

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, AUGUST 28, 2014

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
Kate Delfino, Vice Chair

AGENDA

1. **Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. June 19, 2014 meeting
 - b. July 16, 2014 meeting
5. **Delegations or Individuals**
6. **Current Business**
 - a. Letter of Censure – ACTION (5 minutes)
 - b. Eagle Scout Project* – ACTION (10 minutes)
 - c. Life of an Athlete Donation – ACTION (5 minutes)
 - d. Unified Basketball – ACTION (5 minutes)
 - e. Atkinson Academy Police Training Site – ACTION (10 minutes)
 - f. Summer Projects Update – INFORMATIONAL (10 minutes)
 - g. Summer Professional Development Update - INFORMATIONAL (10 minutes)
 - h. PAC Event Calendar – ACTION (5 minutes)
 - i. School Board Venue – ACTION (5 minutes)
 - j. Ratify Summer Hiring – ACTION (2 minutes)
 - k. TSSU Intent to Negotiate – ACTION (5 minutes)
7. **Administrator's Report**
 - a. Update on School Activities – INFORMATIONAL
8. **Personnel Report**
9. **Committee Report/Reports of the School Board**
10. **Correspondence Folder**
11. **Vendor and Payroll Registers**
12. **Other Business**
 - a. Non-public (if needed)
13. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
September 4	Regular Meeting	SAU	7:30 PM
September 11	Facilities Annual Tour	MS/PAC/HS	6:00 PM
September 16	Facilities Annual Tour	DE/SC/SN	6:00 PM
September 18	Regular Meeting	SAU	7:30 PM
September 25	Facilities Annual Tour	AA/PS	6:00 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.

ADMINISTRATOR'S REPORT

Administrator's Report for August 28, 2014 School Board Meeting

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

4. APPROVAL OF MINUTES

Three sets: June 19th and July 16th sessions.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Letter of Censure – 10 minutes

Board to administer letter of censure to Board member Donna Green.

b. Eagle Scout Projects – 15 minutes

Dakota Sears to present constructing a shade structure at Sandown North Elementary School for his Eagle Scout Project. Action to approve both proposal and donation of services.

c. Life of an Athlete Donation – 5 minutes

Angelo Fantasia to present \$2424 donation from NHIAA for the district's work in the Life of an Athlete program. Reference policy KCD. Action.

d. Unified Basketball – 5 minutes

Angelo Fantasia to present plan to establish a Unified Basketball Team for the upcoming winter season through the Special Olympics program. Special Olympics would provide a \$2,000 incentive for the first three years of the program. Policies & Procedures for Unified Sports included in board packet. Action.

e. Atkinson Academy Police Training Site – 10 minutes

Kathie Dayotis will present a request from the Atkinson Police Department to conduct an active training session with Atkinson Academy personnel and to provide police radios to the school in an effort to ensure continued safety of students and staff. Action.

f. Summer Projects Update – 10 minutes

Jim Hughes to provide update of summer facilities/maintenance projects. Informational.

g. Summer Professional Development Update – 10 minutes

Deb Armfield to present. Informational.

h. PAC Event Calendar – 5 minutes

Proposed PAC events calendar which reflects limited bookings on school board nights. Looking for board approval. Action.

i. School Board Venue – 5 minutes

Each year the school board books meetings at school locations. Last year's schedule in packet for guidance. Action.

j. Ratify Summer Hiring – 2 minutes

Motion to ratify summer hiring per policy GCFA. Action.

k. TSSU Intent to Negotiate – 5 minutes

The School District is in receipt of letter of intent to negotiate a contract beginning 2015. Board action to accept and begin the negotiation process required. Action.

7-9. REPORTS

7-9. REPORTS

7. *Administrator's Report – Dr. Metzler to present*
 - a. *Update on happenings and activities with each of the district schools*
8. *Personnel Report – Dr. Metzler to present (if needed)*
9. *Reports of the School Board*

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.*

September 18, 2014	
Competency Education Continuum	<i>Discussion</i>
Superintendent Goals	
NHSBA Resolutions	
Exit Interviews Report	
HISET	<i>Graduation/GED Options Student Update</i>
Signs of Suicide Training	<i>Presentation of training for TRSD staff by Tim Lena, Kelley Binette & Shana McTague</i>
Budget Survey Update	
Policies	<i>First reading</i>

October 2, 2014	
Policies	<i>Second reading/adoption</i>

Back-Burner List

SERESC Update	<i>Beth Rincon</i>
Soccer Field Dedication	
SAT scores	<i>Multiple year & state-wide comparisons</i>
Differentiated Instruction	<i>D. Armfield</i>

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

Regular Meeting
June 19, 2014
7:54 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Call to Order

Madam Chair Steenson called this June 19, 2014 public meeting of the Timberlane Regional School Board to order at 7:54 PM. Roll call was taken. It is noted that members of the school board conducted a site visit of the High School athletic department locker rooms prior to this meeting. No action by the board was taken during that visit.

Board Members Present

Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Delfino, Mrs. Green, Mr. Mascola, Mrs. Sherman, Mrs. Steenson, and Mr. Ward

Administrators Present

Dr. Metzler, Superintendent of Schools
Dr. Wilson, Assistant Superintendent
Mr. Stokinger, Business Administrator
Mrs. Armfield, Director of Professional Development
Mr. Strainge, Director of Secondary Education
Mrs. Killen, Director of Elementary Education
Mrs. Gaydos, Principal of Pollard Elementary School
Mr. Holland, Director of Technology
Mrs. Rasicot, Director of Student Services
Mrs. Rincon, Director of Special Education
Mrs. McKechnie, Director of PreSchool
Mr. Hughes, Director of Facilities
Mr. Fantasia, Director of Athletics

Pledge of Allegiance

Boy Scout Ben Flyzik led the assembly in the Pledge of Allegiance.

Motion: Mrs. Green motioned to change the agenda by reversing the order of items “d” and “e.” The motion did not receive a second.

Minutes

The board reviewed and approved with changes the public minutes of the June 5, 2014 meeting of the Timberlane Regional School Board. **The minutes were approved by general consent of the board.**

Delegates and Individuals

Madam Chair Steenson congratulated Dr. Metzler on his receipt of the Presidential Alumni Research Dissemination Award from Walden University. He received this award in recognition of his exceptional research publication on student drop-out prevention.

Current Business

Eagle Scout Project (00:06:19)

Ben Flyzik presented proposed plans to repair the dugouts and two baseball diamonds at Pollard Elementary

School. Mr. Hughes, Director of Facilities confirmed the district will maintain the fields once the repairs are completed by Ben Flyzik.

Motion: Mr. Collins motioned to approve the proposed plans presented for the Pollard Elementary School baseball fields as well as any donations that come with this project. Mrs. Delfino seconded. With no further discussion, the motion passed by unanimous vote (9-0-0).

Student Representative to the School Board (00:12:17)

Lucas Appleton of Danville introduced himself to the board as the newly voted student representative to the school board for the 2014-15 school year. Board members welcomed Lucas to the position.

Motion: Mr. Collins motioned to accept Lucas Appleton as the 2014-15 school board student representative. Mr. Blair seconded. With no further discussion, the motion passed by unanimous vote (9-0-0).

Timberlane Regional and Norwood High Schools Collaborative Engineering Project (00:13:37)

Mr. Holland, Director of Technology presented a video of TRHS engineering students working together with Norwood High School engineering student designing and programming VEX robotics. This year's collaborations included a fabrication project that utilized Timberlane's 3D printer. The project demonstrated the program's success with student engagement, as well as the many 21st Century skills that were covered as a result.

High School Athletic Facilities (00:31:26)

Mr. Fantasia and Mr. Hughes presented a short term plan to address the deficiencies in the high school athletic wing. **Motion: Mr. Collins motioned to approve up to \$160,000 for improvements to repair and maintain the high school athletic wing. Mrs. Sherman seconded. With no further discussion, the motion passed by a vote of 8-1-0 (Mrs. Green opposed).**

The board noted long term athletic facilities needs would be addressed by the Facilities Committee.

Mr. Stoking reviewed the current financial major variances and expenditures for the 2013-2014 school year. Estimates provided for this project included movable/reusable materials. Discussion ensued regarding the project and bidding time frames.

Motion: Mr. Collins motioned to waive policy DJE - Bidding Requirements for the athletic wing improvements/repair/maintenance project. Mr. Ward seconded. With no further discussion, the motion passed by a vote of 8-1-0 (Mrs. Green opposed). The board noted the importance of obtaining quotes for this project .

Fund Retention Option (00:38:50)

Mr. Stoking presented projected end of the year figures and provided the Board the opportunity to consider the fund retention (surplus) option adopted at the 2013 annual meeting.

Motion: Mrs. Green motioned to authorize the fund retention balance at zero. Mr. Collins seconded.

A discussion ensued regarding the fund balance.

Motion to amend: Mr. Bealo motioned to amend the motion to authorize retaining any amount that exceeds \$1.9m of surplus. Mr. Blair seconded. With no further discussion, the motion to amend the motion passed by a vote of 8-1-0 (Mrs. Green opposed). With no further discussion the newly amended motion passed by a vote of 8-1-0 (Mrs. Green opposed).

Eagle Scout Project (01:39:32)

Nick Bealo presented a PowerPoint presentation on his completed Eagle Scout Timberlane Observatory project. He reviewed how the project progressed to completion, the costs incurred and the observatory's possible uses. The board congratulated Nick Bealo for his accomplishments.

Guided Reading Libraries (01:47:22)

Mrs. Armfield presented on the reading curriculum that was recently purchased to address a top literacy need

identified by district elementary principals.

District Action Plans (01:58:09)

Dr. Wilson presented the District action plan. This presentation concludes this year's action plan updates.

Driver's Education Update (02:12:23)

Mr. Strainge provided an update of the Driver's Education plan to offer driver education services to students through private vendors.

Business Partnerships (02:32:14)

Mr. Strainge outlined the plan and timeline for creating business partnerships. Dr. Metzler explained the opportunities these partnerships would create for students.

Tuition Requests (02:39:33)

Dr. Metzler presented tuition requests for the 2014-15 school year for approval as well board's approval to act on all other tuition requests that come thereafter.

Motion: Mr. Collins motioned to approve the 2014-2015 tuition requests as presented and authorize Dr. Metzler to approve 2014-2015 tuition requests thereafter. Mr. Mascola seconded. With no further discussion, the motion passed by unanimous vote (9-0-0).

Administrators Report (02:44:40)

Dr. Metzler commended all that had a hand in planning and executing the high school graduation. He recognized the superb work by Mrs. Mangini in accomplishing this event. As part of the EDies award a \$2,000 donation in recognition of the high school winning the Secondary School of Excellence award has been presented to the district.

Motion: Mr. Blair motioned to authorize the acceptance of the \$2,000 donation for the Secondary School of Excellence award. Mr. Ward seconded. With no further discussion, the motion passed by unanimous vote (9-0-0).

Dr. Metzler continued his report by congratulating the custodial staff at the high school, especially Donald Renkas for their efforts in resolving a situation that occurred at the high school. He continued to outline the needs for the summer hiring process.

Motion: Mr. Mascola motioned to waive policy GCFA and authorize Madam Chair Steenson to act on personnel matters as presented during the summer months. Mr. Ward seconded. With no further discussion, the motion passed by a vote of 8-1-0 (Mrs. Green opposed).

Dr. Metzler continued his report by updating the board on Sandown Centrals cross walk maintenance, full day kindergarten enrollment numbers, and food service business plans noting that if food service self-op is considered there is a need for Sandown Central kitchen renovations.

