7:30 PM on the designated date. This decision will be made after consultation with the Chairperson of the Board, if possible.~~

It is expressly understood that no Board member other than the Chairperson (or designee) *or Superintendent* will issue any press release or statements in regard to the work stoppage. ~~The Chairperson and the Superintendent (or designee) are authorized to make joint statements that they deem to be in the best interest of the Board. In the absence of the Chairperson, the Superintendent (or designee) may operate under this authorization.~~

*Legal Reference:
RSA 273-A:13, Strikes Prohibited*

Timberlane Regional School District	Policy Code: HPA
Adopted: 06-16-83 Reaffirmed: 02-25-99 Revised: 02-24-05 Revised:	Page 1 of 1

STAFF JOB ACTIONS
(Unauthorized Staff Absences)

~~The Board is committed to uphold the law of the state of New Hampshire that a~~Any strike, job action or withholding of services by a public employee is illegal. ~~See RSA 273-A:13.~~

Any employee of the ~~Board~~ District who engages in a strike, job action, withholds services, absents himself without leave or authorization, or declines to perform all of his/her duties and responsibilities will be acting contrary to the law of the state, *to the Board policies and to any applicable individual contact.*

Any employee who so acts will:

1. ~~Suffer~~Incur a deduction in salary for every day he/she is absent from work.
2. Have an official reprimand placed in his/her permanent record.
3. ~~At the discretion of the School Board,~~ ~~b~~Be subject to immediate discharge for violating state law.

*Legal Reference:
RSA 273-A:13, Strikes Prohibited
Farrelly v. Timberlane Regional School Dist., 114 N.H. 560 (1974)*

Timberlane Regional School District	Policy Code: JLIF
Adopted: 10-16-08 Revised:	Page 1 of 2

RECEIPT AND USE OF SEX OFFENDER REGISTRY INFORMATION

The Board recognizes that sex offenders pose a threat and danger to student safety. Therefore, it is the policy of the Board to obtain notification of registered sex offenders residing near school grounds or buildings, and to use such information as defined below to maximize student protection.

The Board directs the Superintendent *and/or designee* to work with the state and local police to obtain this information on an ongoing basis, ~~to develop regulations for dissemination of this information,~~ and to establish procedures in compliance with this policy.

Building Administrators will monitor the official government website and direct all staff to view the website if changes have occurred. When registry information is disseminated to staff, it will include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others without authorization may be disciplined. If a school employee has reason to believe that a registered sex offender is on school premises, the employee will immediately contact either the building Principal or local law enforcement agency.

~~Such procedures should define steps for the identification and remedy of potential student contact with registered sex offenders, including but not limited to the following types of situations: the sighting of a sex offender, volunteer or student teacher background checks, district use of outside contractors, and dealing with employees, job applicants, parents or students who are registered sex offenders.~~

Requests for Registry Information

The Board recognizes that, under RSA 651-B:7, it is the responsibility of local law enforcement to notify the community of potential public danger. Therefore, the school district will not disseminate sex offender registry information to parents.

Anyone requesting registry information from the school district will be referred to local law enforcement authorities or the State of New Hampshire's Registered Sex Offender Registry website: <http://www.egov.nh.gov/nsor>.

Use of Sex Offender Registry Information

Registry information will be used for the administration of law enforcement, screening current or prospective school district employees or volunteers, and for the protection of the district's students and employees.

After receiving notification that a registered sex offender is residing near school buildings or grounds, the Superintendent will notify the offender in writing that he/she may not

<p>Timberlane Regional School District</p>	<p>Policy Code: JLIF</p>
<p>Adopted: 10-16-08 Revised:</p>	<p>Page 2 of 2</p>

enter the school grounds or building without the written consent of the Superintendent, except to attend public, open meetings under the Right to Know Law, RSA 91-A.

~~Sex offender registry information may be provided to employees who are likely to observe unauthorized persons on or near school property. When registry information is disseminated to staff, it will include a notice that such information should not be shared with others and may only be used for the purposes discussed below. Employees who share registry information with others without authorization may be disciplined. If a school employee has reason to believe that a registered sex offender is on school premises, the employee will immediately contact either the building Principal or local law enforcement agency.~~

Precautions to Protect Students

At the discretion of the Superintendent, alternative arrangements may be made for bus and walking routes to and from school, recess and physical education periods, or any other activity in order to protect district students.

