



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

30 Greenough Rd. • Plaistow, NH 03865

603/382-6119

Fax 603/382-3334

Serving The

Timberlane Regional School District
Hampstead School District

SENT VIA EMAIL

June 8, 2015

Timothy Carney, Administrator
Bureau of School Safety and Facility Management
NH Department of Education
101 Pleasant Street
Concord, NH 03301
Timothy.carney@doe.nh.gov

REFERENCE: **SCHOOL STATUS CHANGES FOR TIMBERLANE**

Dear Mr. Carney:

Please find attached the school status change forms that reflect the consolidation of the two Sandown elementary schools (Sandown grades 1-5 at Sandown North, Sandown PK and kindergarten at Sandown Central, and the Timberlane Early Learning Center moved from Pollard School to Sandown Central) along with the approved school board minutes authorizing these changes effective the 2015-16 school year. It is noted that each of our elementary schools (except Sandown North) will continue to house their typical preschools; however, the district-wide preschool program for students requiring special services will relocate to Sandown Central.

Ms. Deb Armfield is available to answer any questions you might have about these changes at 382-6119 ext 2228 or debra.armfield@timberlane.net.

Sincerely,

Catherine Belcher
Executive Assistant

Cc: Dr. Fillion

BUREAU OF SCHOOL APPROVAL AND FACILITY MANAGEMENT
NEW HAMPSHIRE DEPARTMENT OF EDUCATION
CONCORD, NEW HAMPSHIRE 03301

SCHOOL STATUS CHANGE REQUEST FORM

(Please print)

This form should be used by public school districts changing or adding schools in their district. Return it to the above address. **A separate form should be used for EACH school undergoing a change in status.**

Present Name of School: **POLLARD ELEMENTARY SCHOOL**

Street Address: **120 MAIN STREET**

Town: **PLAISTOW**

Zip: **03865**

Present School ID Number **22765**

SAU: **55**

Today's Date: **MAY 28, 2015**

CIRCLE the previous status of this school: Elementary - Middle - Junior - High School

CIRCLE the grades taught at this school last year: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

CIRCLE the relevant statement(s) below. **The status of the school listed above is changing because:**

1) This facility is closing effective _____ (Please note month, day, and year).

2) This facility is adding the following grade levels _____ effective _____.

3) This facility is dropping the following grade levels **Timberlane Early Learning Center** effective **July 1, 2015.**

4) This facility is being renamed _____ effective _____.

In accordance with ED 306.01, the local school board has decided the above school's status be:

Elementary - Middle -- High School (Circle one, two, or three)

If this facility will contain a Middle School, indicate which grades the Middle School will include: _____.

5) **A new school facility** is opening effective _____.

CIRCLE the grades to be taught at this new facility: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Indicate the name and address of the new facility: _____.

In accordance with ED 306.01, the local school board has decided the NEW school's status be:

Elementary -- Middle -- High School (Circle one, two, or three)

If this facility will contain a Middle School, indicate which grades the Middle School will include: _____.

SAU Contact: **Debra Armfield** Title: **Exec. Dir. CAPL K-12** Phone: **382-6119** Email: Debra.armfield@timberlane.net.

Superintendent Name: **Dr. Earl Metzler**

Signature: 

PLEASE ATTACH SCHOOL BOARD MINUTES APPROVING THESE CHANGES.

BUREAU OF SCHOOL APPROVAL AND FACILITY MANAGEMENT
NEW HAMPSHIRE DEPARTMENT OF EDUCATION
CONCORD, NEW HAMPSHIRE 03301

SCHOOL STATUS CHANGE REQUEST FORM
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Present Name of School: **SANDOWN CENTRAL ELEMENTARY SCHOOL**

Street Address: **295 MAIN STREET** Town: **SANDOWN** Zip: **03873**

Present School ID Number **22775** SAU: **55** Today's Date: **MAY 28, 2015**

CIRCLE the previous status of this school: Elementary - Middle - Junior - High School

CIRCLE the grades taught at this school last year: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

CIRCLE the relevant statement(s) below. **The status of the school listed above is changing because:**

1) This facility is closing effective _____ (Please note month, day, and year).

2) This facility is adding the following grade levels **Timberlane Early Learning Center, PK, K** effective **July 1, 2015**.

3) This facility is dropping the following grade levels **4, 5** effective **July 1, 2015**.

4) This facility is being renamed _____ effective _____.