Personnel (02:56:24)

Dr. Metzler recommended accepting the resignation of

- Renzo Binaghi TRHS evening Division/Continuing Education
- Allison Astarita Pollard Speech Language Pathologist
- Bistra Botcheva TRHS Special Education LD
- Kristen Dalphond Pollard Enrichment
- Jeannie Luther TRHS Mathematics
- Meghin Marley TRHS Science

Motion: Mr. Mascola motioned to accept the resignation of

- **Renzo Binaghi TRHS evening Division/Continuing Education**
- **Allison Astarita Pollard Speech Language Pathologist**

- **Bistra Botcheva** TRHS Special Education LD
- **Kristen Dalphond** Pollard Enrichment
- **Jeannie Luther** TRHS Mathematics
- **Meghin Marley** TRHS Science

Mrs. Sherman seconded. With no further discussion the motion passed by unanimous vote (9-0-0).

Dr. Metzler recommended accepting the nomination of

- Julie Bartula TRMS Science
- Sherry Bollhorst Sandown North Grade 1
- Christine Simmons TRHS Business

Motion: Mr. Collins motioned to approve the nominations of

- **Julie Bartula** TRMS Science
- **Sherry Bollhorst** Sandown North Grade 1
- **Christine Simmons** TRHS Business

Mrs. Delfino seconded. With no further discussion the motion passed by a vote of 8-0-1 (Mrs. Green abstained).

Dr. Metzler recommended accepting the 2014-2015 TRSD Administrators nominations.

- Sandra Allaire Academic Dean Humanities TRHS
- Debra Armfield Executive Director of Curriculum, Assessment and Professional Learning
- Nancy Barcelos Principal Danville Elementary school
- Lorin Caffelle Special Education Department Head TRMS
- Barry Chooljian Guidance Department Head TRHS
- Kathleen Dayotis Principal Atkinson Academy
- Anthony De Bartolomeo Director of Music TRSD
- Angelo Fantasia Director of Athletics TRSD
- Michael Flynn Assistant Principal TRMS
- Michelle Gaydos Principal Pollard Elementary School
- Jo-Ann Georgian Principal Sandown North
- Michael Hogan Principal TRMS
- Marilyn Hutnick Assistant Principal TRMS
- Kelli Killen Director of Middle School Alternative/Continuing Education & Enrichment
- Susan Lavrich Special Education Department Head - TRHS
- Patrice Liff Assistant Principal Sandown North
- Kathleen McKechnie Preschool Coordinator TRSD
- William Mealey Academic Dean Attendance TRHS
- Carol Mrowka Assistant Principal TRMS
- Brian O'Connell Assistant Principal TRHS
- Mark Pedersen Academic Dean STEM TRHS
- Kristen Pereira Professional Learning Specialist TRSD
- William Pimley Assistant Principal Danville Elementary School
- Susan Rasicot Director of Student Services - TRSD
- Elizabeth Rincon Director of Special Education - TRSD
- Douglas Rolph Principal Sandown Central
- Heather Roy Assistant Principal - TRHS
- Scott Strange Director of High School alternative/continuing Education & Enrichment
- Michele Vance Assistant Principal Pollard Elementary School
- Mary Widman Assistant Principal TRHS
- Donald Woodworth Principal TRHS

Motion: Mr. Mascola motioned to accept the nomination of the following Administrators.

- Sandra Allaire Academic Dean Humanities TRHS
- Debra Armfield Executive Director of Curriculum, Assessment and Professional Learning
- Nancy Barcelos Principal Danville Elementary school
- Lorin Caffelle Special Education Department Head TRMS
- Barry Chooljian Guidance Department Head TRHS
- Kathleen Dayotis Principal Atkinson Academy
- Anthony De Bartolomeo Director of Music TRSD
- Angelo Fantasia Director of Athletics TRSD
- Michael Flynn Assistant Principal TRMS
- Michelle Gaydos Principal Pollard Elementary School
- Jo-Ann Georgian Principal Sandown North
- Michael Hogan Principal TRMS
- Marilyn Hutnick Assistant Principal TRMS
- Kelli Killen Director of Middle School Alternative/Continuing Education & Enrichment
- Susan Lavrich Special Education Department Head - TRHS
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- Kathleen McKechnie Preschool Coordinator TRSD
- William Mealey Academic Dean Attendance TRHS
- Carol Mrowka Assistant Principal TRMS
- Brian O'Connell Assistant Principal TRHS
- Mark Pedersen Academic Dean STEM TRHS
- Kristen Pereira Professional Learning Specialist TRSD
- William Pimley Assistant Principal Danville Elementary School
- Susan Rasicot Director of Student Services - TRSD
- Elizabeth Rincon Director of Special Education - TRSD
- Douglas Rolph Principal Sandown Central
- Heather Roy Assistant Principal - TRHS
- Scott Strainge Director of High School Alternative/Continuing Education & Enrichment
- Michele Vance Assistant Principal Pollard Elementary School
- Mary Widman Assistant Principal TRHS
- Donald Woodworth Principal TRHS

Mr. Collins seconded. With no further discussion the motion passed by a vote of 8-0-1 (Mrs. Green abstained).

Reports of the School Board(03:01:52)

Mr. Collins reported on the Community Relations Committee and their request for approval from the board to send out the "School Board Notes."

Motion: Mrs. Delfino motioned to approve the "School Board Notes" and authorize up to \$2,100 for mailing costs. Mr. Mascola seconded.

A discussion ensued regarding the wording of the Advancement Placement courses at Timberlane High School.

Motion to amend: Mr. Bealo motioned to amend the motion to approve the "School Board Notes" with changes. Mr. Mascola seconded. With no further discussion, the motion to amend passed by a vote of 9-0-0. With no further discussion the newly amended motion passed by unanimous vote of 9-0-0.

Mr. Collins then requested the board approve the recently updated district report card.

Motion: Mr. Mascola motioned to approve the update of this year's information for the district report card.

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

Correspondence (03:28:08)

All board members were presented the correspondence received since the last board meeting.

Vendor and Payroll (03:28:09)

Vendor and payroll registers were signed by the board.

Other

Motion: Mrs. Green motioned to have a discussion on teacher tenure. The motion did not receive a second.

Mrs. Green requested all information be provided 48 hours prior to a school board meeting. A discussion ensued regarding the importance of receiving up-to-date information (specifically financials which change on a daily basis) versus information provided 48 hours before a meeting to board members. Dr. Metzler stated the most update information is provided and will continue to be provided to the board at all times.

Having no further business before the board Madam Chair Steenson adjourned the meeting at 11:25 pm.

Respectfully submitted,

Nancy Danahy
School Board Clerk

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

Special Meeting
July 16, 2014
7:30 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Call to Order

Madam Chair Steenson called this July 16, 2014 special public meeting of the Timberlane Regional School Board to order at 7:30 PM.

Board Members Present

Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Delfino, Mrs. Green, Mr. Mascola, Mrs. Sherman, Mrs. Steenson, and Mr. Ward

Administrators Present

Dr. Metzler, Superintendent of Schools
Mr. Stokinger, Business Administrator
Mrs. Danahy, Director of Human Resources and TRSB Recording Secretary

Pledge of Allegiance

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

Madam Chair Steenson called for a moment of silence in remembrance of Chief Savage of the Plaistow Police Department who recently passed away.

Madam Chair Steenson stated the reason for this evening's special meeting of the Timberlane Regional School Board is to clarify information surrounding specific issues for the general public, and to provide school board members an opportunity to ask questions and share concerns on behalf of their constituents.

She went on to announce that members of the public are encouraged to provide their views on the pertinent subjects addressed this evening and will be given an opportunity to express themselves for three minutes each after the board's discussion on each of the agenda items. She asked that speakers complete a comment card located at the back of the room.

POLICY DBJ – TRANSFER OF APPROPRIATIONS (00:02:46)

Madam Chair Steenson read aloud TRSB policy DBJ – Transfer of Appropriation (funds). She provided examples of how the expenditures of school funds by line item or object code are handled. She noted financial reports reflect line items that show the actual deficit or under spending. Each board member expressed their opinion regarding this process. Mrs. Green stated she would like to see the board make a decision to review over expenditures on budget line items.

Motion: Mrs. Green motioned the Timberlane Regional School Board assume its financial responsibility by reviewing over runs of \$5,000 or more for every object code. Mr. Ward seconded. The motion failed by a vote of 1-7-1 (Mrs. Green voted in favor and Mr. Ward abstained).

The discussion continued. The following members of the public voiced their opinions on this matter: Deborah De Simone of Atkinson, Arthur Green of Sandown and Betsy Sanders of Danville.

HEALTHTRUST REFUND (01:03:52)

Madam Chair Steenson read aloud a letter from Attorney Gordon B. Graham of the law firm Soule, Leslie,

Kidder, Sayward & Loughman dated June 23, 2014 in reference to Timberlane School District/Unanticipated Revenue. A discussion ensued whereby each board member expressed his/her opinion regarding this subject matter. Mrs. Green asked for information relating to the Health Trust refunds so she can understand how the money is being deployed.

Motion: Mrs. Green motioned the school board receive information regarding the history of the transaction(s) for the TRSD share of the Health Trust refund by date and disposition. Mr. Ward seconded for discussion purposes. After a discussion of the board, the motion failed by a vote of 1-8-0 (Mrs. Green voted in favor).

The following members of the public voiced their opinions on this matter: Betsy Sanders of Danville, Cathy Gorham and Arthur Green of Sandown.

2013 AUDITOR'S REPORT (01:44:11)

The annual auditor's report by Plodzik & Sanderson, Accountants & Auditors was provided to the board for their review. Madam Chair Steenson reviewed the process of the annual audit. She addressed the reporting timeline, noting the district has not held the audit company accountable for the submission of the annual audit report in the timeline as outlined. Mr. Stokinger confirmed the final report was received on July 1, 2014.

OTHER BUSINESS

Motion: Mr. Bealo motioned to enter into a non-public session under RSA 91-A: 3, II[c] matters which, if discussed in public, would likely affect adversely the reputation of any person; Mr. Collins seconded. The board was polled at 9:30 pm:

- Bealo Yes
- Blair Yes
- Collins Yes
- Delfino Yes
- Green No
- Mascola Yes
- Sherman Yes
- Steenson Yes
- Ward Yes

Mrs. Green objected to the need to go into nonpublic session and exited the meeting.

Motion: Mr. Bealo motioned to exit the non-public session; seconded by Mr. Mascola the board was polled:

- Bealo Yes
- Blair Yes
- Collins Yes
- Delfino Yes
- Mascola Yes
- Sherman Yes
- Steenson Yes
- Ward Yes

The board exited the non-public session at 9:35 pm. No action was taken in non-public session. Mrs. Green re-joined the meeting at 9:36 pm.

Motion: Mrs. Green motioned the school board reconsider a vote taken at the June 19, 2014 meeting to accept federal and state grants without prior board approval. Mrs. Sherman seconded for discussion.

Mrs. Green explained a constituent's concern regarding accepting certain federal and state grants as they may have strings attached. It is her position that the board should monitor this process very closely. She then clarified that her motion was to see if the board would consider rescinding a previous motion; not to rescind the motion at this time.

With no further discussion, the motion failed by a vote of 1-8-0 (Mrs. Green voted in favor).

Mrs. Green went on to state her concern with expending monies outside of line items, specifically the last meeting's approval to make repairs to the mini-gym. She noted the Budget Committee removed a \$225k line item from the budget for an electric generator. This line item was zeroed out, thus, it is her position no other district monies can be used to further that purpose. Dr. Metzler responded that the district operates on a bottom line budget and that the Budget Committee is not tasked with the budget expenditure process. He stated it is within his authority to make financial decisions for the school district.