Education

The Superintendent will ensure that the K-8 health curriculum addresses student awareness and protection from abuse, abduction and exploitation.

The board encourages the Superintendent to work closely with local law enforcement officials to increase awareness among the entire community about the danger of sexual predators to children.

See also policies EEA, GBCD, IHAM and JLIA.

Legal References:

- RSA 651-B:7, Registration of Criminal Offenders*
- RSA 169-C, Child Protection Act*
- RSA 169-C:29, Persons Required to Report*

New Hampshire School Boards Association

CONCURRENT SESSION FOR BOARD CHAIRS (CONCORD ONLY)

AGENDA

- 5:45 - 6:45 Responsibilities and Authority of Board Chair
- 6:45 - 7:00 Break
- 7:00 - 7:45 Basics of Parliamentary Procedure / Efficient Meeting Practices
- 7:45 - 8:30 Board Chair Roundtable/Best Practices



FOR NEW BOARD MEMBERS AGENDA

- 5:00 Registration
- 5:30 - 5:45 Welcome/Overview of NHSBA Services
- 5:45 - 6:45 Board Member Roles and Responsibilities
- 6:45 - 7:00 Break
- 7:00 - 7:45 Basics of the Right to Know Law
- 7:45 - 8:30 Seven Habits of Effective Board Members



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New Hampshire School Boards Association
25 Triangle Park Drive, Suite 101
Concord, NH 03301



EARL METZLER
30 GREENOUGH RD
PLAISTOW NH 03865-2724

NHSBA

2017 School Board Orientation & Chair Workshops



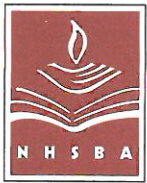
For new AND
experienced school
board members
and chairs



Registration Begins at 5:00 PM

Concord, NH
Wednesday, May 3, 2017
The Center at Triangle Park (Formerly LGC)
25 Triangle Park Drive, Concord, NH

Whitefield, NH
Wednesday, May 10, 2017
White Mountains Regional High School
127 Regional Road, Whitefield, NH



NHSBA 2017




School Board Orientation & Refresher Workshops

Congratulations, new school board members!

Welcome to your new role. As a school board member, you have been entrusted with a very important responsibility to educate and advocate for the children in your district. By setting effective policies, carefully overseeing budgets, and establishing academic standards, you will have a lasting impact on student achievement. Your time and energy are well spent, ultimately providing each child with a positive educational experience.

The 2017 Orientation and Refresher Workshops are designed for new AND seasoned school board members. There is always something new to learn.

Your Learning Experience Includes

-  Understanding Your Roles and Responsibilities
-  Right-To-Know Law Overview
-  Habits of Highly Effective Board Members

REGISTRATION FORM

REGISTRATION 5:00 PM
WORKSHOP 5:30 PM - 8:30PM

Name: _____ Title: _____

Address: _____

Home Phone: _____ Email: _____

District: _____ SAU: _____

New board member? (yes/no) _____ Chair? (yes/no) _____

Which Workshop? Concord Whitefield

Registration Fee: **NHSBA Members and Administrators \$85.00**

These workshops are part of NHSBA's comprehensive membership services, and are available only to member boards of NHSBA as a membership benefit.

(Registration fees are non-refundable and subject to a regular billing unless written cancellation is received at least 7 days prior to the event)

Light dinner will be provided.

Register Online
www.nhsba.org

Mail To:
New Hampshire School Boards Association
25 Triangle Park Drive, Suite 101
Concord, NH 03301

Or Fax To: **603-228-2351**

If you have any questions please call
603-228-2061 or email: amanda@nhsba.org

NHSBA

**“Excellence in public
education through school
board leadership.”**

2017 School Board Orientation & Refresher Workshop



New Hampshire School Boards Association

Excellence in Public Education Through School Board Leadership



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Training

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NHSBA Training

UPCOMING TRAINING EVENTS

The New Hampshire School Boards Association provides school boards with orientation, state-wide training opportunities, and individualized training programs to meet specific district needs.

School board members hold a vital elected position that comes with responsibilities to the school system and the community. The school board serves as a very powerful voice for quality public education.

