

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, SEPTEMBER 17, 2015

Regular Meeting - 7:30 PM

Superintendent's Office
30 Greenough Road, Plaistow, NH

Dr. Earl Metzler, II, Superintendent

Dr. Roxanne Wilson, Asst. Superintendent

Nancy Steenson, Chair

Peter Bealo, Vice Chair

AGENDA

1. **7:30 PM** Call to Order – Chair (10 minutes)
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Delegations or Individuals
5. Current Business
 - a. **7:40PM** Public Hearing on HB 507 (RSA 189:65) ACTION (15 minutes)
 - b. **7:55PM** Public Hearing on Playground Donation – ACTION (10 minutes)
 - c. **8:05PM** American Studies NYC Trip* – ACTION (5 minutes)
 - d. **8:10PM** Policies – ACTION (10 minutes)
 - e. **8:20PM** School Campus Resource Officer – INFORMATIONAL (5 minutes)
 - f. **8:25PM** TRHS PTSA Initiatives – INFORMATIONAL (5 minutes)
 - g. **8:30PM** Action Plans* – INFORMATIONAL (30 minutes)
 - h. **9:00PM** NHSBA Resolutions – INFORMATIONAL (5 minutes)
6. **9:05PM** Administrator's Report
 - a. Update on School Activities – INFORMATIONAL
7. **9:10PM** Personnel Report
8. **9:15PM** Committee Reports
9. **9:20PM** Reports of the School Board
10. **9:25PM** Approval of Minutes
 - a. September 3, 2015 public and nonpublic sessions
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **9:30PM** Other Business
14. Non-public (if needed)
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
September 24	Facilities Tour	AA/PS	6:00 PM
October 1	Regular Meeting	SAU	7:30 PM
October 7	SAU Board Meeting	SAU	7:00 PM
October 15	Regular Board Meeting	SAU	7:30 PM
November 5	Regular Board Meeting	SAU	7:30 PM
November 18	Public Hearing on SAU Budget	SAU	7:00 PM
November 19	Regular Board Meeting	SAU	7:30 PM

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.

REGULAR MEETING AGENDA – SEPTEMBER 17, 2015

1-3. OPEN MEETING

Self-explanatory.

4. DELEGATION OR INDIVIDUALS

5. CURRENT BUSINESS

a. Public Hearing on HB 507 – ACTION – 15 minutes

Board to hold PH on amendment to RSA 189:65 as it relates to classroom recordings. Dr. Metzler and Deb Armfield to provide information on what types of video recordings typically take place in schools as well as what type of recordings are applicable to the law.

b. Public Hearing on Playground Donation – ACTION – 10 minutes

Michelle Auger to present on a playground donation (phase 1) for Pollard School. The value of the equipment is approximately \$15,000. See policy KCD and RSA 198:20-b.

c. American Studies NYC Trip – ACTION – 5 minutes

Meg Guanci and Jim Kelly to request permission to take students on an American Studies trip to NYC on November 9th. See policy IJOA.

d. Policies – ACTION – 5 minutes

Mr. Bealo will present four policies for second reading and adoption and two policies for first reading.

e. School Campus Resource Officer – INFORMATIONAL – 5 minutes

Dr. Metzler to introduce Officer Sonya Robicheau as the new school campus resource officer as well as outline her campus responsibilities.

f. TRHS PTSA Initiatives – INFORMATIONAL – 5 minutes

PTSA President Kate Rochford to meet with board to share initiatives of organization.

g. Action Plans Part I – INFORMATIONAL – 30 minutes

Action plan presentations from TRHS, TRMS and Athletics.

h. NHSBA Resolutions – INFORMATIONAL – 5 minutes

Madam Chair Steenson to remind members of October 23rd deadline to submit resolutions to NHSBA.

6-9. REPORTS

6. Administrator's Report

7. Personnel Report

8. Committee Reports and Reports of the School Board

9. APPROVAL OF MINUTES

Recommendation to accept two sets of minutes: 9/3/15 public and nonpublic sessions.

10. CORRESPONDENCE

11. VENDOR AND PAYROLL REGISTERS

12. OTHER BUSINESS

Non-public (if needed).

13. 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.

October 1, 2015	
Action Plan Update and Goals	<i>Part II</i>
Policies	
Board/SLT Committee Goals	
Hawaiian Exchange Program	<i>B. Mealey</i>
Consolidation/Transition Report	
Montreal Trip	<i>C. Lacourse</i>

October 15, 2015	
Policies	
Budget Presentations	
Grant Presentation	<i>Town of Plaistow & Scott Strainge</i>
High School Shelter Designation	<i>Town of Plaistow</i>

November 5, 2015	
Policies	
Assessment Update	
Budget Update	

November 19, 2015	
Policies	
Teacher Update	<i>Quarterly report</i>
American Education Week Essay Winners	
Budget Update	

December 3, 2015	
Policies	
Budget Update	

December 17, 2015	
Policies	
Budget Update	
Warrant Articles	<i>Intent</i>
Program of Studies	

Back-Burner List

Differentiated Instruction	<i>D. Armfield</i>
Competency Education Continuum	
Teacher Updates	<i>2/18, 4/21, 6/16</i>

CHAPTER 71
HB 507 – FINAL VERSION

11Mar2015... 0492h

2015 SESSION

15-0985
04/05

HOUSE BILL ***507***

AN ACT relative to teacher personally-identifiable data.

SPONSORS: Rep. Cordelli, Carr 4; Rep. Boehm, Hills 20; Rep. Grenier, Sull 7; Rep. Massimilla, Graf 1; Rep. Harris, Rock 9; Rep. V. Sullivan, Hills 16; Rep. Adams, Hills 26; Rep. Kappler, Rock 3; Sen. Avard, Dist 12

COMMITTEE: Education

ANALYSIS

 This bill adds provisions relating to the protection of teacher personally-identifiable data and a provision governing the recording of a classroom.

Explanation: Matter added to current law appears in ***bold italics***.
 Matter removed from current law appears [~~in brackets and struck through~~].
 Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 71
HB 507 – FINAL VERSION

11Mar2015... 0492h

15-0985
04/05

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Fifteen

AN ACT relative to teacher personally-identifiable data.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 71:1 Student Information Protection and Privacy. Amend the subdivision heading preceding
2 RSA 189:65 to read as follows:

3 Student **and Teacher** Information Protection and Privacy

4 71:2 New Paragraph; School Boards; Definitions. Amend RSA 189:65 by inserting after
5 paragraph VII the following new paragraph:

6 VII-a. “Teacher personally-identifiable data” or “teacher data,” which shall apply to
7 teachers, paraprofessionals, principals, school employees, contractors, and other administrators,
8 means:

9 (a) Social security number.

10 (b) Date of birth.

11 (c) Personal street address.

12 (d) Personal email address.

13 (e) Personal telephone number.

14 (f) Performance evaluations.

15 (g) Other information that, alone or in combination, is linked or linkable to a specific
16 teacher, paraprofessional, principal, or administrator that would allow a reasonable person in the
17 school community, who does not have personal knowledge of the relevant circumstances, to identify
18 any with reasonable certainty.

19 (h) Information requested by a person who the department reasonably believes or knows
20 the identity of the teacher, paraprofessional, principal, or administrator to whom the education
21 record relates.

22 71:3 Student Information Protection and Privacy; Limits on Disclosure of Information. Amend
23 RSA 189:67, III-IV to read as follows:

24 III. Neither a school nor the department shall disclose or permit the disclosure of student **or**
25 **teacher** personally-identifiable data, the unique pupil identifier, or any other data listed in
26 RSA 189:68, I to any testing entity performing test-data analysis. The testing entity may perform
27 the test analysis but shall not connect such data to other student data.