Mrs. Green asked about the "at-risk" survey that will not be taken this year as well as her concern that the district accepted money for this survey. Dr. Metzler clarified that the survey will not be conducted and the monies have since been returned to the University of Michigan. He then thanked Mrs. Gorman for bringing this matter to his attention.

Mr. Collins expressed his concerns regarding a large number of Mrs. Green's blog entries that are mistakes or erroneous reporting. Mrs. Green immediately excused herself from the meeting and exited the room. Mr. Collins went on to express that everyone has the right to their opinion but this type of approach is eroding the trust of the public. He would like to see the board make a strong statement about the incorrect information she continues to put on her blog. He stated it is paramount that we protect the integrity of the business that goes on in this board room and he asked the board to censure Mrs. Green.

Motion Mr. Collins motioned the board approve a censure of Mrs. Green for eroding the integrity and creditable of the district as well as the trust of the community. Mr. Mascola seconded.

A discussion ensued whereas school board members expressed their opinion on the matter.

Madam Chair Steenson called the vote; the motion passed by a vote of 7-0-1 (Mr. Ward abstained).

Having no further business before the board Madam Chair Steenson adjourned the meeting at 10:06 pm.

Respectfully submitted,

Nancy Danahy
School Board Clerk

Sandown North Elementary School Shade Pavilion Eagle Scout Project Proposal 8/21/14

Dakota Sears
Boy Scout Troop 268
Sandown, NH

Reasons for the Shade Pavilion

- Teachers have been wanting a shaded area to take their class outside for any kind of lesson.
- The staff and students have also wanted a place to go in the shade during recess.
- The staff could also use the pavilion for their breaks and their lunches.
- The pavilion would also be available to use by the general public.

The Solution

A wooden shade pavilion 16'x 24' on a 6" concrete slab, with 4 picnic tables. Throughout the construction process and thereafter, the Sandown Police Department will patrol behind the school more frequently. The school will also add a security camera aimed at the shade pavilion.



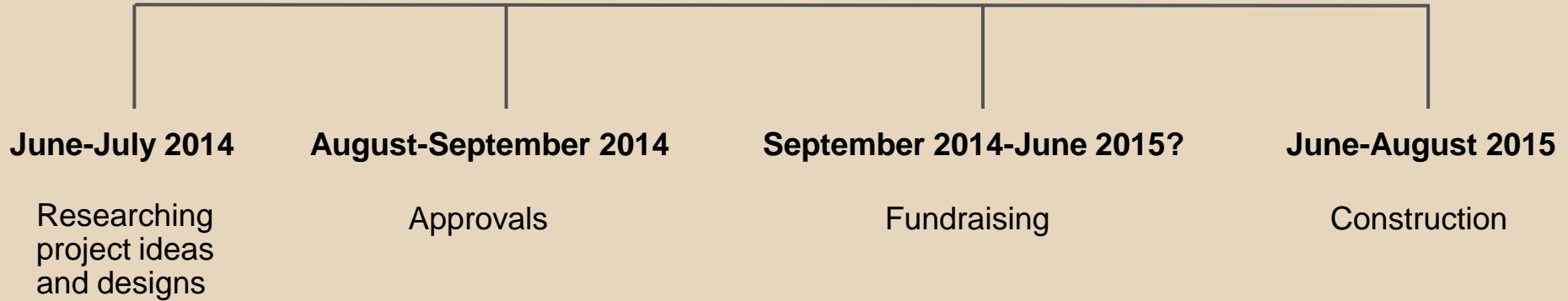
Front View



Side View

The cones represent the corners of the proposed structure

Timeline



Similar Pavilions in Our School District

Sandown Central
Elementary School



Pollard Elementary School

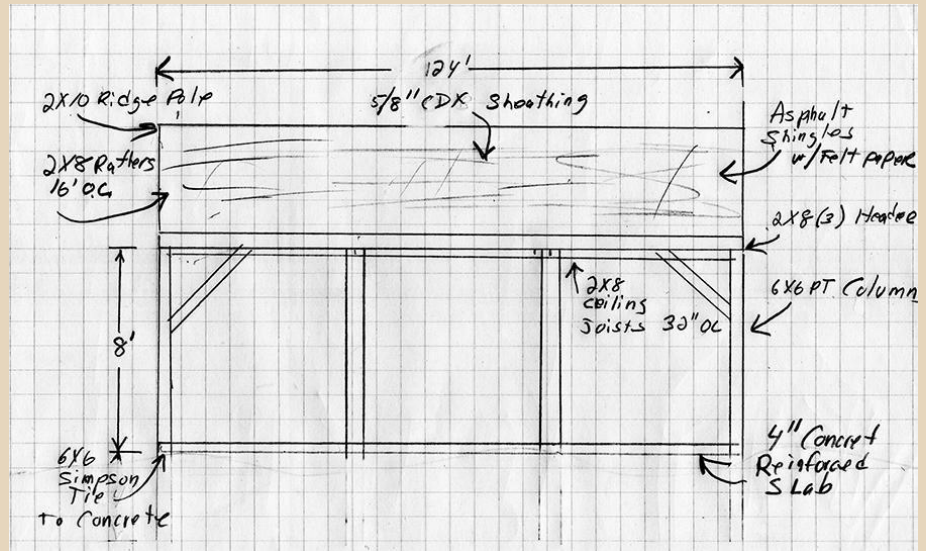
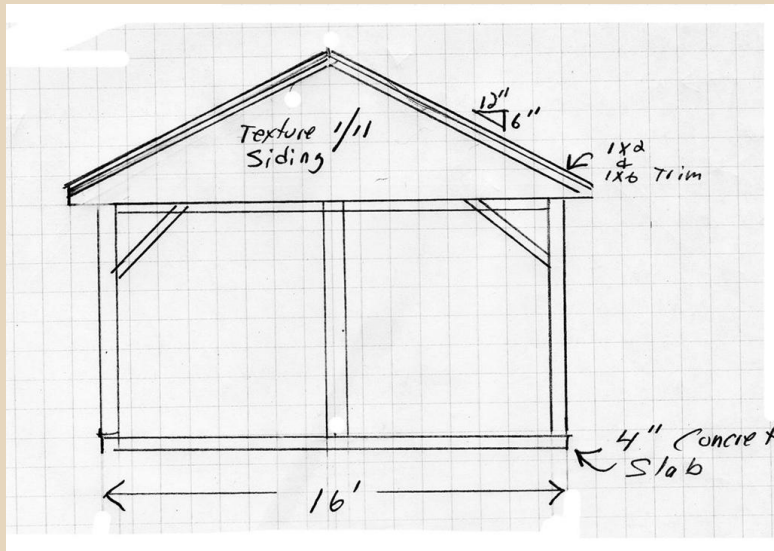


Atkinson Academy



Plans for Proposed Structure

Design based on the Atkinson Academy and the Pollard School Structures



Sketch by Paul D'Amore of PJ D'Amore Construction, LLC



NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION

Established 1947

251 Clinton Street • Concord, N.H. 03301-8432

(603) 228-8671 • Fax (603) 225-7978

www.nhiala.org

R. Patrick Corbin
Executive Director

June 30, 2014

Angelo Fantasia
Timberlane High School
36 Greenough Rd
Plaistow, NH 03865

Dear Angelo:

I want to thank you for all of your hard work kicking off Life of an Athlete (LoA) during our pilot year. At the NHIAA, we understand how much additional work is involved in this program and appreciate your dedication to the health and well-being of the student athletes in your program. As a small token of our appreciation we are able to provide you with \$2424 in incentive funds for implementing LoA with fidelity to the model.

This funding is available because of the generous support of the state Bureau of Drugs and Alcohol Services and the New Hampshire Charitable Foundation. Moving forward it is our intent to continue to provide these incentive funds to schools implementing with fidelity. Any incentives and trainings will be contingent upon the availability of funding and may require some surveys and other evaluation activities so that we can not only continue to secure the funding, but also document that this is a worthy endeavor for your community*.

These funds are to support implementation of the program, so please use them to do things such as market through t-shirts, posters, PSAs and other promotional materials.

Again, thank you for your consideration and please let me know if you have any questions or there is anything we can do to assist with your efforts to improve the health and wellness of New Hampshire's youth.

*Incentive funds are available at a 50% reduction for schools unable to participate in the evaluation.

Sincerely,

A handwritten signature in black ink that reads "R. Patrick Corbin". The signature is written in a cursive, slightly slanted style.

R. Patrick Corbin, Executive Director
New Hampshire Interscholastic Athletic Association

Enclosed: Incentive funds, Incentive funds summary

CC: Donna Arias, Life of an Athlete Program Director
Dan Serard, Life of an Athlete Program Coordinator



**LIFE OF AN
ATHLETE**
A Program of NHIAA

2014-2015 Incentive Funds

What is the incentive?

\$1000.00 base with \$1.00 per student thereafter (based on classification rankings on the NHIAA website at the beginning of the year) to be used to help promote the program through:

- T shirts, sweatshirts, sweatpants, posters, PSAs, stickers, other promotional materials

In order to receive incentives your school must:

1. Participate in pre/post season evaluation surveys, annual athletic director survey, and submit record of code violations each season. The best way to get students and coaches to do this is to have each team report to the computer lab 15 minutes before practice and fill these out. You must have an 80% completion rate for the year to receive all the funds.

Pre Season Fall	Opens: Aug. 11th	Closes: Sept. 1st
Post Season Fall	Opens: Oct. 6th	Closes: Oct. 20th
Pre Season Winter	Opens: Nov. 10th	Closes: Dec. 1st
Post Season Winter	Opens: Feb. 2nd	Closes: Feb. 16th
Pre Season Spring	Opens: Mar. 16th	Closes: Mar. 30th
Post Season Spring	Opens: May 17th	Closes: May 31st

2. Submit a copy of your Athletic Handbook/School Codes
3. Hold policy meeting to discuss revisions of Athletic Handbook/School Codes
4. Hold a free local or regional training for student athlete leaders, we have two different trainings so if you have already held a training, we have a updated version for your students.
5. Complete and submit Fidelity Checklists each season
6. Recruit attendees to statewide trainings in March

Schools who do not participate in evaluation surveys will receive a 50% reduction of funds



NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION

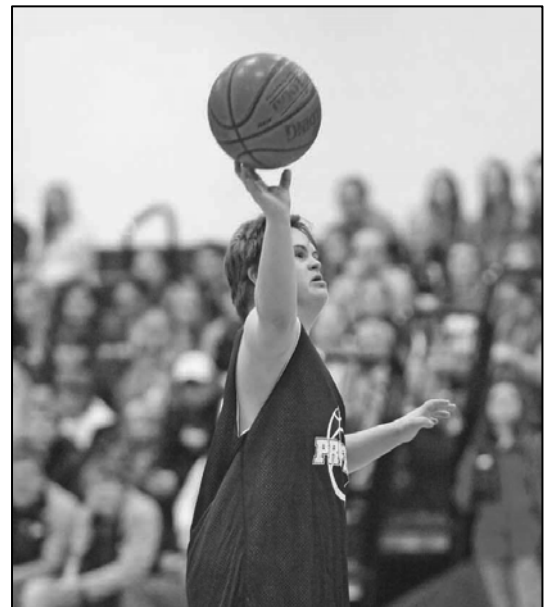
POLICIES AND PROCEDURES

FOR

UNIFIED SPORTS

Basketball, Outdoor Track, Soccer, Volleyball

2013-14



Unified Sports Committee

Jack Bartlett, Profile; Mary Conroy, SONH; Dennis Hamilton, Nashua;
Matt Jozokos, Farmington; Gary Mayo, Lebanon; Howard Sobolov, Londonderry, Chair

Points of Emphasis

Philosophy:

The focus of NHIAA Unified Sports is competition (not simply participation). Sports teaches so many life lessons: to work as a team, to follow rules and to be committed. Through sports we can find shared interests that allow friendships to form. Through the NHIAA/Special Olympics Unified Sports program we have an opportunity to make real positive changes in the lives of students with and without disabilities.