In accordance with ED 306.01, the local school board has decided the above school's status be:

Elementary - Middle -- High School (Circle one, two, or three)

If this facility will contain a Middle School, indicate which grades the Middle School will include: _____.

5) **A new school facility** is opening effective _____.

CIRCLE the grades to be taught at this new facility: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Indicate the name and address of the new facility: _____.

In accordance with ED 306.01, the local school board has decided the NEW school's status be:

Elementary -- Middle -- High School (Circle one, two, or three)

If this facility will contain a Middle School, indicate which grades the Middle School will include: _____.

SAU Contact: **Debra Armfield** Title: **Exec. Dir. CAPL K-12** Phone: **382-6119** Email: Debra.armfield@timberlane.net.

Superintendent Name: **Dr. Earl Metzler**

Signature: 

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Present Name of School: **SANDOWN NORTH ELEMENTARY SCHOOL**

Street Address: **23 STAGECOACH ROAD** Town: **SANDOWN** Zip: **03873**

Present School ID Number **27910** SAU: **55** Today's Date: **MAY 28, 2015**

CIRCLE the previous status of this school: Elementary - Middle - Junior - High School

CIRCLE the grades taught at this school last year: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

CIRCLE the relevant statement(s) below. **The status of the school listed above is changing because:**

1) This facility is closing effective _____ (Please note month, day, and year).

2) This facility is adding the following grade levels **4, 5** effective **July 1, 2015.**

3) This facility is dropping the following grade levels **PK, K** effective **July 1, 2015.**

4) This facility is being renamed _____ effective _____.

In accordance with ED 306.01, the local school board has decided the above school's status be:

Elementary - Middle -- High School (Circle one, two, or three)

If this facility will contain a Middle School, indicate which grades the Middle School will include: _____.

5) **A new school facility** is opening effective _____.

CIRCLE the grades to be taught at this new facility: PK, K, R, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Indicate the name and address of the new facility: _____.

In accordance with ED 306.01, the local school board has decided the NEW school's status be:

Elementary -- Middle -- High School (Circle one, two, or three)

If this facility will contain a Middle School, indicate which grades the Middle School will include: _____.

SAU Contact: **Debra Armfield** Title: **Exec. Dir. CAPL K-12** Phone: **382-6119** Email: Debra.armfield@timberlane.net.

Superintendent Name: **Dr. Earl Metzler**

Signature: 

PLEASE ATTACH SCHOOL BOARD MINUTES APPROVING THESE CHANGES.

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

Regular Meeting
May 21, 2015
7:30 PM

SAU 55 Office
30 Greenough Road
Plaistow, NH

Call to Order

Madam Chair Steenson called this May 21, 2015 public meeting of the Timberlane Regional School Board to order at 7:30 PM. Roll call was taken.

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

Administrators Present

Dr. Metzler, Superintendent of Schools

Mr. Stokinger, Business Administrator

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

Mrs. Allaire, Academic Dean of Arts and Humanities

Ms. Auger, Principal of Pollard School

Mrs. Dayotis, Principal of Atkinson Academy

Mrs. Georgian, Principal of Sandown North Elementary

Mr. Holland, Director of Technology

Mrs. McKechnie, Director of Preschool

Ms. Pereira, District Trainer

Mrs. Rincon, Director of Special Education

Mr. Rolph, Principal of Sandown Central

Mr. Strange, Director of Alternative and Continuing Education and Enrichment

Mrs. Widman, Assistant Principal of Academics at TRHS

Mr. Woodworth, Principal of TRHS

Pledge of Allegiance

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

Minutes (00:02:00)

The minutes for the May 7, 2015 regular and non-public meeting minutes were approved with changes by general consent.

Delegates and Individuals (00:05:40)

Lucas Appleton expressed the support of students for the Fatal Reality demonstration that has occurred the morning of the high school prom for many years. He understood the coordination of the event this year was not possible. He supports the program in future years noting it is an impacting presentation for students to see their peers enacting this type of tragedy. Mr. Woodworth explained that the demonstration was cancelled last minute due to unforeseen circumstances related to fire personnel availability.

Philip Consentino from Atkinson read a letter from the Town of Atkinson Board of Selectman in support of Danville's request for information to assist in the study of impact fees and encourages the board to provide the

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information necessary to conduct the study with steps taken to ensure student information is protected.

Dr. Metzler informed the board of administration transfers for the upcoming school year.