28 IV. Except as provided in RSA 193-E:5, or pursuant to a court order signed by a judge, the
29 department shall not disclose student personally-identifiable data in the SLDS **or teacher**

CHAPTER 71
HB 507 – FINAL VERSION
- Page 2 -

1 ***personally-identifiable data in other department data systems*** to any individual, person,
2 organization, entity, government or component thereof, but may disclose such data to the school
3 district in which the ~~[student's]~~ ***student*** resides ***or the teacher is employed.***

4 71:4 New Paragraph; Student Information Protection and Privacy; Student Privacy. Amend
5 RSA 189:68 by inserting after paragraph III the following new paragraph:

6 IV. No school shall record in any way a school classroom for any purpose without school
7 board approval after a public hearing, and without written consent of the teacher and the parent or
8 legal guardian of each affected student.

9 71:5 Effective Date. This act shall take effect 60 days after its passage.

10
11 Approved: June 2, 2015

12 Effective Date: August 1, 2015

Timberlane Regional School District
Use of Recordings in School Classrooms

In response to House Bill 507:

IV. No school shall record in any way a school classroom for any purpose without school board approval after a public hearing, and without written consent of the teacher and the parent or legal guardian of each affected student.

I. **School-wide Events:** Videography/Photography or recording of large-scale, school-wide events are not considered "classroom" and not included under this law.

A. Examples of school events include but are not limited to:

1. Integrated Arts, grade level presentations
2. Art shows
3. Messages filmed on the communications monitors in the hallway, cafeteria and library
4. Recording of annual musicals for archive/review
5. Live Streaming, Vimeo uploads, and cablecasting of all school concerts
6. Sports games and afterschool clubs
7. Video recording of games for player review on Huddle
8. Annual "Life of an Athlete" PSA's
9. PSA's for upcoming Timberlane Players' shows
10. 24 Hour Play project
11. Live Streaming, Vimeo uploads, and cablecasting of all concerts
12. Project Hope
13. TRHS Day of Compassion
14. Pi Day
15. Spirit Week Color Day
16. Surprise Holiday Events Day at TRHS
17. Fatal Reality
18. Big Buddy/Little Buddy Day
19. Senior Events (Prom, Awards Nights, Cruise, Graduation)

20. Mealey's Meals activities
21. District Wellness Fair
22. Marching Band Camp video/slideshow
23. Videotaped/photographed segments of Annual College Fair
24. Videotaped/photographed segments of Annual Career Day
25. Videotaped "Transition Panel" for incoming 9th graders
26. Student Assistance Program - PSA's and Events

B. In addition to those various school programs, there are several student groups that are involved in various aspects of video and video production and these are not considered "classroom" under the definition. This includes student taping announcement for the local Cable T.V. Stations and Video Production Club.

II. **Classroom Events:** Examples of recordings that might occur in classrooms by teachers and students include various video and audio recording for student work product using tape recorders, cameras, computers, tablets, Chromebooks, and technology for individual or group work. It includes, but is not limited to: student demonstrations, photos, speeches, presentations, and interviewing. Some examples include, but are not limited to:

A. Classroom

1. Plays
2. Invention/Science presentations
3. Art show
4. Online Learning/ Blizzard Bag lessons and assignments

B. Individual or groups of children

1. Teachers / Specialists may record children who work on a skill and observe their performance through the use of video and audio taping
2. Teachers may use recordings in public speaking assignments, science experiment presentations, Spanish presentations
3. Individual student projects (screen recordings, audio recordings, using the recording tools on school supplied digital devices)
4. Students and Teachers may record student work and save them in individual student E-portfolios of work

5. Student photos posted on classroom bulletin boards and hallways
- C. Department Classroom: Examples of recordings that may happen in the classroom
 1. Physical Education/ Athletics Department:
 - a) Video and audio recording of a PE class might occur for skills development
 - b) Health PSA's
 2. Music Department:
 - a) Classroom review and critiquing of plays and concerts
 - b) Band/Chorus video/slideshow for use in a public display
 - c) Audio recordings for individual student formative and summative assessments
 3. Guidance:
 - a) Videotape/photograph segments of ABC Bullying Presentations
 - b) Videotape/photograph segments of Project Respect
 - c) Student Assistance Program - Announcements
 4. Art:
 - a) Videotape/photograph of student work
 - b) Using students' portraits in student work
 - c) Multi Videotaped/photographed annual AP Art Unveiling
 - d) media presentations that students create
 5. Programming/ Engineering
 - a) Video segment of robotics activity in classrooms and summer camps
 - b) POE Principles of Engineering "Rube Goldberg" projects
 6. Family and Consumer Science:
 - a) Cooking demonstrations
 - b) Shopping and consumerism lessons
 7. Science:

- a) Student-produced weather forecasts for cable TV
- b) Videotaping class demonstrations to showcase good news
- c) Science Lab activities
- d) Weather lab activities
- e) Student-produced weather forecasts for website and cable TV
- f) Videotaping class demonstrations to showcase on TRHS Facebook Page

8. English:

- a) Film Studies Final projects
- b) Journalism projects / newscastsNew York City Trip
- c) Project Hope PSA's
- d) "What it means to be an Owl" PSA

9. Social Studies

- a) Student Civics activities and projects
- b) Interviewing students for projects
- c) AP US History Final Projects / Decades
- d) Documentaries of Veterans' Day and Model UN Events
- e) Student Produced Documentaries
- f) Televised Student Government Election presentations
- g) Video/photography of "Gatsby Gala" event
- h) HHS World Fair

10. World Languages

- 1. Spanish Holiday Caroling
- 2. Formative assessment for language skills development
- 3. Spanish "Travel Agent" PSA's
- 4. Spanish Newscasts / Weather segments
- 5. Spanish Holiday Caroling

11. Programming

- i) Short video segment of robotics activity in classroom

III. **Special Education:** In special education, the behaviorist and case managers have used video-taping for a variety of purposes:

- A. A teaching tool for students (i.e., video-modeling or self-monitoring of behavior or skill development)
- B. As a reward - For example, a student who loves being videotaped while he is reading a book aloud. He then listens and watches himself reading as a reward.
- C. OTs, PTs, and Speech and Language Pathologists use video-taping as a tool to model and improve the student skills. Individual or groups of children work on a skill and observe their performance through the use of video and audio taping.
 - 1. articulation
 - 2. scripting
 - 3. social pragmatics
 - 4. facial expression
 - 5. positioning

IV. **For Teacher Skill development:** From time to time, the District has student teachers or interns working for our District. They may use recordings to assist in their professional skill development. In these cases, we may record in the classroom or therapeutic setting. Parents will be notified for approval to have their children recorded for this purpose.

V. **Written Consent:**

- A. Parents and guardians are given a permission form that asks for their written consent for their son or daughter to be recorded for purposes of video and photographs. This approval will also include the classroom activities as described above.
- B. Teachers will be asked to sign their written consent for recording to occur in their classroom, as described above.
- C. Local Reporters who cover the schools in local newspapers check with the Principals for approval of releasing student photos before publishing them in the newspaper or online.



THE POLLARD PLAYGROUND



Students and staff voted for OPTION #2 during our Back to school Meet the Teacher Night!

We are asking the School Board to accept the PTA's gift of the first phase of the playground worth \$14,848.

PTA has purchased the first phase and it should be delivered sometime in mid-October. Pollard will be organizing a community build. Price includes one day of supervision of a community build effort. Surfacing and concrete for footings are not included.

Please remember that we still have \$30,000 to raise to complete *phase 2 & 3*.

OPTION 1: Wait until we had all \$45,000 and purchase the playground in one step

OPTION 2: Purchase the playground in 3 phases

Phase 1: could be installed in October

Phase 2 & 3: Would be installed when we get the money needed

Phase 1 is \$14,848

Phase 2 is \$12,511

Phase 3 is \$17,479



POLLARD ELEMENTARY SCHOOL

SITE PLAN SP082015-023 PHASE 1



**POLLARD ELEMENTARY SCHOOL
PHASE 2**

SITE PLAN SP082015-023 PHASE 2



**POLLARD ELEMENTARY SCHOOL
PHASE 3**

SITE PLAN SP082015-023 PHASE 3



Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08	Page 1 of 1

PUBLIC GIFTS AND DONATIONS

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

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

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

The Superintendent may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:200-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

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

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

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

TITLE XV EDUCATION

CHAPTER 198 SCHOOL MONEY

Miscellaneous Provisions

Section 198:20-b

198:20-b Appropriation for Unanticipated Funds Made Available During Year. –

I. Notwithstanding any other provision of law to the contrary, any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year. The following shall apply:

(a) Such warrant article to be voted on shall read: "Shall the school district accept the provisions of RSA 198:20-b providing that any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year?"