We must have high expectations for students with intellectual disabilities because if we do not, we are teaching another generation of regular education students that people with intellectual disabilities can't follow rules or be held accountable and as a result they will not be viable members of their community or society in general.

- Unified Sports shall be administered by the NHIAA Unified Sports Committee and the rules of the National Federation will govern the sport when applicable.
- Exception to the NFHS Uniform Rule(s): One set of uniforms per school (one color) shall be allowed.
- **Definition of Participants: (BLA XXXIV, Sect. 3)**
 - **Unified Student Athlete:** A student with an intellectual disability who, based on **his/her** IEP is expected to be in school until she/he is 21.
- **Restriction of Participation – Unified Student Partner: (BLA XXXIV, Sect. 4, e.)**
Student Athletes playing the same sport will be **prohibited** from competing as a Unified Partner in Unified Sports that season. Appropriate participation for such a Student Athlete Partner may take place as an assistant coach or manager. Schools with limited enrollment or special circumstances may apply to the Executive Director for a waiver of this rule.
- **Coaches Eligibility:** In addition to the training referred to in the NHIAA By-Law Article I, Section 32: Coaches Eligibility it is suggested that a Unified Sports Coach review a PowerPoint presentation by the start of the season (PowerPoint will be distributed by October 1st).
- **Mouth Protector Rule:** All players shall wear FULL mouth protectors that must cover all molars as well as front teeth. FULL mouth protectors must be worn in all practices, pre-game warm-ups and games. This includes preseason scrimmages, jamborees as well as the state tournament. Full mouth protectors are required of all participants at **all** levels of interscholastic competition (sub-varsity and varsity). There is no color requirement for mouth protectors.
- **Alignment of Sports: (BLA XXXIV, Sect. 5)** Unified Sports teams shall be aligned in one (1) division as a co-ed sport.
- **NFHS Guidelines for Management of Concussions:** The NHIAA mandates the following of the NFHS guidelines for management of Concussions.
Concussions: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

Please visit www.nhiaa.org; “What’s New” to view the NFHS Guidelines for Management of Concussions and the New Hampshire SB402 and its language as written.

Points of Emphasis
Continued

SOCCER - Equipment/Field:

- a. **Ball:** A regulation hand stitched size 5 soccer ball will be used for all games. All game balls at all levels of play shall have the NFHS Authenticating Mark imprinted.
- b. **Field:** The field size will be a minimum of 75 x 45 yards and a maximum of 80 x 50 yards. Soccer will be played on an outdoor surface as intended.
- c. **Goals:** The preferred goal size is 6 feet x 12 feet, or field hockey goals may be used. If either goal is unavailable, regulation soccer goals can be utilized. The goal size at the finals will be 12'6" wide and 6'7" tall.
- d. **Shin Guards:** Unified student athletes need to meet the NFHS standard for wearing shin guards while playing soccer. Field Hockey shin guards shall be allowed to be worn in place of soccer shin guards should soccer shin guards pose difficulty for the athlete.

Outdoor Track – Scoring at the State Meet

In non-relay events at the state meet, the scores of all partners from a school shall be combined and averaged. The average for that school's partners will be added to the individual unified athlete's scores from their school in those events. Schools cannot enter more partners than athletes in any event. All available partners must participate in as many events as they are allowed (4).

Example: "School A" has three unified partners participate in the 100 meter dash. Those three scores will be averaged for that school in that event. That average number of the partners will be combined with the unified athlete's individual score from that school for a total score in that event.

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1. Introduction to Unified Sports: (BLA XXXIV, Sect. 2)

The vision of the joint NHIAA/Special Olympics sports project is to allow high school students with and without intellectual disabilities the opportunity to represent their high school by participating on a Unified Sports team providing the students with a quality experience of sports training and competition.

2. Definition of Participants: (BLA XXXIV, Sect. 3)

- a. **Unified Student Athlete:** A student with an intellectual disability who, based on his/her IEP is expected to be in school until he/she is 21.
- b. **Unified Student Partner:** Any student that meets the criteria outlined in NHIAA By-Law Article II: Eligibility.

3. Participant Eligibility: (BLA XXXIV, Sect. 4)

a. Age Requirement:

- i. A student with an intellectual disability **who, based on his/her IEP** may participate in Unified Sports as long as **he/she** is registered with the school.
- ii. **Unified Student Partner:** Refer to NHIAA By-Law Article II, Sect. 1: Age of Contestant.

b. Scholastic Standing:

- i. **Unified Student Athlete:** Special Education Students: Students receiving service under I.D.E.A., 89:313, R.S.A. 186: C and related State Board of Education regulations, to include students receiving service pursuant to Section 504 of the Federal Rehabilitation Act of 1973, may be declared academically eligible by their principal provided that all other eligibility requirements are met or is a registered student at a school working towards a diploma or certificate.
- ii. **Unified Student Partner:** Refer to NHIAA By-Law Article II, Sect. 2: Scholastic Standing.

c. Semester Rule:

- i. **Unified Student Athlete:** Special Education Students: Students receiving service under I.D.E.A., 89:313, R.S.A. 186: C and related State Board of Education regulations, to include students receiving service pursuant to Section 504 of the Federal Rehabilitation Act of 1973, may be declared academically eligible by their principal provided that all other eligibility requirements are met or is a registered student at a school working towards a diploma or certificate.
- ii. **Unified Student Partner:** Refer to NHIAA By-Law Article II, Sect. 3: Semester Rule.

- d. **Medical/Physical Requirements:** Refer to NHIAA By-Law Article III, Sect. 2: Medical Statement or local school requirements; whichever are higher.

- e. **Restriction of Participation – Unified Student Partner:** Student Athletes playing the same sport will be **prohibited** from competing as a Unified Partner in Unified Sports that season. Appropriate participation for such a Student Athlete Partner may take place as an assistant coach or manager. Schools with limited enrollment or special circumstances may apply to the Executive Director for a waiver of this rule.
4. **Coaches Eligibility:** In addition to the training referred to in the NHIAA By-Law Article I, Sect. 32: Coaches Eligibility it is suggested that a Unified Sports Coach review a PowerPoint presentation by the start of the season (PowerPoint will be distributed by October 1st).
5. **Alignment of Sports: (BLA XXXIV, Sect. 5)** Unified Sports teams shall be aligned in one (1) division as a co-ed sport. One Champion being recognized in each sport.
6. **Officiating: (BLA XXXIV, Sect. 6)** All sanctioned Unified Sports contests in soccer, basketball and volleyball will have a minimum of one (1) NHIAA enrolled official. Athletic Directors will obtain their own officials for the regular season and shall pay them the sub-varsity rate. Track & Field is still to be determined.
7. **Tournament Selection: (BLA XXXIV, Sect. 9)**
 - a. 12 or less teams, four (4) will qualify for the tournament.
 - b. 13-19 teams, eight (8) will qualify for the tournament.
 - c. 20 or more teams, 16 teams will qualify for the tournament.
8. **Scheduling Calendar:**
 - a. Soccer Schedule is due May 1st
 - b. Basketball Schedule is due September 15th
 - c. Volleyball Schedule is due February 1st
 - d. Track & Field Schedule is due February 1st
9. **Completed Schedule and Forfeit:** All teams must complete their entire schedule submitted to the NHIAA. Any scheduled game(s) not played must be reported (in writing by both schools) to the NHIAA immediately. If a scheduled game can't be played both teams shall receive a forfeit loss.
10. **Mouth Protector Rule:** All players shall wear FULL mouth protectors that must cover all molars as well as front teeth. FULL mouth protectors must be worn in all practices, pre-game warm-ups and games. This includes preseason scrimmages, jamborees as well as the state tournament. Full mouth protectors are required of all participants at **all** levels of interscholastic competition (sub-varsity and varsity). There is no color requirement for mouth protectors.
 - a. **Mouthguard Waivers:** Waivers can only be granted by the Executive Director through the Unified Sports Committee upon receipt of documentation provided by a physician (as defined by NH RSA 329). A player must wear the mouth protector until the physician, parents and school have signed clearance and waivers of liability.
 - b. **Administration of the Mouthguard:** Coaches shall assume the responsibility to make certain each player is provided with and is properly wearing a mouth protector.
11. **Medical Coverage at Athletic Events (By-Law Article III, Sect. 1):** The importance of the long-range safety of high school athletes cannot be overstated. Consequently, the NHIAA and its member schools will favor medical safety over any other countervailing concerns including competitive advantage. Every high school in New Hampshire must make provisions for **licensed** medical personnel at all practices and contests. The types of provisions that are acceptable are (the provisions are in alphabetical order, not preferential order):

- a. Athletic Trainer
- b. Board Certified Sports Physical Therapist
- c. Emergency Medical Technician
- d. Nurse
- e. Nurse Practitioner
- f. Physician
- g. Physician Assistant
- h. Systems developed to call medical personnel to the site of the athletic event

At the athletic competitions where medical coverage is either provided or mandated by the NHIAA, injuries sustained by athletes will be evaluated by the designated medical personnel. The clearance to re-enter competition after an injury will be made by the designated medical personnel only. Absent unanimous agreement between the designated medical personnel to allow continued participation, an injured player will not be allowed to return to the game. Their decision is final and cannot be overturned by the coach, coaching staff, parents/guardians, or any non-designated personnel.

When the NHIAA provides qualified medical personnel and member schools also provide qualified medical personnel, it is expressly understood that the NHIAA provider shall defer to the school designated qualified medical personnel if requested. If the member school does not provide qualified medical personnel or if no deferral is requested, the NHIAA provider will act as the designated medical personnel. In choosing who should act as the designated medical personnel, all medical personnel are expected to act in the best interests of the student athletes and participate to the extent that his or her expertise will increase the quality of the care delivered. Prior to the start of the event the NHIAA assigned medical personnel, in conjunction with the designated site manager, should review this requirement and determine the procedures/chain of command to be identified during the event to ensure compliance with the provisions stated in this By-Law.

Note: Student trainers, high school or college, cannot be used to meet the provisions of this By-Law.

12. **Blood Spillage and Body Fluids:** The NHIAA Sports Medicine Committee suggests that each school develop a local policy in cooperation with their local medical personnel, on how to handle blood spillage.
13. **Housekeeping Procedures for Blood and Body Fluids:** Disposable latex gloves should be worn to avoid contamination of the hands of the person cleaning spillages involving blood or other body fluids and secretions. Persons involved in cleaning contaminated surfaces should avoid exposure of open skin lesions or mucous membranes to blood or body fluids. A freshly prepared solution of dilute household bleach (one quarter cup of bleach diluted in one gallon of water) or other disinfectant labeled as virucidal, Tuberculocidal, staphylocidal is useful. Allow the disinfectant to stand wet for a minimum of one minute to start killing pathogens and disinfecting the area (10 minutes of disinfection time guarantees surface sterility). Whenever possible, disposable towels, tissues, and gloves should be used and properly discarded and mops should be rinsed in disinfectant.
14. **Interpretation of Excessive Bleeding:** National Federation Rules call for a player, who is bleeding, has an open wound or excessive blood on the uniform, to leave the court/field. The NHIAA interprets “excessive blood on the uniform” to mean that part of the uniform is saturated with blood. Saturated does not mean a wet spot. Saturated means a major portion of the garment is covered and soaked with blood. For this to occur, significant bleeding would have had to take place. For any blood on uniform less than “saturated”, the uniform does not have to be changed. School personnel have the responsibility of treating the blood area with the appropriate disinfecting solution before the athlete may participate. If the uniform is “saturated” with blood, the uniform must be changed before the athlete may participate. This interpretation is to be followed in the conduct of all NHIAA athletic events.