For more than 50 years, the New Hampshire School Boards Association has supported and assisted local school boards by providing information and training in a variety of areas, including general school board governance, state and federal government regulations, labor relations, writing effective policies, and creating good working relationships within the school system. A sample of our training topics include:

- School Board Roles and Responsibilities
- Chairmanship
- Running Effective Meetings
- Non-Public Session
- Collective Bargaining
- Community Engagement
- Goal Setting
- Policy Making
- Right-to-Know Law
- School Law
- Evaluating Superintendent Performance
- Board Self-Evaluation

For more information about training, please contact Ted Comstock, Executive Director, [via email](#) or call 603-228-2061.

25 Triangle Park Drive
Suite 101
Concord, NH 03301
603-228-2061 ph
603-228-2351 fax

CLEANER GREENER TIMBERLANE – SPRING 2017

Cleaner Greener Timberlane is an initiative begun by Superintendent Dr. Earl Metzler to support beautification and clean-up programs that foster and encourage school pride and community partnerships for all school campuses in the district. The goals of the program are to carry out two beautification/clean up days in the 2016/17 school year, activate multiple student/parent/civic groups to participate in the events, and to cultivate community partnerships through the process.

The first Cleaner Greener Timberlane event was held on Saturday, October 29th where staff, students, and administrators from across the school district joined in to celebrate school pride by way of clean up and beautification projects at each of the seven campuses. Families, civic groups, Girl Scouts, Boy Scouts, student groups, and staff members came together with school custodial staff and, with rakes and shovels in hand, cleaned up the school campuses and grounds. All seven schools participated with 162 volunteers overall, including 31 staff/administrators, 40 parents and 91 students involved throughout the day. Local business owner Andrew Borisko, owner and proprietor of AJB Farms in Atkinson, donated 200 daffodil and tulip bulbs to be planted around the district and has further pledged to help with the Cleaner Greener program moving forward. It was a wonderful day of community service around the district.

The Spring Cleaner Greener Timberlane Day is planned for Saturday, May 6th from 8-11 am. Meetings of the principals and key stakeholders to begin the planning for the spring event have begun, and this time around all athletes from the high school will be working throughout the district to help support individual school efforts. As the team finalizes plans for each campus, information will be distributed with details for registration and how each community can help out.