(b) If a majority of voters voting on the question vote in the affirmative, the proposed warrant article shall be in effect in accordance with the terms of the article until such time as the school district votes to rescind its vote.

II. Such money shall be used only for legal purposes for which a school district may appropriate money. No funds disbursed from the education trust fund pursuant to RSA 198:42 shall, under any circumstances, emergency or otherwise, be deemed to be unanticipated money under the provisions of this section.

III. (a) For unanticipated funds in the amount of \$5,000 or more, the school board shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the meeting is held.

(b) A school board may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than \$5,000. For unanticipated funds in an amount less than \$5,000, the school board shall post notice of the funds in the agenda and shall include notice in the minutes of the school board meeting in which such funds are discussed. The acceptance of unanticipated funds under this subparagraph shall

be made in public session of any regular school board meeting.

IV. Action to be taken under this section shall:

(a) Not require the expenditure of other school district funds except those funds lawfully appropriated for the same purpose; and

(b) Be exempt from all provisions of RSA 32 relative to limitation and expenditure of school district moneys.

Source. 1981, 167:1. 1991, 329:1. 1993, 176:12, 13. 2000, 201:1. 2005, 188:1, eff. Aug. 29, 2005.

American Studies NYC Trip Saturday, November 9th

DEPART FROM TRHS @ 4:00 AM

ARRIVE BACK TO TRHS AROUND 11:30 PM



Purpose

Direct connection with course content

- Unit 2- America meets the 20th Century: Industrialization, Immigration, and the Gilded Age
- Unit 5- What it means to be American in times of tragedy (9/11 and modern day America)

Awaken a sense of exploration/travel

New perspectives, diversity

Exploring one's roots and pivotal historical landmarks

Proposed Agenda

Whole Group- 8:30 am - 12:00 pm

- Statue of Liberty
- Ellis Island
- Lunch with your group
- 9/11 Memorial



Proposed Agenda

Afternoon Breakout Groups- 1:15 pm – 6:45 pm

- Option 1: 9/11 Museum, Wall Street, Brooklyn Bridge, Grand Central, Times Square
- Option 2: Broadway play/Rockettes, Times Square
- Option 3: 9/11 Museum, Empire State Building, Rockefeller Center, Times Square
- Option 4: 9/11 Museum, Top of the Rock, Times Square
- Option 5: Central Park Zoo, Carnegie Deli, Times Square, Rockefeller Center

Safety/Organizational Measures: Before November 9th

Groups will consist of at least 1:10 staff to student ratio

Minute by Minute Timeline Agendas

Chaperone meeting

Chaperone-student meeting

Chaperones and students will be given a card with their chaperone's and Meg Guanci's number

Safety/Organizational Measures: Before November 9th

All chaperones will be provided with:

- Student medical information
- Student's parent/guardian contact info
- Group contacts
- Chaperone contacts
- Timeline, map and directions to every spot on their itinerary

Bus lists and groups will be selected and formalized by
October 31st

Safety/Organizational Measures: Day of the Trip

Designated staff member without an assigned group to take care of any student(s) who experience sickness/problems

A school nurse will be asked to attend/trained EMT attending

Chaperones will take attendance throughout the day

Every student will have a partner that they are with at all times

Emergency Meet-Up Spots

- Chaperones will indicate meet-up spots at each location in the city in case of separation

NYC Agenda: Saturday, November 9th
Student to Chaperone Ratio- 10:1

Depart TRHS @ 4:00 am

Arrive in NYC @ 8:30 am

ALL GROUPS:

8:30-9:00: Board Ferry to Liberty Island

9:00-10:00: Liberty Island

- Statue of Liberty- Bear right off of the ferry and convene as whole group at the first large tree on hill to the right; Explore the grounds and go up to the pedestal with designated chaperone; One chaperone needs to stay behind to watch bags

10:00-11:20: Ellis Island

- Explore Ellis Island with designated chaperone

11:20-12:20: Walk from ferry to lunch and then eat

- Hudson Eats Food Court located at 250 Vessey Street (sits up to 600 people)
- Food trucks along the park and close to 9/11 Memorial

12:20-12:30: Walk from lunch to 9/11 Memorial (9 minutes)

12:30-1:15 pm: 9/11 Memorial

- Walk around the memorial

BREAKOUT GROUPS from 1:15 pm -6:45 pm

Group 1: 9/11 Museum, Wall Street, Brooklyn Bridge, Grand Central, Times Square Itinerary
Be prepared to WALK!

\$15 9/11 Museum (will get discounted rate once we have number of students)

1:15- 2:45: 9/11 Museum Tour

- Explore the 9/11 Museum with your group

2:45-3:05: Walk to Trinity Church- 75 Broadway, New York, NY 10006 (8-10 min walk) and take pictures

3:05-3:15: Walk Wall Street and see the Charging Bull- Broadway & Morris St, New York, NY (3 mins from Trinity Church)

3:15-4:00: Walk to the middle of the Brooklyn Bridge, take pictures, etc. (20 min walk from Charging Bull to middle of the bridge)

4:00-4:20- Walk to Chambers Street J-Z Subway Station and Ride to Grand Central Station

4:20-4:35- Explore Grand Central Station; pictures

4:35-4:50- Walk to Times Square (10 minute walk)

4:50-5:40- Dinner in Times Square

5:40-6:30- Shopping in Times Square

6:35- 6:40- Walk to NYC Public Library

6:50: Whole group picture at NYC Public Library

7:00: Board busses and return home

Group 2: *Wicked*, Times Square

Cost per ticket \$101.25 for rear mezzanine

1:00-1:45- Take blue line WTC Memorial to 51st Street

2:00-4:55- Watch *Wicked* at the Gershwint Theater 222 West 51st Street (run time= 2 hours and 45 minutes)

5:40-6:30- Shopping in Times Square

6:35- 6:40- Walk to NYC Public Library

6:50: Whole group picture at NYC Public Library

7:00: Board busses and return home

Group 3: 9/11 Museum, Empire State Building, Rockefeller Center, Times Square

Cost for 9/11 Museum and Empire combined at most will be- \$47 per person

\$15 9/11 Museum (will get discounted rate once we have number of students)

Empire= \$32 (discounted rate if we have 2 groups go here)

12:20-12:35: Walk from Food Court on Vessey Street to Cortlandt St Station (13 minutes)

<https://www.google.com/maps/dir/250+Vesey+Street/Cortlandt+St/@40.7124883,-74.015661,17z/am=t/data=!4m14!4m13!1m5!1m1!1s0x89c25a1b6d68f149:0xeead53d30ab31d2b!2m2!1d-74.016111!2d40.714167!1m5!1m1!1s0x89c25a19ea413113:0xaf2ec2ec2788148c!2m2!1d-74.011029!2d40.710668!3e2>

1:15- 2:45: 9/11 Museum Tour

- Explore the 9/11 Museum with your group

2:45- 3:20- Take the 2-3 Redline from Park Place to 34 Street Penn Station, walk down West 33rd Street to the Empire State building (25 minutes) map available at:

<https://www.google.com/maps/dir/World+Trade+Center,+New+York,+NY/Empire+State+Building,+350+5th+Ave,+New+York,+NY+10118/@40.7289741,-74.0181534,14z/data=!4m14!4m13!1m5!1m1!1s0x89c25a19881b83fb:0x979b0a4fe0492ce6!2m2!1d-74.0135!2d40.712778!1m5!1m1!1s0x89c259a9b3117469:0xd134e199a405a163!2m2!1d-73.985664!2d40.74844!3e3>

3:30-4:45- Explore the Empire State Building's Main Deck/take photos etc.