15. **NFHS Authenticating Mark:** All game balls at all levels of play shall have the NFHS Authenticating Mark imprinted.

The following procedure is to be followed:

- a. Prior to the start of the game the head official is to inspect the game ball(s) to ensure the NFHS Authenticating Mark is imprinted. If the home team's ball does not have the mark the visiting team's ball with the Authenticating Mark is to be used.
- b. In the event neither ball has the mark, the game is to be played and the head game official is to report the matter to the Supervisor of Officials, who in turn will notify the NHIAA office.

16. **Outdoor Environmental Safety Lightning:**

Lightning is the most consistent and significant weather hazard that may affect outdoor athletics. Within the United States, the National Severe Storm Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. Additionally, thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer.

The following guidelines are recommended:

- A. All athletic staff and game personnel are to monitor threatening weather. Establish a chain of command as to who makes the decision to remove a team or individual from athletic sites or events (athletic/site/event director, game officials/umpires, sports medicine staff?).
- B. An emergency plan should include planned instructions for participants as well as spectators.
- C. Be aware of potential thunderstorms that may form during scheduled athletic events or practices. Included here should include National Weather Service – issued (NWS) thunderstorm “watches” and “warnings” as well as signs of thunderstorms developing nearby. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.
- D. Know where the closest “safe structure or location” is to the field or playing area, and know how long it takes to get to that safe structure or location.

Safe structure or location is defined as:

- i. Any building normally occupied or frequently used by people, i.e., a building with plumbing and /or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.
- ii. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle safe shelter, but the hard metal roof, which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
- E. **WHEN YOU FIRST HEAR THUNDER OR SEE LIGHTING, SUSPEND ACTIVITIES AND GO TO A SAFE SHELTER OR LOCATION. “IF YOU CAN SEE IT (LIGHTNING), FLEE IT (TAKE SHELTER). IF YOU CAN HEAR IT (THUNDER) CLEAR IT (SUSPEND ACTIVITIES).” WAIT UNTIL 30 MINUTES AFTER THE LAST OBSERVED LIGHTNING OR THUNDER BEFORE RESUMING ACTIVITIES.**

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim

through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY'S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** Stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as bleachers or fences), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree.

17. NHIAA Guidelines On Ozone Pollution And Physical Activity:

School Administrators and coaches as well as other appropriate staff are to use this document in making decisions regarding indoor and outdoor activities during periods of high ozone pollution.

CHARTING AIR QUALITY

Local officials use a simple scale to forecast and report on smog levels and other air pollution.

Depending on where you live, it might be called Air Quality Index (AQI) or Pollutant Standards Index (PSI).

Current air quality is reported as a percentage of the federal health standard for a pollutant. If the current Index is above 100, air pollution exceeds the level considered safe.

At Ozone smog levels above 100, children, asthmatics and other sensitive groups should limit strenuous exercise. Even otherwise healthy people should consider limiting vigorous exercise when ozone levels are at or above the health standard.

If the index is above 200, corresponding to an ozone pollution level of .20 parts per million (ppm), the pollution level is judged unhealthy for everyone. At this level, air pollution is a serious health concern. Everyone should avoid strenuous outdoor activity, as respiratory tract irritation can occur.

U.S. EPA Air Quality Index

Index Value	Descriptor	Color	1 hr. Ozone ppb
0 – 50	Good	Green	---
51 – 100	Moderate	Yellow	---
101 – 150	Unhealthy for Sensitive Groups	Orange	125 – 164
151 – 200	Unhealthy	Red	165 – 204
201 – 300	Very Unhealthy	Purple	205 – 404
301 – 500	Hazardous	Maroon	405 – 604

Observing Air Quality

1. Watch the Calendar

Ozone smog tends to be worst during the May – to – September “smog season.” Be especially conscious of smog levels during warm weather. In warm areas, smog can be a problem at any time of the year. Carbon monoxide pollution levels also are related to the weather, as well as to altitude. In the western U.S., the highest carbon monoxide levels are found in the winter months.

2. Watch the Clock

Since sunlight and time are necessary for ozone smog formation, the highest levels of ozone typically occur during the afternoon. Since carbon monoxide is produced primarily by motor vehicles, the highest carbon monoxide levels usually occur during rush hour or during other traffic congestion situations.

3. Watch the News

Guidelines For Participation

1. Observe appropriate physical activity restrictions represented above.
2. If an ozone exceedance is expected, but has not yet occurred at the time an interscholastic practice or contest is scheduled to begin, that event may begin as scheduled.
3. If an interscholastic practice or contest is scheduled to begin and an E.P.A. warning is in effect (PSI 201 or higher), the event shall be cancelled, delayed or rescheduled.

When ozone levels reach a national PSI level of 201 (.201 parts per million), exercising indoors or outdoors may cause significant respiratory tract irritation and a decline in lung function. Therefore, strenuous exercise indoors and outdoors is to cease.

Recommended Restriction Of Physical Activity

The following limits on activity for each type of episode are as follows:

- A. Level Orange, PSI 101-150 (Unhealthy for Sensitive Groups)
 1. Active children and adults and people with heart or respiratory disease, such as asthma or allergies, should limit prolonged outdoor exertion.
 2. Healthy individuals with noticeable health effects associated with existing conditions should minimize outdoor activity.
- B. Level Red, PSI 151-200 (Unhealthy)
 1. All athletes should discontinue prolonged, vigorous exercise indoors and outdoors.
 2. Sensitive individuals, primarily children who are active outdoors and people with heart or respiratory disease such as asthma or allergies, should avoid indoor and outdoor activity.
 3. Indoor and outdoor activities that should be avoided include, but are not limited to, calisthenics, basketball, baseball, running, field hockey, soccer, football, tennis, swimming and diving.
- C. Level Purple, PSI 201-300 (Very Unhealthy)
 1. All athletes shall discontinue vigorous indoor and outdoor activities, regardless of duration.
 2. All indoor and outdoor physical education classes, sports practices and athletic competitions shall be rescheduled.

Note: Indoor practices may be held if an air-conditioned facility is available.

- **NFHS Guidelines for Management of Concussions:** The NHIAA mandates the following of the NFHS guidelines for management of Concussions.

Concussions: Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

Please visit www.nhiaa.org; “What’s New” to view the NFHS Guidelines for Management of Concussions and the New Hampshire SB402 and its language as written.

Sport Specific Policies & Procedures

Unified Soccer

2013-14 Teams (14)

Alvirne	Keene	Nute
Concord	Laconia	Oyster River
Dover	Londonderry	Spaulding
Gilford	Nashua North	Winnisquam
Inter-Lakes-Moultonborough	Nashua South	

1. **Dates:** Schedules will be created between the schools:

Schedules Due: May 1, 2013
First Day to Practice: August 19, 2013
First Day to Play: August 30, 2013
Last Day to Schedule: October, 25, 2013
Last Date to Play: October. 27, 2013

2. **Schedule Requirements:**
 - a. Minimum number of games 4
 - b. Maximum number of games 6
3. **Tournament Selection:**
 - a. 12 or less teams, four (4) will qualify for the tournament.
 - b. 13-19 teams, eight (8) will qualify for the tournament.
 - c. 20 or more teams, 16 teams will qualify for the tournament.
4. **Authorization:** The NHIAA Unified Sports Committee shall administer unified soccer and the rules of the National Federation will govern the sport when applicable.
5. **Legal Lineup:** A team must have at least four (4) Unified Student Athletes and three (3) Unified Student Partners on the field at all times.
6. **Equipment/Field:**
 - a. **Ball:** A regulation hand stitched size 5 soccer ball will be used for all games. All game balls at all levels of play shall have the NFHS Authenticating Mark imprinted.
 - b. **Field:** The field size will be a minimum of 75 x 45 yards and a maximum of 80 x 50 yards. Soccer will be played on an outdoor surface as intended.
 - c. **Goals:** The preferred goal size is 6 feet x 12 feet, or field hockey goals may be used. If either goal is unavailable, regulation soccer goals can be utilized. The goal size at the finals will be 12'6" wide and 6'7" tall.
 - d. **Shin Guards:** Unified student athletes need to meet the NFHS standard for wearing shin guards while playing soccer. Field Hockey shin guards shall be allowed to be worn in place of soccer shin guards should soccer shin guards pose difficulty for the athlete.
7. **Game Length:** A regulation game will consist of four (4) quarters of twelve (12) minutes running time. In the event of a tie at the end of regulation, one (1) twelve (12) minute sudden victory overtime period. If the game remains tied at the end of overtime it will remain a tie except for tournament games which will continue until a team wins.

8. **Rosters:** In all team sports: If a team is going to make the tournament, a team photo in uniform (no warm-ups and no mascots allowed) must be submitted with a photo lineup. If no photo is received a logo will be supplemented.
- **Soccer:** All tournament teams will be limited to a maximum of 18 players and two (2) coaches.

Rosters are now to be submitted on-line utilizing the AD's Admin login.

Soccer Rosters and Photos Due: October 21, 2013

9. **Game Officials:** One enrolled NHIAA official will be used and paid at the sub-varsity rate.
10. **Awards:** In all sports an Official NHIAA championship and runner-up plaques as well as the following
- **Soccer:** 20 teams medals will be awarded to the respective champion and runner-up teams in each division for boys and girls

Sport Specific Policies & Procedures

Unified Basketball

2013-14 Teams

Alvirne	Hanover	Londonderry	Nashua South	Spaulding
Berlin	Hinsdale	Manchester Central	Nute	Stevens
Bow	Hopkinton/John Stark	Manchester Memorial	Oyster River	White Mountains
Concord	Inter-Lakes/Moultonborough	Manchester West	Pinkerton	Winnisquam
Dover	Keene	Merrimack Valley	Plymouth	
Epping	Kennett	Milford	Profile/Lin-Wood	
Gilford	Laconia	Nashua North	Somersworth	

1. **Dates:** Schedules will be created between the schools and the Unified liaison.

***Schedules Due:** September 15, 2013
First Day to Practice: November 25, 2013
First Day to Play: December 13, 2013
Last Date to Schedule: February 28, 2014
Last Date to Play: March 2, 2014

*Schools are responsible to submit a schedule for their school.

These schedules will be on the NHIAA website as all other schedules are and scores will need to be reported.

2. **Schedule Requirements:**

- a. Minimum Games 4
- b. Maximum Games 8

3. **Tournament Selection:**

Tournament Selection:

- a. 12 or less teams, four (4) will qualify for the tournament
- b. 13-19 teams, eight (8) will qualify for the tournament
- c. 20 or more teams, 16 teams will qualify for the tournament

4. **Authorization:** The NHIAA Unified Sports Committee shall administer unified basketball and the rules of the National Federation will govern the sport when applicable.

5. **Legal Lineup:** A team must have at least three (3) Unified Student Athletes and two (2) Unified Student Partners on the floor at all times.

6. **Tournament eRosters:**

In all team sports: If a team is going to make the tournament, a team photo in uniform (no worm-ups and no mascots allowed) must be submitted with a photo lineup. If no photo is received a logo will be supplemented.

Each school will be allowed twenty-one (21) individuals with no more than eighteen (18) of them being players in uniform, and no more than seven (7) being Unified Partners.

The remainder of the roster will include one (1) head coach, one (1) assistant coach and one (1) manager, the principal and athletic director.

7. **Equipment/Court:** A women's regulation basketball (28.5) will be used. All game balls at all levels of play shall have the NFHS Authenticating Mark imprinted.