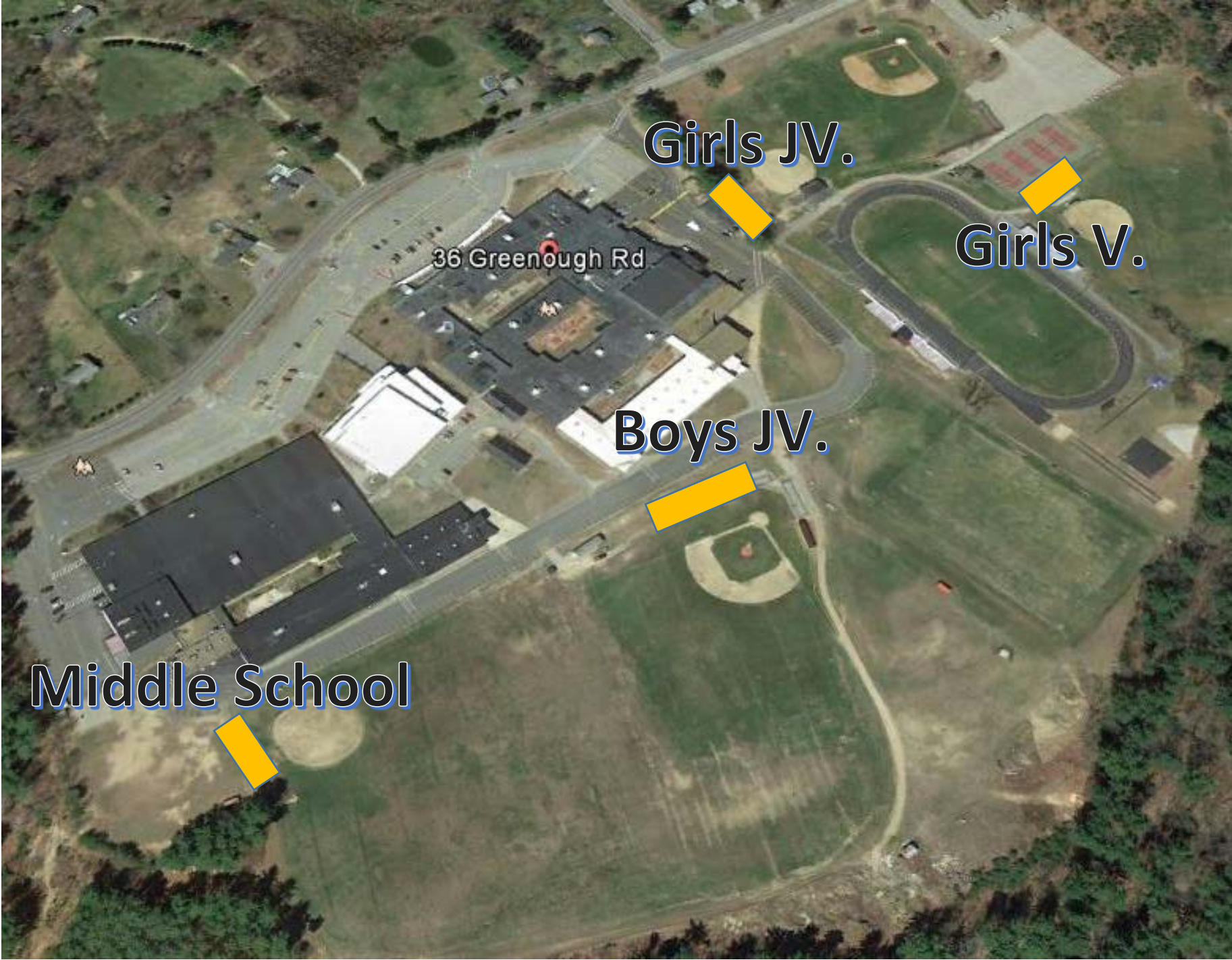
Batting cages update

April 5, 2017

- Identified site for girls JV Batting cage (location approved By Angelo and Jim)
- Pre cast footings have been made and are delivered on site
- Dig Safe has completed their site evaluation
- Ward Fabrication has all fabrication complete, powder coating to be completed this week and all structures delivered to sight the week of the 10th
- Busby Construction has completed layout and will be starting site work tomorrow weather permitting.
- Projected completion date Friday April 21st.

Respectfully Submitted,

Rodney Mills
Facilities District Supervisor



Girls JV.

Girls V.

Boys JV.

Middle School

36 Greenough Rd

Timberlane Regional School District
 TRSD Playfield Maintenance and Care of Grounds RFP
 March 7, 2017

Summary of Bids Sheet

Vendor & Town	1 Spring & 2 Fall Cleanups	Mowing \$ # mows +/-per mow	Fertilization (22 ac.)	Slit Seeding (22ac.)	Core Aeration (22ac.)	Total	Other	Bid Notes
Grover & Sons Landscaping <i>Epping, NH</i>		34,200 \$850 per mow for add'tl mows 6/15-9/1 Deduct only if no mow >10days	17,500	14,500	3,600	69,800	Poison ivy control \$135/hr. Flea & tick control \$180/acre Fall/spring cleanup & mowing priced together Names for references provided	Lowest bid
Bennett Landscaping, Inc. <i>Hampstead, NH</i>		No \$ break out				160,000	Poison ive control psf, \$500-\$2K max 2nd application of grub control = \$4,750 Services provided by total quote 40-42 cuts anticipated	Flat price, no breakdown for cost No +/- for added or deleted cuts
Boyden's Landscaping <i>Pelham, NH</i>	6,500	56,000 28 cuts \$1,900/addt'l cut	33,495	47,916	38,333	182,244	Sod repairs \$.70 psf Aeration \$.04 per 1,000 sq ft Slice seeding \$.05 per 1,000 sq ft De-thatching psf = \$.02 Poison ivy control \$25/1K sq ft (\$75/3K sq ft) Labor rate \$38/hr Back hoe & bobcat per hour costs provided 4 Letters of reference included & other info provided	References include a number of schools and rec. dept's. Indicated willingness to work with mulitple district personnel to plan
Auger Property Maintenance Services, LLC <i>Hampstead, NH</i>	2,385	25,410 42 cuts \$605/cut	10,009	29,995	2,900	70,699	Repairs \$.40psf, variable on size Overseed \$.05 psf for 'per field' basis Tick or ant control \$1,400 GreenerDays affiliate for fertilization/overseed Poison ivy control available	Indicated willing to work on master field plan
George Mitchinson & Sons Landscaping <i>Haverhill, MA</i>	75,500	256,000 \$5,000 1 cuts/wk \$9,600 2 cuts/wk Breakdown of once/twice per wk not specified	45,000	29,000	14,500	420,000	No support for price difference	Highest bid