4:45-5:00- Walk from Empire State Building to Rockefeller Center

5:00-5:30- Eat at Rockefeller Center

5:30-6:30- Shop in Rockefeller Center/Times Square

6:30- 6:40- Walk to NYC Public Library (8 minutes from Rockefeller Center)

6:50: Whole group picture at NYC Public Library

7:00: Board busses and return home

Group 4: 9/11 Museum, Top of Rock, Times Square- \$29 for Top of Rock
Top of Rock Discounted for groups of 20+- once we have numbers, will pursue this

1:15- 2:45: 9/11 Museum Tour

- Explore the 9/11 Museum with your group

2:45- 3:15: Take Red Line #1 to Rockefeller Center (map-

<https://www.google.com/maps/dir/9%2F11+Memorial+Museum,+Greenwich+Street,+New+York,+NY/Rockefeller+Center,+45+Rockefeller+Plaza,+New+York,+NY+10111/@40.7356724,-74.029376,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x89c25a1900381b53:0x4d0f11283f2c61ca!2m2!1d-74.013282!2d40.711493!1m5!1m1!1s0x89c258fecf664df5:0x33d224a0d5dacca2!2m2!1d-73.978674!2d40.75874!3e3>)

3:30-4:30- Top of the Rock Experience

4:30- 5:30- Explore shops and food at Rockefeller Center

5:30-5:40- Walk to Times Square (7 minutes)

5:40-6:25- Shopping in Times Square

6:25- 6:40- Walk to NYC Public Library (10 minute walk)

6:50: Whole group picture at NYC Public Library

7:00: Board busses and return home

Group 5: Central Park Zoo, Carnegie Deli, Times Square, Rockefeller Center- \$5 for Zoo
Be prepared to do A LOT of walking

1:15-2:00- Take the Red Line #1 to 59 Columbus St Circle, then walk to Central Park (29 minutes)

[https://www.google.com/maps/dir/9%2F11+Memorial+Museum,+Greenwich+Street,+New+York,+NY/Central+Park+S,+New+York,+NY/@40.7379502,-](https://www.google.com/maps/dir/9%2F11+Memorial+Museum,+Greenwich+Street,+New+York,+NY/Central+Park+S,+New+York,+NY/@40.7379502,-74.004213,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x89c25a1900381b53:0x4d0f11283f2c61ca!2m2!1d-74.013282!2d40.711493!1m5!1m1!1s0x89c258fecf664df5:0x33d224a0d5dacca2!2m2!1d-73.978674!2d40.75874!3e3)

[74.0284982,13z/data=!3m1!4b1!4m14!4m13!1m5!1m1!1s0x89c25a1900381b53:0x4d0f11283f2c61ca!2m2!1d-74.013282!2d40.711493!1m5!1m1!1s0x89c258f72e9171bb:0x3adf1f82b9f2dc62!2m2!1d-73.9770582!2d40.766029!3e3](https://www.google.com/maps/dir/World+Trade+Center,+New+York,+NY/Empire+State+Building,+350+5th+Ave,+New+York,+NY+10118/@40.7289741,-74.0181534,14z/data=!4m14!4m13!1m5!1m1!1s0x89c25a1900381b53:0x4d0f11283f2c61ca!2m2!1d-74.013282!2d40.711493!1m5!1m1!1s0x89c258f72e9171bb:0x3adf1f82b9f2dc62!2m2!1d-73.9770582!2d40.766029!3e3)

2:00- 4:00- Central Park Zoo Exploration \$5 per student; \$10.50 chaperone

4:00-4:20- Dinner @ Carnegie Deli (16 minutes)

4:20- 4:30- Walk to Times Square (7 minutes)

4:30- 5:45- Shopping in Times Square

5:45- 5:55- Walk to Rockefeller Center (7 minutes)

5:55-6:25- Shopping around Rockefeller Center and/or visit St. Patrick's Cathedral

6:25-6:40- Walk to NYC Library (12 minutes)

6:50: Whole group picture at NYC Public Library

7:00: Board busses and return home

Group 3: SECOND GROUP Revision

12:20-

1:15- 2:45: 9/11 Museum Tour

- Explore the 9/11 Museum with your group

2:45- 3:20- Take the 2-3 Redline from Park Place to 34 Street Penn Station, walk down West 33rd Street to the Empire State building (25 minutes) map available at:

<https://www.google.com/maps/dir/World+Trade+Center,+New+York,+NY/Empire+State+Building,+350+5th+Ave,+New+York,+NY+10118/@40.7289741,-74.0181534,14z/data=!4m14!4m13!1m5!1m1!1s0x89c25a19881b83fb:0x979b0a4fe0492ce6!2m2!1d-74.0135!2d40.712778!1m5!1m1!1s0x89c259a9b3117469:0xd134e199a405a163!2m2!1d-73.985664!2d40.74844!3e3>

3:30-4:45- Explore the Empire State Building's Main Deck/take photos etc.

4:45-5:00- Walk from Empire State Building to Rockefeller Center

5:00-5:30- Eat at Rockefeller Center

5:30-6:30- Shop in Rockefeller Center/Times Square

6:30- 6:40- Walk to NYC Public Library (8 minutes from Rockefeller Center)

6:50: Whole group picture at NYC Public Library

7:00: Board busses and return home

Expected Arrival to TRHS by 11:30 pm

Safety/Organizational Measures

Prior to leaving for the trip:

- Groups will consist of a 1:10 staff to student ratio-> if possible, we will try to make this smaller
- Chaperones will meet as group to discuss any potential concerns, review itinerary, and make adjustments based on learnings from last year, etc.
- Chaperones will meet with their student group prior to the trip to ensure that the students and staff all know each other
- Each chaperone will have a list of all staff and student names and numbers within their group; students will be given their chaperone's number along with Mrs. Guanci's phone number
- Each chaperone, will be provided with a specific folder containing:
 - o Student medical information
 - o Student's parent/guardian information
 - o Group contacts
 - o Chaperone contacts
 - o Map and directions to every spot in their itinerary
- Students will be allowed to pick their groups; however, once the final deadline to pick a group has come, no students will be able to switch groups (NOTE- we will be monitoring and reserve the ability to alter groups should behavioral concerns arise).
- Bus lists will be created based upon groups and these lists will not change
- Students prone to motion sickness should meet with Mrs. Guanci prior to going on trip to determine if this is the best option for them and what can be done to help alleviate these problems

Day of the trip:

- There will be a designated staff member without an assigned group to take care of any student(s) who experience sickness/problems
- If possible, a school nurse will be in attendance to help with any medical issues that arise; We do have a trained EMT (Atkinson Fire) who will be chaperoning again this year
- Chaperones will take attendance throughout the day to ensure all students are with the group
- Every student must have a partner/buddy that they are with at all times (groups will always be together, but this is an additional precaution)
- Emergency Meet-Up Spots- Throughout the day, as groups move about the city, chaperones will indicate spots to meet should a student get separated from the group.
 - ♣ Liberty Island: Tree to the right of the ferry landing where we will start off
 - ♣ Ellis Island: Entrance to the building
 - ♣ Battery Park area: Stay where you are and call your chaperone!
 - ♣ 9/11 Memorial: In front of the 9/11 Museum Entrance
 - ♣ Charging Bull
 - ♣ Beginning of the Brooklyn Bridge
 - ♣ Gershwin Theater
 - ♣ ESPN Zone in Times Square
 - ♣ Planet Hollywood in Times Square
 - ♣ Entrance to the Central Park Zoo
 - ♣ NYC Public Library

Timberlane Regional School District	Policy Code: IJOA
Adopted: 10-15-86 Revised: 05-02-91 Reaffirmed: 02-24-05	Page 1 of 2

STUDENT TRIPS

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

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

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

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

Sanctioning Student Trips

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

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

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

Financing Student Trips

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

TIMBERLANE POLICY COMMITTEE

SECOND READING / ADOPTION

1. **BID PAYMENT FOR SERVICES RENDERED BY THE SCHOOL DISTRICT OFFICERS**
 - last updated in 2001
 - NHSBA language proposed
2. **BIE BOARD MEMBER INSURANCE**
 - last updated in 2001
 - NHSBA language proposed
 - Committee added clarifying last sentence
3. **BK SCHOOL BOARD MEMBERSHIPS**
 - last updated in 2001
 - NHSBA language proposed
4. **CM SCHOOL DISTRICT ANNUAL REPORT**
 - last updated in 2005
 - NHSBA language proposed

FIRST READING

5. **EH USE OF SCHOOL RECORDS**
 - Recommended for repeal by the Policy Committee
 - Provisions of this policy are governed by RSA 91-A (RTK Law)
6. **EI RISK MANAGEMENT**
 - last updated in 2001
 - title change recommended by NHSBA
 - PC added reference to March annual organizational meeting
 - Remaining language still current with NHSBA sample policy

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

PAYMENT FOR SERVICES RENDERED BY SCHOOL DISTRICT OFFICERS

All school district officers will be reimbursed in accordance with fees and payment schedules as established by the School Board. Such fees will be provided in the school district budget.