8. **Participation:** Unified Student Athlete may only play five (5) quarters in one (1) day. Participation in a quarter, regardless of time, will be considered one (1) quarter. Overtime is considered and extension of the fourth quarter. Team scorers are to keep an accurate record of quarters played. Penalty for Violation: Forfeiture of game. For sub-varsity tournaments the Participation Rule does not apply.
9. **Game Length:** A regulation game will consist of four (4) quarters of eight (8) minutes time. In the event of a tie at the end of regulation, a four (4) minute overtime will be played until a winner is decided. This procedure will be repeated if necessary.
10. **Game Officials:** One enrolled NHIAA official will be used and paid at the sub-varsity rate.
11. **Awards:** Official NHIAA championship and runner-up plaques, in addition to twenty one (21) individual medals will be awarded to the respective champion and runner-up teams.

Sport Specific Policies & Procedures

Unified Track and Field

2013-14 Teams		
Alvirne	Inter-Lakes	Nashua South
Concord	Keene	Pinkerton
Epping	Londonderry	Salem
Hanover	Nashua North	

1. **Dates:** Schedule will be determined by participating schools.

Schedules Due:	February 1, 2014
First Day to Practice:	March 24, 2014
First Day to Play:	April 7, 2014
Last Date to Schedule:	May 24, 2014
Last Date to Play:	May 25, 2014

2. The NHIAA Unified Sports Committee shall administer Unified Track and Field with the rules of the National Federation governing the sport when applicable.

3. **Track Meet Options for Scheduling:**

- a. **Option 1 – Merge with current track meets:**

A Unified Track Meet consists of a minimum of three events (ex: 2 Track/1 Field) Unified Track & Field Events will be held with Unified Student Athletes and Unified Student Partners. Scoring is done by totaling the times/distances of the Unified Student Athlete and the Unified Student Partner. Host schools will inform participants of the events being offered at that meet.

Relay events must consist of two Unified Student Athletes and two Unified Student Partners

- b. **Option 2 – Stand-alone meets:**

A Unified Track Meet consists of a minimum of three events (ex: 2 Track/1 Field) Stand-alone Unified Track & Field Events are all held with Unified Student Athletes and Unified Student Partners. Scoring is done by totaling the times/distances of the Unified Student Athlete and the Unified Student Partner. Host schools will inform participants of the events being offered at that meet.

Relay events must consist of two Unified Student Athletes and two Unified Student Partners

4. **Team Rosters:** Teams are co-ed.

5. **Legal Lineup:**

- a. All athletes will be allowed to compete in no more than four events. Unified Partners shall be allowed to participate in Unified track events, and have the partner's scores/times count in each event. In relays however, the total time of all participants (two Unified athletes and two partners) will count.
- b. Relay teams must consist of two (2) Unified Student Athletes and two (2) Unified Student Partners.
- c. Hand held times will be according to position not lanes.

6. **Unified Events:**

Track Events

- | | |
|------|-------------|
| 100M | 4x100 Relay |
| 200M | 4x200 Relay |

Field Events

- | | |
|-----------|----------|
| Long Jump | Shot Put |
|-----------|----------|

7. **Order of Events**

1. 100 Meter Dash
2. 4x100 Meter Relay
3. Shot Put
4. Long Jump
5. 200 Meter Dash
6. 4x200 Meter Relay

7. **Equipment:**

- a. Girls Shot Put will be used (8.81lbs)
- b. In races up to and including the 400 meters, the runners have the option of using or not using the starting blocks.

8. **Field Event Implements:** All field event implements must meet specifications for competition.

9. **Post Season Play:**

- a. To qualify athletes must participate in at least one (1) meet.
- b. Championship Meet will be an open tournament.

10. **Scoring at the State Meet:**

In non-relay events at the state meet, the scores of all partners from a school shall be combined and averaged. The average for that school's partners will be added to the individual unified athlete's scores from their school in those events. Schools cannot enter more partners than athletes in any event. All available partners must participate in as many events as they are allowed (4).

Example: "School A" has three unified partners participate in the 100 meter dash. Those three scores will be averaged for that school in that event. That average number of the partners will be combined with the unified athlete's individual score from that school for a total score in that event.

11. **Special Notes:**

- a. All field event finals and preliminaries will conclude five minutes after the last competitor present has completed their attempts.
- b. Shot Put circle is concrete.
- c. Long Jump and running events will be conducted on all-weather surfaces.
- d. Starter pistol will be used with a flag.

12. **Officials:** One Certified Official is needed at each stand-alone regular season meet.

13. **State Meet Entry Information:**

- a. All schools must use the DirectAthletics web site (www.directathletics.com) to enter the athletes. No forms will be accepted. Please enter the athlete's full name (no nicknames). An improper entry will not be accepted.

b. **Entries shall be entered to DirectAthletics by Friday May 23, 2014 11:59 P.M.**

“It is the responsibility of the meet director to check the entries on Direct Athletics to be sure all schools have made their entries by the due date. If there are schools that have not entered their entries the meet director shall contact the NHIAA to advise of the late entry and the NHIAA will then contact those schools.” If you are not submitting anyone into the meet an e-mail must be sent to the NHIAA advising by the due date.

DirectAthletics will reopen by 12:00 noon on Saturday. All entries and/or changes MUST BE entered on DirectAthletics by Sunday, May 25, 2014 by 9:00 p.m. No school will be allowed to enter after that date. All coaches are to print the receipt of their entries from DirectAthletics. *It will take 24 hours for new users to be accepted into the DirectAthletics system. Be sure to register before entries are due.

14. **Awards:** Official NHIAA championship and runner-up plaques will be awarded to the respective champion and runner-up teams, in addition six (6) ribbons will be awarded to the top six (6) finishers in the finals of each event, including relays.

15. **OUTDOOR ENVIRONMENTAL SAFETY LIGHTNING:**

Lightning is the most consistent and significant weather hazard that may affect outdoor athletics. Within the United States, the National Severe Storm Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike. Additionally, thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer.

The following guidelines are recommended:

- F. All athletic staff and game personnel are to monitor threatening weather. Establish a chain of command as to who makes the decision to remove a team or individual from athletic sites or events (athletic/site/event director, game officials/umpires, sports medicine staff?).
- G. An emergency plan should include planned instructions for participants as well as spectators.
- H. Be aware of potential thunderstorms that may form during scheduled athletic events or practices. Included here should include National Weather Service – issued (NWS) thunderstorm “watches” and “warnings” as well as signs of thunderstorms developing nearby. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for everyone to take proper precautions.
- I. Know where the closest “safe structure or location” is to the field or playing area, and know how long it takes to get to that safe structure or location.
Safe structure or location is defined as:
 - iii. Any building normally occupied or frequently used by people, i.e., a building with plumbing and /or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm.
 - iv. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle safe shelter, but the hard metal roof, which dissipates the lightning

strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**

- J. WHEN YOU FIRST HEAR THUNDER OR SEE LIGHTING, SUSPEND ACTIVITIES AND GO TO A SAFE SHELTER OR LOCATION. “**IF YOU CAN SEE IT (LIGHTNING), FLEE IT (TAKE SHELTER). IF YOU CAN HEAR IT (THUNDER) CLEAR IT (SUSPEND ACTIVITIES).**” WAIT UNTIL 30 MINUTES AFTER THE LAST OBSERVED LIGHTNING OR THUNDER BEFORE RESUMING ACTIVITIES.

If no safe structure or location is within a reasonable distance, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of the feet touching the ground, wrap your arms around your knees and lower your head. Minimize contact with the ground, because lightning current often enters a victim through the ground rather than by a direct overhead strike. **MINIMIZE YOUR BODY’S SURFACE AREA, AND MINIMIZE CONTACT WITH THE GROUND! DO NOT LIE FLAT!** Stay away from the tallest trees or objects (such as light poles or flag poles), metal objects (such as bleachers or fences), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field. Do not take shelter under a single, tall tree

15. NHIAA GUIDELINES ON OZONE POLLUTION AND PHYSICAL ACTIVITY:

School Administrators and coaches as well as other appropriate staff are to use this document in making decisions regarding indoor and outdoor activities during periods of high ozone pollution.

CHARTING AIR QUALITY

Local officials use a simple scale to forecast and report on smog levels and other air pollution.

Depending on where you live, it might be called Air Quality Index (AQI) or Pollutant Standards Index (PSI).

Current air quality is reported as a percentage of the federal health standard for a pollutant. If the current Index is above 100, air pollution exceeds the level considered safe.

At Ozone smog levels above 100, children, asthmatics and other sensitive groups should limit strenuous exercise. Even otherwise healthy people should consider limiting vigorous exercise when ozone levels are at or above the health standard.

If the index is above 200, corresponding to an ozone pollution level of .20 parts per million (ppm), the pollution level is judged unhealthy for everyone. At this level, air pollution is a serious health concern. Everyone should avoid strenuous outdoor activity, as respiratory tract irritation can occur.

U.S. EPA Air Quality Index

Index Value	Descriptor	Color	1 hr. Ozone ppb
0 – 50	Good	Green	---
51 – 100	Moderate	Yellow	---
101 – 150	Unhealthy for Sensitive Groups	Orange	125 – 164
151 – 200	Unhealthy	Red	165 – 204
201 – 300	Very Unhealthy	Purple	205 – 404
301 – 500	Hazardous	Maroon	405 – 604

OBSERVING AIR QUALITY

1. Watch the Calendar

Ozone smog tends to be worst during the May – to – September “smog season.” Be especially conscious of smog levels during warm weather. In warm areas, smog can be a problem at any time of the year. Carbon monoxide pollution levels also are related to the weather, as well as to altitude. In the western U.S., the highest carbon monoxide levels are found in the winter months.

2. Watch the Clock

Since sunlight and time are necessary for ozone smog formation, the highest levels of ozone typically occur during the afternoon. Since carbon monoxide is produced primarily by motor vehicles, the highest carbon monoxide levels usually occur during rush hour or during other traffic congestion situations.

3. Watch the News

GUIDELINES FOR PARTICIPATION

1. Observe appropriate physical activity restrictions represented above.
2. If an ozone exceedance is expected, but has not yet occurred at the time an interscholastic practice or contest is scheduled to begin, that event may begin as scheduled.
3. If an interscholastic practice or contest is scheduled to begin and an E.P.A. warning is in effect (PSI 201 or higher), the event shall be cancelled, delayed or rescheduled.

When ozone levels reach a national PSI level of 201 (.201 parts per million), exercising indoors or outdoors may cause significant respiratory tract irritation and a decline in lung function. Therefore, strenuous exercise indoors and outdoors is to cease.

RECOMMENDED RESTRICTION OF PHYSICAL ACTIVITY

The following limits on activity for each type of episode are as follows:

- A. Level Orange, PSI 101-150 (Unhealthy for Sensitive Groups)
 3. Active children and adults and people with heart or respiratory disease, such as asthma or allergies, should limit prolonged outdoor exertion.
 4. Healthy individuals with noticeable health effects associated with existing conditions should minimize outdoor activity.
- B. Level Red, PSI 151-200 (Unhealthy)
 5. All athletes should discontinue prolonged, vigorous exercise indoors and outdoors.
 6. Sensitive individuals, primarily children who are active outdoors and people with heart or respiratory disease such as asthma or allergies, should avoid indoor and outdoor activity.
 7. Indoor and outdoor activities that should be avoided include, but are not limited to, calisthenics, basketball, baseball, running, field hockey, soccer, football, tennis, swimming and diving.
- C. Level Purple, PSI 201-300 (Very Unhealthy)
 8. All athletes shall discontinue vigorous indoor and outdoor activities, regardless of duration.
 9. All indoor and outdoor physical education classes, sports practices and athletic competitions shall be rescheduled.