- Brian Shawley, Assistant Principal to Danville Elementary
- Patrice Liff, Assistant Principal to Atkinson Academy

He continued by recommending Nancy Stafford for the position of Sandown North Assistant Principala and read a biography of her accomplishments.

Motion: Mr. Ward motioned to approve the nomination of Nancy Stafford as Assistant Principal. Mr. Sapia seconded. With no further discussion the motion passed by a vote 8-0-1 (Mrs. Green abstained).

Dr. Metzler recommended Ms. Christi Michaud for the Director of Data, Assessment and Accountability and read a biography of her accomplishments.

Motion: Mr. Collins motioned to approve the nomination of Christi Michaud as Director of Data, Assessment and Accountability. Mr. Blair seconded. With no further discussion the motion passed by a vote 8-0-1 (Mrs. Green abstained).

Current Business (00:23:30)

Public Hearing on Donation (00:23:30)

Scott Straine and Sarah Collette from Pizzeria Uno Corporation presented the final financial donation details of the UNO's fundraiser:

- \$2,511.17 Cash
- \$1,999.00 Projector
- \$1,500.00 Installation and parts
- \$ 500.00 Training
- \$ 399.00 iPad Air
- \$ 299.00 iPad Mini

The total value of the donation is \$7,210.15. Dr. Metzler recommended the board accept the total donation as outlined.

Motion: Mr. Bealo motioned to accept the \$7,210.15 donation. Mr. Blair seconded. With no further discussion the motion passed by unanimous vote 9-0-0.

Mr. Straine informed the board that Abbey Hubebeau, a student of TRHS, has her art work on display at Uno's in Haverhill, MA and at Uno's request the artwork will remain on display in the restaurant. Mrs. Green stated she would like to see a separate line for cash receipts for the business partnership program. Mr. Stokinger noted it is standard practice and set up a separate fund and tracking with a project number.

Dr. Metzler informed the board Access Sports has donated an AED device for the high school valued at \$3,000.

Motion: Mr. Blair motioned to accept the \$3,000 donation of an AED from Access Sports. Mrs. Sherman seconded. With no further discussion the motion passed by a vote 8-1-0 (Mrs. Green opposed).

Mrs. Green stated she was not comfortable accepting the AED since the Access Sports contact was recently renewed. Mr. Sapia thanked Access Sports noting the exception to the insinuation by Mrs. Green. Dr. Metzler informed the board information provided to families from Access Sports regarding the named acceptance of insurance will be distributed to parents.

Spain (00:37:35)

Mrs. Naylor and Ms. Van Burnt presented their request for the 2015-16 student trip to Spain. The trip is planned for April 22, 2016 through April 30, 2016 and additionally, students will need permission to be excused from

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school on Friday, April 22.

Motion: Mr. Blair motioned to approve the 2015-2016 trip to Spain with students excused from school on April 22, 2016. Mr. Collins seconded. With no further discussion the motion passed by a vote of 8-0-1 (Mrs. Green abstained).

Student Information Request (00:49:25)

Eddie Mencis and Ed Brown of Sandown informed the board they will also be seeking information for the Town of Sandown to conduct an impact fee study.

Danville Board of Selectmen, Dr. Farah and Mr. O'Neil, along with Bruce Mulberry of BCM Planning, LLC presented their plea to have the board release student address information for the study of the impact fees in Danville. The discussion highlighted the information was provided for the previous study in 2002 but, with the revisions of FERPA laws and board's policies, the information is now considered protected and against policy to release. The concerns regarding the security of the computer system receiving and the retention of the data while under another's control was discussed at length. The board discussed options for parental consent regarding the release of this data.

Motion: Mr. Bealo motioned to approve working in cooperation with towns in the dissemination of a survey to parents regarding the "opt in" for information to aid the town in updating their impact fees should they desire the information. Mr. Ward seconded. With no further discussion the motion passed by a vote 6-1-2 (Mrs. Green Opposed, Mr. Spero and Mr. Sapia abstained). It was noted that the Town of Danville formally requested the survey be performed.