Legal References:

RSA 194:10, School Districts: Salaries of District Board and Officers
RSA 194:11, School Districts: Payment
RSA 195:4,V, Cooperative School Districts: Powers
RSA 195:5 II, Cooperative School Districts: School District Powers and Duties
Kondrat V Freedan School Board, 138 NH 683 (1984)

Statutory References

~~*RSA 194:10-11*~~
~~*RSA 195:5*~~
~~*Kondrat V Freedan School Board, 138 NH 683 (1984)*~~

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

BOARD MEMBER INSURANCE

The members of the Board and its employees and agents act as agents of the District. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the District and the state and federal governments.

In order to protect the individual members of the Board, its employees and other agents, and the educational interest of the community, the Board will purchase, from public school funds, in the absence of governmental immunity or in coordination with governmental immunity, adequate insurance to indemnify Board members and agents of the District for their official actions in the service of the School District. Insurance coverage shall not apply to an individual as a private citizen, but only when acting as an official School Board member.

Legal References:

*RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives
RSA 31:105, Powers and Duties of Towns: Indemnification for Damages
RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act
RSA 31:107, Powers and Duties of Towns: Purchase of Insurance*

~~Because School Boards are an agency of government, Board member powers and duties can only be exercised by a decision of the majority of Board membership when the Board is officially in session. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district and the state and federal governments for any vote or decision made by the Board member.~~

~~Therefore, in order to protect the individual members of the Board, its agents, and the educational interests of the community, the Board will purchase, in the absence of governmental immunity, or in addition to governmental immunity, from public school funds adequate insurance to indemnify Board members and agents of the Board for their official actions in the service of the school districts.~~

Statutory References

~~RSA 31:104, 105, 106 and 107
RSA 412:13
RSA 507:B~~

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

SCHOOL BOARD MEMBERSHIPS

It is the policy of the School Board to be a dues paying member of the New Hampshire School Board Association and by this membership, a member of the National School Board Association. The Board shall seek to participate as fully as possible in the activities of the New Hampshire and National School Boards Associations. The Chairperson of the Board shall keep these organizations informed of the Board's concerns and official positions on matters of common interest and concern. It will be represented at meetings of the state association by a duly-elected delegate who must be a member of the School Board.

Timberlane Regional School Board	Policy Code: CM
Adopted: 05-05-83 Revised: 12-06-90 Revised: 12-03-98 Revised: 02-24-05 Revised:	Page 1 of 1

SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the District and the administration's recommendations for its improvement shall be prepared by the Superintendent and presented to the Board. Upon Board approval, the report shall be made available to the public and used as one means for informing parents and citizens, the State Board of Education, and other school districts in the area of the programs and conditions of the Schools.

Legal Reference:

RSA 193-E:3.I, (a), (b), Delivery of an Adequate Education

RSA 193-H:4, School Performance and Accountability

RSA 194:31, Register; Reports

~~An annual report covering the diversified activities of the school system and the administration's recommendations for their improvement shall be prepared by the Superintendent, in conforming with New Hampshire statutes and School Board directive, and disseminated to the public prior to the annual vote cast in March.~~

Timberlane Regional School District	Policy Code: EH
Adopted: 05-19-83 Revised: 10-03-96 Revised: 10-07-99 Revised: 09-20-01	~~—Page 1 of~~ 2REPEALED

DATA MANAGEMENT

(Public Use of School Records)

This policy was repealed by the Timberlane Regional School on _____. See RSA 91-A.

~~The Superintendent is hereby designated the custodian of all records, minutes, documents writings, letters, memoranda, or other written, typed, copied or developed materials possessed, assembled, or maintained by this school district.~~

- ~~1. All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.~~
- ~~2. In accord with RSA 91-A:4, if the Superintendent finds the information to be public in nature, he or she shall direct that it be released for reproduction on the premises. The party requesting the information is to be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information will be notified immediately upon its becoming available.~~
- ~~3. If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall for no reason release such information.~~
- ~~4. If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the School Board, an opinion from the School Board's Attorney as to the nature of the information. Such opinion requests will be made within ten (10) work days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Attorney and shall notify such person immediately upon receipt of an answer from the School Board's Attorney.~~
- ~~5. In no case is any document, audiotape, video tape, computer disk, computer tape, or any other record, whether physical, magnetic or electronic, to be removed, off the premises, for reproduction by members of the public.~~

Note

~~NHSBA previously categorized this policy as Mandatory/Required by Law, Category P. Upon further research, it is not required by law. NHSBA still recommends you keep this~~

Timberlane Regional School District	Policy Code: EH
Adopted: 05-19-83 Revised: 10-03-96 Revised: 10-07-99 Revised: 09-20-01	~~—Page 1 of~~ ~~2~~REPEALED

~~policy in place.~~

~~Statutory Reference:~~

~~RSA 91 A:4, Right-To-Know Law.~~

~~—Appendix EH-R~~

Timberlane Regional School District	Policy Code: EI
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 09-20-01 Revised:	Page 1 of 1

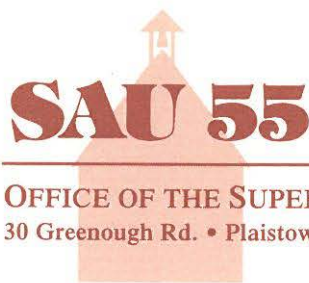
INSURANCE-RISK MANAGEMENT

The Board will annually adopt, *at the March annual 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, who 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 DISTRICT

PRESS RELEASE

School Campus Resource Officer

The Timberlane Regional School District, in partnership with the Plaistow Police Department, is pleased to announce the appointment of Officer Sonya Robicheau as School Campus Resource Officer beginning school year 2015-16.

Officer Robicheau graduated from Exeter High School, earned an associate's degree in criminal justice from Mount Washington College, and has completed the 157th police academy class of the New Hampshire Police Academy. Serving with the Plaistow Police Department since 2011, she currently resides in Exeter, New Hampshire with her husband, Patrick (an Exeter Firefighter), and her daughter.

As School Campus Resource Officer, Officer Robicheau will work with high school and middle school administrators to promote a safe and healthy school environment as well as provide additional resources designed to enhance our educational programs.

Officer Robicheau looks forward to working with the student population and providing an approachable resource for problem solving that emphasizes the essential principles and skills necessary for responsible citizenship. School administrators welcome a campus resource officer as part of the district's plan to align offerings to grades 6 through 12 and anticipate a successful coordinated effort.