Note: Indoor practices may be held if an air-conditioned facility is available.

Sport Specific Policies & Procedures

Unified Volleyball

2012-13 Teams

Dover	Nute	Spaulding
Gilford	Pembroke	Winnisquam
Laconia		

1. **Dates:** Schedule will be determined by participating schools.

Schedules Due:	February 1, 2013
First Day to Practice:	March 25, 2013
First Day to Play:	April 8, 2013
Last Date to Schedule:	June 1, 2013
Last Date to Play:	June 2, 2013

2. **Tournament Qualifications:**
 - a. Minimum number of games: 4
 - b. Maximum number of games: 6
3. **Authorization:** The NHIAA Unified Sports Committee shall administer unified volleyball and the rules of the National Federation will govern the sport when applicable.
4. **Legal Lineup:** A team must have at least three (3) Unified Student Athletes and three (3) Unified Student Partners on the court at all times.
5. **Equipment/Court:** The ball shall have the NFHS Authenticating Mark imprinted. The net will be 7' 4 1/8". The service line may be brought in to 14'9".
6. **Team Rosters:** Each school will be allowed 18 players with no more than 9 being Unified Sports Partners.
7. **The Game:**
 - a. Substitutions
 - i. A Unified Student Athlete may only be substituted for a Unified Student Athlete
 - ii. A Unified Student Partner may only be substituted for a Unified Student Partner
 - b. Serving
 - iii. The serving order and positions on the court, at service, shall alternate Athletes and Partners
 - iv. Once a server has scored three consecutive points, his/her team shall rotate to the next server and continue to serve
 - c. Scoring
 - v. A team needs to win two of three sets
 - vi. A team needs to win a set by 2 points
 - vii. Rally scoring will be used
 - viii. The first two sets will be played to 25 and the third to 15
 - ix. Let Serve to Continue

8. **The Coach:**
 - a. Substitutions
 - x. The coach is permitted to make a request for substitution
 1. The request will be recognized even if the player has not entered the substitution zone
 - xi. The coach is permitted to assist the athlete to move in position for substitutions
9. **Officials:** One NHIAA enrolled official will be used and paid at the sub-varsity rate.
10. **Awards:** Official NHIAA championship and runner-up plaques and twenty (20) individual medals will be awarded to the respective champion and runner-up teams.



Al Brackett
Chief of Police

ATKINSON POLICE DEPARTMENT

27 ACADEMY AVENUE
ATKINSON, NEW HAMPSHIRE 03811

Bus. (603) 362-4001

Fax (603) 362-4785



Kathie Dayotis
Principal
Atkinson Academy
17 Academy Avenue
Atkinson, New Hampshire 03811

Re: Active Shooter Training

Dear Kathie:

Pursuant to our previous discussions, the Atkinson Police Department is requesting a one day Active Shooter training session with your personnel at the Atkinson Academy. The training session would consist of instructional classroom training of school personnel on aspects of Active Shooter Incidents, how the police will respond, alternatives to sheltering in place and discussion on current emergency policies and procedures. Additionally, the training will consist of Active Shooter exercises within the Atkinson Academy with Police Personnel from Atkinson and surrounding communities. There will be **no** live ammunition allowed within the school and safety procedures will be in place to ensure the safety of all participants.

The goals and objectives of this training are, familiarization with the school building by police personnel, what your personnel can expect from a police response to an Active Shooter Incident at the Academy, what the police can expect from school personnel, alternative responses to an Active Shooter Incident and feedback on how we can improve our response.

The goal of the proposed training is to work closely with our school partners to ensure the continued safety of our children and residents of our community.

A handwritten signature in black ink, appearing to read "Al Brackett".

Albert Brackett
Chief of Police
Atkinson Police Department
27 Academy Avenue
Atkinson, New Hampshire 03811
(603) 362-4001

POLICE RADIO OPERATING PROCEDURE

FOR ATKINSON ACADEMY

- I. **PURPOSE:** To establish a standard operating procedure for Atkinson Academy's principal and/or their designees in the emergency use of an Atkinson Police portable radio.
- II. **POLICY:** The Atkinson Police Department will assign a police radio(s), the property of the Atkinson Police Department, to the Atkinson Academy. The police radio will be used only when the principal and/or designee reasonably believe a life-threatening event is or is about to be committed in their school, on schools grounds or in the immediate area of the school. The school principal will be responsible for the proper handling and general care of the police radio. The Atkinson Police will check each school police radio on a regular basis for proper function and to test each radio's "Panic Button". Any police radio not working properly will immediately be reported to the Atkinson Police Department and a spare police radio will be issued in its place.
- III. **PROCEDURE:** Each police radio issued to a school will be identified with the school name and as the designated name for the police radio. The Atkinson Police Department is responsible for the proper training and use of the police radio by school personnel.
- A. **Charging:** Each police radio will come with its own charger. Proper charging is crucial in maintaining the battery life expectancy. Improper charging will quickly diminish the battery life expectancy rendering it useless.
1. The power button on the police radio is to be in the off position while charging.
 2. The police radio should be removed from the charger each morning and power turned on to have the radio in the "Ready" position.
 3. At the end of each day the police radio should be turned off and returned to the charger.
 4. The radio can stay on the charger for an extended period of time as long as the power to the radio is turned off.

B. Radio Capabilities: Each police radio assigned to a school will have the ability to transmit/receive communication with police personnel and a panic alarm button alerting all Atkinson Police Department personnel (and other departments operating on the Plaistow Dispatch frequency) of a potential threat or crisis.

1. Police radios should remain on channel “PLSTWD” at all times unless instructed by a member of the Atkinson Police to change channels.

C. Emergency Use of Police Radio: The Atkinson Police Department and its personnel depend heavily on the proper use of the police radio. The improper or misuse of the police radio can be detrimental to the safety and lives of police officers and/or the public. The school issued police radio provides a direct link between the school and the police department creating an immediate response by police in the event of an emergency.

1. In a life-threatening situation school principals or a designee of the principal will push the police radio “panic button”, indicated by the red button located on the top of the police radio. An audible alarm should sound indicating the alarm has been activated.
2. The Atkinson and/or Plaistow Police dispatcher will instantly receive the alarm on the dispatch console and silence the alarm. The Atkinson and/or Plaistow Police dispatcher receiving the alarm will then transmit a message back to the sender of the alarm asking the nature of the emergency.
3. The sender of the alarm should provide short direct responses to the dispatcher to minimize radio traffic.

a. In the case of an actual life-threatening event the following should occur;

- i. After activating the panic button on the police radio the Atkinson and/or Plaistow Police dispatcher will ask the nature of your emergency. If you are able to respond, do so with a brief description of what’s taking place.
- ii. The person who activated the panic button needs to immediately contact the Atkinson Police Department via telephone at 362-5536 or 911 when safe to do so.
- iii. Atkinson and/or Plaistow Police dispatch will then need radio time to dispatch police personnel to the affected school and will then order a, “Signal 1000”.

- iv. Atkinson and/or Plaistow Police dispatchers will notify the Atkinson Fire Department of the affected school asking that they stage in the area.
- v. The on-duty supervisor may attempt to gather intelligence from the school personnel still possessing the radio, if safe to do so.
- vi. The school principal or designee who activated the police radio panic alarm should keep the radio with them until the crisis is contained.

Immediately inform Atkinson Police if the assailant/suspect is known to school personnel. Be prepared to provide detailed information on the assailant/suspect to better prepare responding officers.

b. In the event a panic alarm button is activated accidentally the following should occur;

- i. If the panic alarm is accidentally activated wait for the dispatcher to ask what the nature of the call is. Then inform the dispatcher in a brief statement that the alarm was set accidentally.
- ii. In addition to the radio transmission mentioned in C.3.b.i, school personnel should immediately call the Atkinson Police Departments non-emergency line at 362-4001 to explain the accidental alarm.
- iii. In the case of an accidental panic alarm, Atkinson Police will still send a patrol officer to verify the accidental alarm.

D. Police Radio Terminology: The Atkinson Police Department is a paramilitary organization where radio “codes” are often used. In the event of a school crisis, school personnel only need to know the code “Signal 1000”.

- 1. “Signal 1000” – A code used to signal all police personnel that a serious situation exists and radio traffic has been suspended except in the case of an emergency.

Fiscal Year 2015

4600 Construction & Renovations Projects		Budgeted	Quoted	Contractor	Status
Atkinson Academy					
	Café roof tapered roof system with crickets	\$21,300.00	\$22,500.00	Lambert Roofing	Completed
	T5 lighting gym	\$6,000.00	\$6,000.00	In-House	Completed
	Siding '87, '95 wing	\$32,000.00	\$18,000.00	C K landmark	Completed
Danville Elementary					
	BMS upgrade	\$25,000.00	\$15,600.00	Control Tech	Completed
	A/C Café (coil & condenser)	\$10,000.00	\$10,000.00	In-House	WIP
High School					
	Rooftop mounted exhaust fan Kiln room	\$5,000.00	\$5,000.00	In-House	WIP
	Window film on single pain glass	\$25,000.00	\$22,325.00	Advance Solar	WIP
	Carpet in main admin area	\$15,000.00	\$16,995.00	Kingdom Flooring	Completed
	Carpet in library computer lab	\$8,000.00	\$3,756.00	Kingdom Flooring	Completed
	2x2 granite floor tile PAC entrance	\$6,500.00	\$2,465.00	Kingdom Flooring	WIP
	2x2 granite floor tile gym foyer entrance	\$10,000.00	\$3,745.00	Kingdom Flooring	WIP
	Automate gym bleachers bank 2	\$20,000.00	\$17,500.00	Hussey Advantage	WIP
	Repair Door #7 loading Dock	\$600.00	\$428.00	NESS	WIP
	Replace Door #10 Gym	\$2,600.00	\$2,402.00	NESS	WIP
	Repair Door #12 Athletic	\$3,000.00		NESS	WIP
	Replace Door #13 Mini Gym	\$1,500.00	\$1,412.00	NESS	WIP
	Locker room stalls	\$13,000.00	\$9,938.00	Shiftler	WIP
Middle School					
	Replace RTU Gymnasium	\$25,000.00	\$32,000.00	TBD	WIP
	Move computer lab from rm1125 to rm 1119	\$1,200.00	\$1,200.00	In-House	Completed
	Renovate rm1103 to Special Ed suite	\$20,000.00		In-House	Completed
	Paint exterior of building	\$20,000.00	\$15,000.00	C K landmark	Completed
	Paint Court yard north wall	\$5,000.00	\$8,500.00	C K landmark	Completed
	Repair door # 3 room 1200	\$3,000.00	\$2,600.00	NESS	WIP
	Replace door # 4	\$5,500.00	\$5,164.00	NESS	WIP