Sandown Consolidation Recommendation (1:44:35)

Committee members Ms. Armfield, Mr. Lee Dube and Mrs. Rincon presented on behalf of the Superintendent recommendations for the Sandown Elementary School Consolidation. Mr. Dube thanked the following committee members:

Co-chairs: **Shawn Freligh, Sandown Resident**

Debra Armfield, Executive Director of Curriculum, Assessment and Professional Learning PK-12

Members: **Dr. Roxanne Wilson, Assistant Superintendent of Schools**

George Stokinger, Business Administrator SAU 55

Erich Beyrent, Sandown Resident

Lou Broad, Teacher, TTA President

Kelly Ward, School Board Member and Sandown Resident

Lee Dube, Budget Committee Member

Jon Goldman, Sandown Selectman

Susan Rasicot, Director of Student Services

Beth Rincon, Director of Special Education

Scott Strange, Director of Alternative/Continuing Education, and Enrichment

Nancy Danahy, Director of Human Resources

Deb Lytle, Sandown Parent

Sheila Lowes, Sandown Parent

John Holland, Director of Technology

Doug Rolph, Principal, Sandown Central

Mary Youngblood, Literacy Specialist, Sandown Central

Jo-Ann Georgian, Principal, Sandown North

Patrice Liff, Assistant Principal/ Curriculum Coordinator, Sandown North

Mr. Dube then reviewed the charge and mission of the committee. He outlined the timeline, areas of focus and

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recommendations from the committee.

- Relocate and consolidate the district-wide Timberlane Learning Center Preschool Program and Early Learning Environment to Sandown Central
- Relocate all Sandown North Kindergarten classes to Sandown Central School
- House grades 1 – 5 at Sandown North Elementary School
- Create a Transition Committee to Support the consolidation

Mr. Stokinger reported on the financial consideration of the recommendations Mrs. Rincon outlined the positive impact this change would create.

The board discussed student transportation, kindergarten, the need to seek community involvement if future larger projects arose concerning these schools, access road and fields.

Motion: Mr. Collins motioned to approve the consolidation of the Sandown Schools and the relocation of the district-wide Timberlane Learning Center Preschool program to Sandown Central School as well as Sandown North Kindergarten classes to Sandown Central School (housing grades 1-5 at Sandown North Elementary School) and to create a transition team to support this consolidation plan. Mrs. Sherman seconded.

Motion to Amend: Mrs. Sherman motioned to amend by including establishing an early learning environment at Pollard School. Mr. Collins seconded. With no further discussion the motion to amend passed by unanimous vote 9-0-0.

With no further discussion the motion as amended passed by unanimous vote 9-0-0.

Social Studies Curriculum (03:00:57)

Ms. Armfield, Ms. Pereira and Mrs. Allaire presented the second reading on social studies curriculum.

Motion: Mr. Collins motioned to approve the Social Studies Curriculum for a second reading and adoption. Mrs. Sherman seconded. With no further discussion the motion passed by unanimous vote of 6-0-0 (Mrs. Green, Mr. Spero and Mrs. Steenson were not present for the vote).

English Language Arts Curriculum (03:02:27)

Ms. Pereira and Mrs. Allaire presented the English Language Arts Curriculum for a first reading.

Motion: Mr. Collins motioned to approve the English Language Arts Curriculum for a first reading. Mrs. Sherman seconded. With no further discussion the motion passed by a unanimous vote of 9-0-0.

Notice of Intent to Negotiate (03:10:27)

Mr. Broad noted the Timberlane Teachers Association AFT-NH has sent a formal request to enter into negotiations with the board.

Motion: Mrs. Sherman motioned to accept the notification of the intent to negotiate. Mr. Blair seconded. With no further discussion the motion passed by a unanimous vote of 9-0-0.

Policies (03:14:38)

Mr. Bealo presented the following policies for first reading:

- BCA ETHICS POLICY STATEMENT
- BEDH PARTICIPATION AT SCHOOL BOARD MEETING (and BEDH-X FORM)
- BGF SUSPENSION OF POLICIES

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- **FB FACILITIES PLANNING**

Motion: Mr. Collins motioned to approve policies.

- **BCA ETHICS POLICY STATEMENT**
- **BEDH PARTICIPATION AT SCHOOL BOARD MEETING (and BEDH-X FORM)**
- **BGF SUSPENSION OF POLICIES**
- **FB FACILITIES PLANNING**

Mrs. Sherman seconded the motion. Discussion ensued.

Motion to amend: Mr. Collins motioned to amend by excluding policy BGF Suspension of Policies. Mr. Bealo seconded the motion. With no further discussion the motion to amend passed by unanimous vote of 9-0-0.

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

Federal Funding Authorization (03:19:50)

Dr. Metzler requested the board authorize the Superintendent, the Assistant Superintendent, the Business Administrator and the Assistant Business Administrator to apply for and receive on behalf of the school district federal and state grants/funding.