Dr. Earl Metzler
Superintendent of Schools

August 25, 2015

TRHS PTSA Presents to TRSD SAU Thursday September 17, 2015

- At this time we would like to take this opportunity to introduce the TRHS PTSA to the TRSD School Board and to the community
- This past summer the PTSA Board has gone under revitalization.
- The TRHS PTSA Board consists of the following members
 - o Kate Rochford -President
 - o Renee Forkus - Vice President
 - o Crystal Randall - Treasurer
 - o Khara Barnette -Secretary
 - o Robin Doyle – Communications
 - o Michelle O’Neill –Member at Large
 - o Kristin Amero -Reflections
 - o Rebecca Watkins – Reflections
- The PTSA is working with Mr. Woolworth and his staff
- Our first Goal is make the TRHS Community aware of PTSA presence
- At this time our priority to spread the word that PTSA is alive and well to significantly increase the membership.
 - o Membership is open to anyone in the TRHS Community
 - o Dues is \$10.00 per adult/staff and \$6.00 per student
 - o We have to pay National & State %5.25 per member.
 - o If any of you would like to join an application is in your packet
 - o For those at home the Membership Form is on the TRHS PTSA Page found thru HS web page
- Our first Membership Meeting is
 - o Tuesday September 22 @ 7 PM at the HS
 - ♣ Please note we meet monthly and the meetings will alternate between Tuesday –Wednesday –Thursday
 - o Tentative - Agenda for September 22 Meeting is:
 - ♣ Introductions
 - ♣ Minutes from Last meeting
 - ♣ Treasurers Report
 - ♣ Membership Update Report
 - ♣ Transition Program- Paul Sullivan
 - ♣ Plaistow Chief of Police on their Sept 29 Presentation at the PAC
 - ♣ NH PTSA – Representative
 - ♣ Any Other Business
 - ♣ Meeting Adjourned
- At this time the PTSA is working on our goals for the upcoming year and years to come.
 - o Reflections
 - o Gathering data on what the students, staff and families would like to se

TRHS PTSA Membership Form for School Year 2015-2016

To become a member of the TRHS PTSA, please complete and return the form below with payment:

Membership fees: Parent/Staff \$10.00 per person Student \$6.00 per student

Note -Every student member needs a Parent Membership along with the student.

Cash or Checks - If a check please make check payable to: TRHS PTSA

Note for every member (including students) of the TRHS PTSA we have to pay \$5.25 to the National & State PTSA

Name: _____

Address: _____

Phone: _____

Email: _____

__Parent __Staff __ Other (Please specify _____) Total Payment _____

Staff/Faculty (role) _____

Student Name(s): _____ Grade (Circle) 9th -10th -11th -12th - \$6.00 each

Student Name(s): _____ Grade (Circle) 9th -10th -11th -12th - \$6.00 each

Student Name(s): _____ Grade (Circle) 9th -10th -11th -12th - \$6.00 each

Student Name(s): _____ Grade (Circle) 9th -10th -11th -12th - \$6.00 each

PTSA Board for 2015-2016

President - Kate Rochford

Vice President – Renee Forkus

Treasurer – Crystal Randall

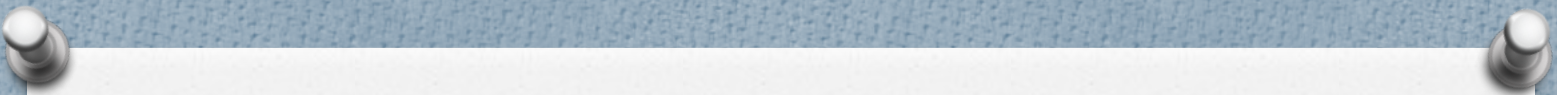
Secretary – Khara Barnett

Communication – Robin Doyle

Member at Large –Michelle O’Neill

Reflections – Kristen Amero & Rebecca Watkins

8/20/2015 kr updated



TRHS Athletic Department Action Plan Updates

2014-2015

Goal 1

- o **Goal #1** – *During the 2014-2015 school year The TRHS Athletic Department will educate students and coaches and reduce the number of injuries to student-athletes by 2%.*

Action Steps for Goal 1

- o Year round strength training and conditioning programs for student athletes.
- o Collaborate with Access Sports Medical to analyze and track student-athlete injuries
- o Athletic Trainer will educate student-athletes and coaches on preventative exercises pre and post workouts

Results

- o 2013-2014
 - o Total Number of Injuries 188
 - o Total Number of Student Athletes by Sport 773
 - o Injury Rate 24%
- o 2014-2015
 - o Total Number of Injuries 136
 - o Total Number of Student Athletes by Sport 863
 - o Injury Rate 16%

Goal 2

- o During the 2014-2015 School Year, the TRHS Athletic Department will increase student participation in athletics by 3% by Spring 2015.*

Action Steps for Goal 2

- o Incorporating current high school student-athletes into the middle school Advisory Program. (Plan in Place)
- o Establish an 8th grade Parent and Athlete Information Night. (Further Study Revealed Redundancy)
- o Incorporate Unified Basketball Program through the NHIAA and Special Olympics(Accomplished through internal Program)

Results

- o 2013-2014
 - o Total Number of Student Athletes by Sport
773
- o 2014-2015
 - o Total Number of Student Athletes by Sport
863
- o Increase of 11.6%

Goal 3

- *During the 2014-2015 school year, the TRHS Athletic Department will ensure that all student-athletes meet the TRHS academic standards for participation.*

Action Steps for Goal 3

- o Incorporation of study halls for athletes.
- o Practice times will begin no earlier than 2:45pm to allow students to receive extra help from Professional Staff
- o Ensure that coaches have access to and training of PowerSchool in order to monitor the academic progress of their athletes

Results

- o 2013-2014 Athletic Team GPA

- o 3.46

- o 2014-2015 Athletic Team GPA

- o 3.47

Goal 4

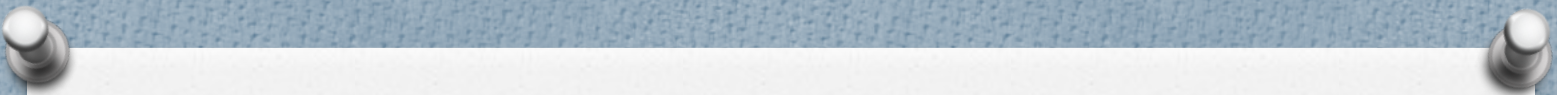
- Ensure that all Booster Clubs understand Protocols and Procedures as they relate to Athletic Department Booster Handbook

Action Steps for Goal 4

- o Meet with Coaches and Booster Presidents to Review Rules and Expectations
- o Review Booster Handbook

Results

- ◊ Booster Handbook Addendums
- ◊ Tagging Protocols
- ◊ Donations and Gifts



TRHS Athletic Department Action Plan

2015-2016

Goal 1

- **Goal #1** – *During the 2015-2016 school year The TRHS Athletic Department will continue to educate students and coaches and reduce the number of injuries to student-athletes by 2%.*

Action Steps for Goal 1

- o **Support** student-athletes with year round strength training and conditioning programs.
- o Collaborate with Access Sports Medical to analyze and track student-athlete injuries
- o Athletic Trainer will continue to educate student-athletes and coaches on preventative exercises pre and post workouts

Goal 2

- o During the 2015-2016 School Year, the TRHS Athletic Department will increase student participation in athletics by 2% by Spring 2016.*

Action Steps for Goal 2

- o Incorporating current high school student-athletes into the middle school Advisory Program. (In Progress)
- o Communicate with Parents and Students through Infosnap
- o Increase Communication through Athletic Web Site
- o Study current rate of participation for students with disabilities

Goal 3

- *During the 2015-2016 school year, the TRHS Athletic Department will ensure that the Athletic Department maintains a collective avg. GPA of 3.2 or better.*

Action Steps for Goal 3

- o Incorporation of study halls for athletes.
- o Practice times will begin no earlier than 2:45pm to allow students to receive **Support** from Professional Staff
- o Ensure that coaches have access to and training of PowerSchool in order to monitor and **Support** the academic progress of their athletes

Goal #1: Throughout the 2015-2016 school year, TRMS faculty will be trained and implement independent and guided reading strategies as part of our school-wide literacy curriculum. Achievement of this goal will be evidenced through teacher survey, PLC agendas and minutes, and administrative observation and evaluation.

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	School-wide Professional Development	Fall 2015-Winter 2016	A-Team/Curr. Coordinator
2	Content Team Discussion PLCs	Fall 2015-Winter 2016	A-Team/Curr. Coordinator
3	Administrative Observation/Evaluation Process	Fall – June 2016	A-Team/Curr. Coordinator

Goal #2: Throughout the 2015-2016 school year, TRMS faculty will use existing STAR data to support student learning and promote a 3% growth in student proficiency in reading from fall to spring.