4600 Construction & Renovations Projects		Budgeted	Quoted	Contractor	Status
Middle School					
	Repair door # 9 Computer room	\$500.00	\$367.00	NESS	WIP
	Repair door classroom 1200 exit	\$500.00	\$367.00	NESS	WIP
	Repair door # 10 1500 Doors	\$500.00	\$424.00	NESS	WIP
	Repair door # 11 Chorus	\$1,500.00	\$1,315.00	NESS	WIP
	Repair door # 12 Band	\$1,500.00	\$1,270.00	NESS	WIP
	Repair door # 13 Music Corridor	\$1,300.00	\$1,073.00	NESS	WIP
	Replace door # 15 Gym	\$3,600.00	\$3,473.00	NESS	WIP
	Replace door # 16 Gym	\$4,000.00	\$3,861.00	NESS	WIP
	Replace door # 17 Electrical room	\$3,700.00	\$3,604.00	NESS	WIP
	Repair café 18	\$1,500.00	\$1,263.00	NESS	WIP
	Replace door # 19 Kitchen	\$3,000.00	\$2,651.00	NESS	WIP
	Replace door # 20 ASCD	\$3,000.00	\$2,700.00	NESS	WIP
	Replace Doors Courtyards (west)	\$5,000.00	\$5,110.00	NESS	WIP
	Replace Doors Courtyards (east)	\$4,000.00	\$3,651.00	NESS	WIP
	Door installation 7th grade wing to library	\$4,500.00	\$4,279.00	NESS	Completed
	Library Doors main entrance locks	\$1,500.00	\$1,292.00	NESS	WIP
Performing Arts Center					
	Paint Foyer	\$12,000.00	\$8,950.00	C K landmark	Completed
	Install keyed removable mullion kit door # 18	\$500.00	\$419.00	NESS	WIP
Pollard School					
	Bubbler drain repair	\$5,000.00		In-House	WIP
Sandown Central					
	Paint exterior of gym	\$16,000.00	\$4,850.00	C K landmark	Completed
	Custodial Closet install floor Sink	\$6,000.00		In-House	WIP
Sandown North					
District wide					
	Window replacement and upgrades	\$16,500.00		In-House	WIP
		\$358,500.00	\$273,449.00		

Added Construction Projects

	Budgeted	Quoted	Contractor	Status
High School				
Athletic wing Electrical		\$69,500.00	Omni Electrical	Completed
Athletic Wing Locker replacements		\$72,120.00	Granite State	WIP
Athleticwing Hot water system		\$22,160.00	Fitzpatrick Plumbing	Completed
Triad wall systems		\$9,300.00	In-House	Completed
Room 110 Ductless A/C		\$7,900.00	In-House	Completed

4200 Site Projects	Budgeted	Quoted	Contractor	Status
Atkinson Academy				
Danville Elementary				
High School				
Concession Stand pathway	\$25,000.00	\$12,700.00	Calloway Trucking	Completed
Performing Arts Center				
Middle School				
Phase 2 paving (5,280 sy)	\$110,000.00	\$108,500.00	Busby Construction	Completed
soocer fields irrigation system	\$57,500.00	\$56,900.00	GreensKeeper	Completed
Pollard School				
Sandown Central				
Sandown North				
Paving side walk removal	\$85,000.00	\$89,950.00	Busby Construction	Completed
Tree & slope rip rap	\$33,500.00	\$26,175.00	Calloway Trucking	Completed
	\$311,000.00	\$294,225.00		

Timberlane Performing Arts Department 2014-2015 Schedule of Events

Month	Date	Day	Time	Event	Place
August	18-22	Mon-Fri	8-4:00pm	HS Band Camp	PAC
September	5	Fri	6:30pm	Football Game vs Nashua North	HOME
	11	Thu	7:00pm	HS Drama - Milkmen	Recital Hall
	12	Fri	7:00pm	Football Game vs Londonderry	AWAY
	19	Fri	6:30pm	Football Game vs Bishop Guertin	HOME
	27	Sat	2:00pm	Football Game vs Salem	AWAY
October	3	Fri	6:30pm	Football Game vs Nashua South	HOME
	10,11	Fri, Sat		HS Drama - 24hr Play Project	PAC
	17	Fri	6:30pm	Football Game vs Pinkerton Academy	HOME
	18	Sat	6:00pm	Dover Band Show	Dover HS
	24	Fri	6:30pm	Football Game vs Merrimack	HOME
	25	Sat	TBA	Jazz All-State Auditions	Souhegan HS
	30, 31, 1	Thu, Fri, Sat	7pm - Sat Mat 2pm	Fall Drama - The Crucible	Recital Hall
November	13	Thu	7:00pm	HS Drama - Milkmen	Recital Hall
	15	Sat	TBA	All State Auditions	Manch. Memorial
	20*,21	Thu, Fri	7:00pm	HS Drama - Don't Touch that Dial	Auditorium
December	2	Tue	7:00pm	MS Chorus Concert (7th & 8th)	Auditorium
	3	Wed	7:00pm	MS Band Concert (7th & 8th)	Auditorium
	7 (14)	Sun	TBA	HS Concerts (band, orch, chor, gui orch)	Auditorium
	9	Tues	7:00pm	MS Orchestra (7th & 8th)	Auditorium
	10	Wed	7:00pm	HS Jazz & Rock Ensemble Night	Auditorium
	11	Thu (PD Day)	7:00pm	HS Drama - Milkmen	Recital Hall
	15	Mon	7:00pm	6th Grade Concerts (band,orch,chor)	Auditorium
	16	Tue	6:15-7:00pm	Elementary Honors Band Concert	Recital Hall
	19	Fri	7:00pm	Madrigal Dinner	Cafeteria
	24 Dec-2 Jan			Holiday Break	

January	7	Wed	7:00pm	HS Drama - Monologue Night	Recital Hall
	10	Sat	All Day	NHBDA/NHMEA Chamber & Guitar Festival	PAC & HS Rooms
	12	Mon	7:00pm	Atkinson Winter Concert	Auditorium
	13	Tue	7:00pm	Sandown Winter Concert	Auditorium
	14	Wed	7:00pm	Tri-M Induction Ceremony	Auditorium
	16	Fri	7:00pm	Danville Winter Concert	Auditorium
	16,17	Fri, Sat		HS Drama 24-hr Play	PAC Rooms
	21	Wed	7:00pm	Pollard Winter Concert	Auditorium
	31	Sat	1:00 & 7:00pm	MS Musical	Auditorium

February	5,6,7	Thu, Fri, Sat	TBA	NHMEA All State Jazz Festival	Pinkerton
	8	Sun	TBA	Timberlane Guitar Festival	PAC Rooms
	12	Thu	7:00pm	HS Drama - Milkmen	Recital Hall
	17	Tue	7:00pm	Great American Songbook Concert	Recital Hall
	18	Wed	7:00pm	HS/MS Solo & Ensemble	Recital Hall
	23-27			Winter Vacation	

March	5*,6,7	Thu, Fri, Sat	7pm - Sat Mat 2pm	HS Drama - One Act Plays	Recital Hall
	9	Mon	7:00pm	6-12 Orchestra Concert	Auditorium
	10	Tue	7:00pm	Elementary Honors Band Concert	Recital Hall
	11	Wed	7:00pm	HS/MS Jazz Night	Auditorium
	12	Thu	7:00pm	5-7 Chorus Concert	Auditorium
	14	Sat	TBA	UNH/Clark Terry Festival	UNH
	14	Sat	TBA	MS Large Group Festival-Strings	TBA
	17	Tue	7:00pm	8-12 Band Concert	Auditorium
	18	Wed	7:00pm	8-12 Chorus Concert	Auditorium
	20	Fri	TBA	NHBDA Band Festival	TBA
	21	Sat	TBA	NHMEA Elementary Sharing Fest	TBA
	26	Thu	7:00pm	HS Drama - Milkmen	Recital Hall
	30	Mon	7:00pm	Elementary Band Rehearsal	Auditorium
	31	Tue	7:00pm	5-7 Band Concert	Auditorium

April	13	Mon	7:00pm	All District Rehearsal (1st year)	Auditorium
	15	Wed	7:00pm	All District Elementary Concert	Auditorium
	16,17,18	Thu, Fri, Sat	TBA	All State Music Festival	Concord
	23	Thu	7:00pm	HS Drama - Milkmen	Recital Hall
	27 Apr - 1 May	Mon-Fri		Spring Break	

May	7*,8,9	Thu, Fri, Sat	7pm & 1pm(Sat)	HS Musical "Sweeney Todd"	Auditorium
	9	Sat	TBA	NHMEA Middle School Festivals	TBA
	11	Mon	7:00pm	Elementary Orchestra Rehearsal	Auditorium
	12	Tue	7:00pm	6-12 Guitar & Rock Ensemble Concert	Auditorium
	13	Wed	7:00pm	4-8 Orchestra Concert	Auditorium
	16	Sat	TBA	NHMEA MS String Festival	TBA
	18	Mon	7:00pm	HS Chorus Concert	Auditorium
	19	Tues	7:00pm	HS Jazz Concert	Auditorium
	20	Wed	7:00pm	HS Orchestra Concert	Auditorium
	25	Mon	TBA	Memorial Day Parades - HS & 8th Grade Bands	TBA
	27	Wed	7:00pm	HS Band Concert	Auditorium
	28	Thu	7:00pm	HS Music Awards	Auditorium
	29	Fri	7:00pm	HS Drama Awards	Recital Hall

June	1	Mon	8:00pm	HS Chamber Concert	Auditorium
	5	Fri	7:00pm	HS Drama - Milkmen	Recital Hall
	9	Tue	7:00pm	MS Band Concert	Auditorium
	10	Wed	7:00pm	MS Chorus Concert	Auditorium
	11	Thu	7:00pm	HS/MS Solo and Ensemble	Auditorium
	16	Tue	5-7:00pm	Elementary Trials	PAC All Rooms/Mods
	17	Wed	5-7:00pm	Elementary Trials	PAC All Rooms/Mods
	20	Sat	8-10:00am	Elementary Trials	PAC All Rooms/Mods
	23	Tue	4-7:30pm	Elementary Beginner Lessons	PAC All Rooms
	24	Wed	4-7:30pm	Elementary Beginner Lessons	PAC All Rooms
	26	Fri	4-7:30pm	Elementary Beginner Lessons	PAC All Rooms
	18*,19,20	Thu, Fri, Sat	7pm - Sat Mat 2pm	HS Drama - Comedy	Recital Hall

* indicates school board night

7/10/2014

changes to original schedule highlighted in yellow.

SCHOOL BOARD VENUE SCHEDULE FOR 2014-15 SCHOOL YEAR

<i>MONTH</i>	<i>MEETING DATE</i>	<i>LOCATION</i>
August	28	SAU
September	4	SAU
	18	
October	2	
	16	
November	6	
	20	
December	4	
	18	
January	8	
	22	
February	5	
	19	
March	5	
	19	
April	2	
	16	
May	7	
	21	
June	4	
	18	

SCHOOLS

Atkinson Academy
 Danville Elementary
 Pollard School
 Sandown Central
 Sandown North
 Middle School
 High School

LAST YEAR' SCHEDULE

September: TRHS
December: Danville
March: Sandown Central
June: Atkinson



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Website: www.aft-nh.org

President

Laura Hainey
President
Email: lhainey@aft-nh.org

STAFF

Terri D. Donovan, Esquire
Director of Field Services
& Collective Bargaining
Email: terrid@metrocast.net

AFT-NH

July 2, 2014

Nancy Steenson, Chairperson
Timberlane Regional School District
30 Greenough Road
Plaistow, NH 03865

RE: Timberlane Support Staff Union, AFT Local #6530, AFT-NH, AFL-CIO

SENT ELECTRONICALLY

Dear Ms. Steenson,

Please accept this letter as the formal notice of intent to commence negotiations for a successor collective bargaining agreement on behalf of the Timberlane Support Staff Union.

We are mindful of how quickly the fall calendar fills in for all of the parties involved. We would like to schedule our first negotiating session for September and if possible, try to establish additional dates while they are still available.

We will make our information requests later this summer as we recognize the end of the year work that consumes much time for SAU personnel.

Please have your representative contact me directly so we may begin the work of scheduling. I can be contacted at terrid@metrocast.net or at 603-267-6549.

Hope you have an enjoyable summer.

Thank you.

Very truly yours,

Terri Donovan, Esquire

Cc: Gabrielle Bevilacqua, TSSU President
Dr. Earl Metzler, Superintendent of Schools