Motion: Mrs. Sherman motioned to authorize Dr. Metzler, Dr. Wilson, George Stokinger and Kathleen Smith to apply for and receive on behalf of the district federal and state grants and funding and to file such authorization with the NH Department of Education. Mr. Collins seconded the motion. With no further discussion the motion passed by a vote of 8-1-0 (Mrs. Green opposed).

Suspension Authorization (03:22:18)

Dr. Metzler requested the board's authorization to suspend students beyond 10 days as provided in RSA 193:13.

Motion: Mr. Bealo motioned to authorize the Superintendent or his designee to continue the suspension of a student for a period in excess of ten school days as provided for in RSA 193:13 (b). Mr. Sapia seconded the motion. With no further discussion the motion passed by a vote of 8-1-0 (Mrs. Green opposed).

School Board Goals (03:24:00)

Madam Chair Steenson reviewed the school board goals as submitted by board members. The board discussed each goal resulting in Madam Chair's offer to organize and present them to the board for final review and approval at the next board meeting. Dr. Metzler offered board members to send him their thoughts on goals they would like to see him address in the 2015-16 school year.

Mrs. Green exited the meeting (03:36:10).

Administrators Report (03:47:00)

Dr. Metzler reported on the establishment of the Grant Management Team to be chaired by Mr. Strainge with a representative from each school for membership. He then reported on the schedule for the active shooters drill at Atkinson Academy and the finalization of the Whitson's contract to be forwarded to the Department of Education for approval. Once the contract and food service program is approved, the contract will be signed and filed with the state.

Personnel Report (03:51:05)

Dr. Metzler recommended accepting the resignation of:

- Margaret Goss TRMS Science teacher

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Motion: Mr. Blair motioned to accept the resignation of Margaret Goss. Mr. Bealo seconded the motion. With no further discussion the motion passed by a unanimous vote of 8-0-0.

Dr. Metzler recommended accepting the nomination of:

- James Shivell TRHS Mathematics Teacher

Motion: Mr. Sapia motioned to approve the nomination of James Shivell. Mr. Ward seconded the motion. With no further discussion the motion passed by a unanimous vote of 8-0-0.

Dr. Metzler recommended approving the administrators as presented for the 2015-2016 school year as well as a one-year leave of absence for Amy Champion, TRMS Social Studies teacher.

Motion: Mr. Ward motioned to approve the administrators as presented for the 2015-2016 school year and the one-year leave of absence of Amy Champion. Mr. Bealo seconded the motion. With no further discussion the motion passed by a unanimous vote of 8-0-0.

Committee Reports (03:53:15)

Mrs. Sherman attended the Wellness Committee; Mr. Collins attended the Capital Improvement and Community Relations committees. Mr. Ward attended the Withdrawal Study Committee along with Mr. Collins, Mr. Blair and Mr. Sapia. Madam Chair Steenson attended the Curriculum and Assessment and the Facilities Committee meetings.

Reports of the School Board (03:58:59)

Mr. Sapia noted the school board workshop was a valuable meeting and Mrs. Sherman thanked the SAU Chair for the leadership during the meetings.

Correspondence (04:00:26)

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

Vendor and Payroll (04:00:27)

Vendor and payroll registers were signed by the board.

Other Business (04:00:33)

Motion: Mrs. Steenson motioned to go into a non-public session under 91-A:3 Paragraph II (c) matters which, if discussed in public, would likely affect adversely the reputation of any person. Mr. Collins seconded. With no further discussion the board was polled:

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

The board entered into a non-public session at 11:32 PM.

The board was polled to exit the non-public:

- Mr. Bealo Yes

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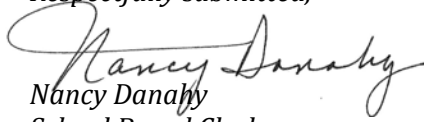
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- *Mr. Blair* *Yes*
- *Mr. Collins* *Yes*
- *Mr. Sapia* *Yes*
- *Mrs. Sherman* *Yes*
- *Mr. Spero* *Yes*
- *Mrs. Steenson* *Yes*
- *Mr. Ward* *Yes*

The board exited the non-public session at 11:48 pm. No action was taken in the non-public session.

With no further business Madam Chair Steenson adjourned the meeting at 11:49 pm.

Respectfully submitted,


Nancy Danahy
School Board Clerk