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Monthly Literacy Team Meetings	Fall 2015-Spring 2016	Principal
2	Content Team Discussions PLCs	Fall 2015-Spring 2016	Principal
3	Interdisciplinary Grade level Teams	Fall 2015-2016	Asst. Principals/Guidance Counselors and Teachers

Goal #3: In the 2015-2016 school year, TRMS will increase the utilization of available technology through on-going professional development. Areas for PD will be identified through a gap analysis survey of staff to determine levels of proficiency and need. Achievement of this goal will be demonstrated through completed survey results, identified areas of PD and PLC minutes. This goal is a continuation of the goal set in the previous year.

Action Steps/Monitoring Plan

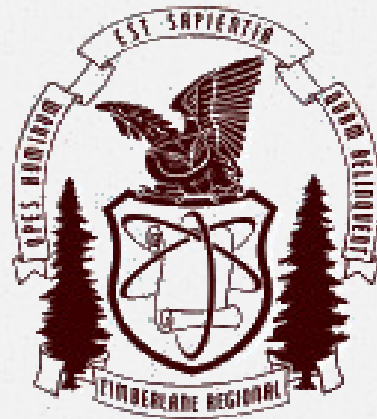
Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	Continue Technology Mentoring Team	Fall 2015	A-Team Hogan
2	Gap Analysis Survey #2 Implemented	Fall 2015	A-Team Hogan Tech. Mentors
3	Walkthrough tracking of technology use	School year 2015-2016	A-Team Hogan
4	Related PD Opportunities	School Year 2015-2016	A-Team Hogan Tech. Mentors

Goal #4 TRMS faculty will analyze fall Tripod Survey results and provide focused professional development to aid instruction. PLC time, select professional readings and resources will be provided.

Action Steps/Monitoring Plan

Step#	Strategies/Activities	Timeline	Team/Person Responsible
1	School-wide Professional Development	Fall 2014-Spring 2015	A-Team/Curr. Coordinator
2	Content Team Discussion PLCs	Fall 2014-Winter 2015	A-Team/Curr. Coordinator
3	Administrative Observation/Evaluation Process	Fall – June 2014	A-Team/Curr. Coordinator

TRHS Action Plan



2015-2016

Goal 1

- o Goal #1: In the 2015-2016 School Year TRHS will further develop our Response to Instruction (RTI) model to ensure student success in the following areas- Attendance, Academics and Positive Student behaviors as measured by:
 - o A 2% increase in student attendance rates.
 - o A 3% increase in students performing at or above benchmark on the STAR reading and math assessments from fall to spring.
 - o A 3% decrease in office behavioral referrals

Action Steps for Goal 1

- Revised attendance recovery program for quicker intervention.
- Work to include a reading specialist and math interventionist to **support** struggling learners and help teachers incorporate strategies in daily lessons.
- Reconfigure the Math Lab to become a general Academic **Support** Center.

Action Steps for Goal 1

- o Utilize STAR data to measure students' progress and to address struggling learners.
- o Expand Excel study program to increase Tier 2 **support** in academics and behavior.
- o Explore alternative scheduling options that greater **support** RTI and teacher collaboration.
- o Continue to run and monitor the school-wide advisory.

Goal 2

- o Goal #2: In 2015-2016, TRHS will continue to foster a positive school culture that increases levels of **support** and communication with our school community members (students, teachers and parents) as measured by:
 - o Regular surveys/checks of staff, students, and stakeholders.
 - o Participation in academic and co-curricular activities
 - o An increase in business partnerships to build a stronger connection to the community and post-secondary opportunities.

Action Steps for Goal 2

- o Increased administrator time in the classroom, providing feedback through walkthroughs and informal observations and to provide appropriate professional development.
- o Explore alternative schedules that allows teachers extended instructional opportunities, as well as time to collaborate on new curriculum.
- o Continue to increase security measures and maintain the physical plant to create better learning, teaching, and working environments.
 - o Work with the Plaistow PD on trainings to ensure our school is safe and secure.

Action Steps for Goal 2

- o Continue to train teachers in how to use data to **support** instruction and differentiate lessons accordingly.
- o Provide **support** for students who need both behavioral and academic RTI **support**.
- o Continue involvement in School-wide advisory program to ensure staff and student connections.
- o Provide avenues for staff, students, and stakeholders to have a voice in the daily operations of the school.
 - o Tripod
 - o Teacher Voice
 - o Life of an Athlete

Goal 3

- o Goal #3: In the 2015-16 school year, TRHS will work in collaboration with all district schools to continue to develop and align curriculum to the NH College and Career Ready Standards as demonstrated by the approval and implementation of a fully aligned K-12 district curriculum in all content areas by June 2017.

Action Steps for Goal 3

- o Create and update timeline for curriculum work.
- o Continue the work of rewriting all curricula to align with the NH College and Career Ready Standards using the district curriculum template.
- o Implement a comprehensive **support** plan to build capacity in both writing and implementing the new curriculum.
 - o This will include a regular teacher feedback loop to ensure appropriate and adequate professional development opportunities.

Action Steps for Goal 3

- Continue writing stages two and three of the curriculum UBD documents following approval of stage one.
- Work closely with the Curriculum and Assessment committee to develop and implement a district philosophy around grading and reporting.
- Use walkthrough data to **support** the curriculum work by providing feedback and using it to inform training and professional development for the school .

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TIMBERLANE REGIONAL SCHOOL BOARD
Atkinson, Danville, Plaistow, Sandown
New Hampshire

Regular Meeting
September 3, 2015
7:30 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Call to Order

Madam Chair Steenson called this September 3, 2015 public meeting of the Timberlane Regional School Board to order at 7:30 PM. Roll call was taken.

Board Members Present: Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Green, Mr. Sapia, Mrs. Sherman, Mr. Spero, Mrs. Steenson, Mr. Ward and student representative Jordon DiTore.

Administrators Present

Dr. Metzler, Superintendent of Schools

Mr. Stokinger, Business Administrator

Ms. Armfield, Executive Director of Curriculum, Assessment and Professional Learning

Mrs. Michaud, Director of Data, Assessment and Accountability

Pledge of Allegiance

Madam Chair Steenson led the assembly in the Pledge of Allegiance.

Madam Chair Steenson informed the board that due to cable connectivity issues we will not be viewed live this evening on the cable station; however, the Vimeo will be uploaded to the District website by Tuesday, September 8, 2015. She also announced a non-meeting will be held at 9:30 pm this evening and the regular board meeting will resume after that session.

Motion: Mr. Collins motioned to move the approval of the meeting minutes to the end of the meeting permanently. Mr. Bealo seconded. Mr. Collins reasoned that it is inconsiderate to have the presenters wait while the minutes are approved. **With no further discussion the motion passed by a unanimous vote of 7-1-0 (Mrs. Green opposed).**

Delegates and Individuals (00:05:51)

Jordon DiTore reported on the positive climate at high school and noted the Student Voice is looking for members.

Dr. Kim Farah, Selectwoman from Danville and representative to the Sandown Withdrawal Feasibility Study Committee (SWFSC), believes a request to approve funds to have an independent study completed will be presented this evening and as such she asked that the board consider that the report from the SWFSC is due by the middle of November. She informed the board that the Town of Danville is not in favor of spending money for this study. She also noted that, on behalf of the Danville Board of Selectmen, she wished to inform the board that the Town of Danville no longer requires student information as requested earlier to complete their impact study. Discussion arose on how the study was completed and where the information was ascertained. Dr. Farah indicated she would provide Madam Chair Steenson that information the next day as she did not have it at hand.

Current Business (00:15:00)

Surplus

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Mr. Stoking reviewed the larger than expected surplus and outlined three reason for using the fund balance retention:

1. Short fall in revenue
2. Off set anticipated tax increases
3. With the Department of Education approval, unexpected expenses

Discussion ensued.

Motion: Mr. Collins motioned to approve adding an additional \$650,000 to the Fund Balance Retention. Mrs. Sherman seconded. Mr. Stoking outlined for the board the percentage cap of 2.5% of the local assessment. Rational by board members was presented for and against this motion.

Motion to Amend: Mr. Sapia motion to amend the motion on the floor by changing the additional amount from \$650,000 to \$350,000. Mr. Ward seconded the motion. Mr. Stoking again verified amounts, processes, rules and regulations regarding surplus and Fund Balance Retention. Board members presented their reasoning for or against this amendment. **With no further discussion the motion to amend failed by a tie vote of 4-4-0 (Madam Chair Steenson, Mr. Bealo, Mr. Sapia and Mr. Collins voted in favor, Mrs. Green, Mrs. Sherman, Mr. Blair and Mr. Ward opposed).**

Motion to Reconsider: Mr. Blair motioned to reconsider the amendment; Mr. Bealo seconded the motion.

At 8:15 pm a recess was called to verify the process of reconsideration of an amendment within Roberts Rules. The meeting resumed at 8:30 PM.

With no further discussion the motion for reconsideration passed by a unanimous vote of 9-0-0.

The motion to amend the motion to change the dollar amount from \$650,000 to \$350,000 was restated and passed by a vote of 6-2-0 (Mr. Collins and Mrs. Sherman opposed).

Mrs. Green motioned to challenge the decision of the Chair to no longer yield the floor to Mrs. Green due to point of order. No second was received and the motion failed. At 8:32 PM the meeting recessed to verify Robert Rules on appealing a ruling by Madam Chair Steenson. The meeting resumed at 8:38 PM. Dr. Metzler reviewed Robert's Rules for appealing a ruling by the Chair.

With no further discussion on the amended motion to approve adding an additional \$350,000 to the Fund Balance Retention passed by a vote of 6-2-0 (Mrs. Green and Mr. Blair opposed).

Superintendent's Goal (00:56:00)

Dr. Metzler reviewed his proposed goals for the 2015-16 school year and provided the rational for each. Mr. Bealo, Mr. Blair, Mr. Collins, Mr. Sapia, Mrs. Sherman, Mr. Spero, Mrs. Steenson, and Mr. Ward provided positive feedback and commended the Superintendent on his goals. Mrs. Green opined she could support only one.

Motion: Mr. Collins motioned to approve the Superintendent's Goals as presented. Mrs. Sherman seconded. With no further discussion the motion passed by a vote of 8-1-0 (Mrs. Green opposed).

Danville Impact Fees Waiver Request (01:23:06)

This item was not discussed whereas Dr. Farah informed the board the Town of Danville has withdrawn their request for student information.

Policies (01:23:09)

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Mr. Bealo presented the following policies for a first reading;

- BID Bid Payment for Services Rendered By The School District Officers
- BIE Board Member Insurance
- BK School Board Memberships
- CM School District Annual Report

Motion: Mr. Collins motioned to approve the following policies for a first reading.

- BID Bid Payment for Services Rendered By The School District Officers
- BIE Board Member Insurance
- BK School Board Memberships
- CM School District Annual Report

Mr. Sapia seconded. With no further discussion the motion passed by a vote of 8-1-0 Mrs. Green opposed

Mr. Bealo presented the following policies for a second reading;

- JKAA Use of Child Restraint and Seclusion
- ILBA Assessments
- GBEBC Staff Gifts and Solicitations
- KHA Staff gifts and Solicitations
- ILD Educational Questionnaires, Surveys and Research

Motion by Mrs. Green to approve sending policy ILD Educational Questionnaires, Surveys and Research back to the policy committee for review. Mr. Collins seconded the motion. With no further discussion the motion passed by a vote of 8-0-1 (Mrs. Sherman abstained).

Motion: Mr. Collins motioned to approve the following policies for a second reading and adoption.

- JKAA Use of Child Restraint and Seclusion
- ILBA Assessments
- GBEBC Staff Gifts and Solicitations
- KHA Staff gifts and Solicitations

Mr. Bealo seconded. With no further discussion the motion passed by a unanimous vote of 9-0-0.

NHSBA Resolutions (01:37:17)

The board requested last year to place this item on the agenda in September to allow more time to consider drafting resolutions for the NHSBA's Delegate Assembly in January. Madam Chair Steenson asked board members to send her their ideas by September 28, 2015.

Motion: Mr. Collins motioned to go into a non-public session under 91-A:3, Paragraph II (a) The dismissal, promotion or compensation or disciplining of any public employee. Mr. Ward seconded. With no further discussion the board was polled:

- Mr. Bealo Yes
- Mr. Blair Yes
- Mr. Collins Yes
- Mrs. Green Yes
- Mr. Sapia Yes
- Mrs. Sherman Yes
- Mr. Spero Yes
- Mrs. Steenson Yes
- Mr. Ward Yes

The board entered into a non-public session at 9:24 PM.

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The board was polled to exit the non-public session at 9:30 PM:

- Mr. Bealo Yes
- Mr. Blair Yes
- Mr. Collins Yes
- Mrs. Green Yes
- Mr. Sapia Yes
- Mrs. Sherman Yes
- Mr. Spero Yes
- Mrs. Steenson Yes
- Mr. Ward Yes

Action taken during the non-public session was to approve the reimbursement of a staff member's service credit.

A non-meeting occurred at 9:30 PM and concluded at 9:56 pm when the public meeting resumed.

Star Assessment Update (01:40:12)

Mrs. Christi Michaud presented assessment benchmarks and an overview of the universal screening device.

Committee Reports (02:51:21)

Mrs. Sherman attended the Wellness Committee and Mr. Collins attended the Capital Improvement Plan Committee and the SWFSC. Mr. Collins reported the committee requested a third party independent resource to be hired to determine the withdrawal costs dating back to 1965 that the Town of Sandown would be responsible for if they were to withdraw from the district.

Motion: Mr. Collins motioned to approve up to \$30,000 to hire a third party resource to assist the SWFSC in determining the buy-out figure for the committee. Mrs. Sherman seconded. Board members voiced their opinion on this motion. With no further discussion the motion passed by a vote of 7-2-0 (Mrs. Green and Mr. Blair opposed).

Motion: Mr. Sapia motioned to approve extending the meeting to 11:00 PM. Mrs. Sherman seconded.

Motion to Amend: Mr. Blair motioned to amend the motion by including "to have the meeting minutes reviewed no later than 10:50 PM. " Mrs. Green seconded. With no further discussion the motion to amend failed by a vote of 3-6-0 (Mr. Bealo, Mr. Collins, Mr. Sapia, Mrs. Sherman, Mrs. Steenson and Mr. Ward opposed).

With no changes to the motion and no further discussion, the motion passed by a vote of 5-3-1 (Mr. Collins, Mr. Blair and Mr. Spero opposed, Mrs. Green abstained).

Mr. Ward will attend the Safety Committee meeting next week, Mr. Bealo, Mrs. Green and Mr. Sapia attended the Policies Committee meeting. Madam Chair Steenson attended the Curriculum and Assessment Committee meeting.

Correspondence

None

Vendor and Payroll

Vendor and payroll registers were signed by the board.

Other

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Mr. Collins motioned to allow Madam Chair Steenson to work with the district's attorney relative to a conflict of interest issue. Mr. Ward seconded the motion. With no further discussion the motion passed by a vote of 8-1-0 (Mrs. Green opposed).

Mr. Sapia noted concern regarding the athletic area of the high school and the warmer weather. Mrs. Green would like to know the date of the instructional audit and when the Timberlane Teachers Association negotiations will begin. She also suggested that the board eliminate the summer hiatus and continue board meetings all summer.

Minutes (02:40:00)

Mrs. Green motioned to change and add wording of the discussion held during the non-public session. Mrs. Sherman seconded the motion. With no further discussion the motion failed 1-7-1 (Mr. Bealo, Mr. Collins, Mr. Sapia, Mrs. Sherman, Mr. Spero, Mrs. Steenson, Mr. Ward opposed and Mr. Blair abstained).

The minutes for the August 27, 2015 regular and non-public meetings were approved by general consent as written.

Reports of the School Board

Due to the late hour no reports of the School Board were provided.

With no further business Madam Chair Steenson adjourned the meeting at 11:06 pm.

Respectfully submitted,

Nancy Louiselle
School Board Clerk