

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, OCTOBER 3, 2013

Regular Meeting - 7:30 PM

Superintendent's Office  
30 Greenough Road, Plaistow, NH

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

*Robert Collins, Chair*  
*Nancy Steenson, Vice Chair*

## AGENDA

1. Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
  - a. September 19, 2013 meeting
5. Delegations or Individuals
6. Current Business
  - a. French Trip Request – ACTION (10 minutes)
  - b. SLT/Board Committee Goals – INFORMATIONAL (30 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
October 9	SAU Board Meeting	SAU	7:00 PM
October 10	Joint Budget Meeting with BudCom	PAC	7:00 PM
October 17	Regular Meeting	SAU	7:30 PM
October 23	SAU Board Meeting	SAU	7:00 PM
November 7	Regular Meeting	SAU	7:30 PM
November 13	SAU Public Hearing on Budget	PAC	7:00 PM
November 21	Regular Meeting	SAU	7:30 PM

*The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.*

## **ADMINISTRATOR'S REPORT**

*Administrator's Report for October 3, 2013 School Board Meeting*

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

### **4. APPROVAL OF MINUTES**

*Two sets: September 19<sup>th</sup> public and nonpublic meetings.*

### **5. DELEGATION OR INDIVIDUALS**

### **6. CURRENT BUSINESS**

#### **a. French Trip Request – 10 minutes**

*Mademoiselle Lacourse to present middle school Montreal trip request as required under district policy IJOA. ACTION*

#### **b. SLT/Board Committee Goals – 60 minutes**

*The following SLT/Board Committee Chairs to present their mission and goals: Facilities (Stenson), Curriculum and Assessment (Stenson), Safety (Mascola) and Policy (Mascola). INFORMATIONAL*

### **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 – Mr. Metzler to present (if needed)**

**9. Committee Reports and 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.*

<b>OCTOBER 17, 2013</b>	
NHSBA Resolutions	<i>anticipated</i>
Policies	<i>1<sup>ST</sup> Reading</i>
Midterms and Finals Schedule	<i>Scott Strainge</i>
Superintendent's Goals	
Public Hearing on Donation	<i>Scoreboard installation (anticipated)</i>
SLT/Board Committee Goals	<i>Part II</i>

<b>November 7, 2013</b>	
Policies	<i>2<sup>nd</sup> Reading/Adoption</i>

<b>November 21, 2013</b>	
Policies	<i>1<sup>st</sup> Reading</i>
Essay Contest Winners	<i>Winners from grades 2, 5, 7, &amp; 10</i>

### Back-Burner List

SERESC Update	<i>Beth Rincon</i>
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## **TIMBERLANE REGIONAL SCHOOL BOARD**

*Atkinson, Danville, Plaistow, Sandown  
New Hampshire*

**Regular Meeting**  
**September 19, 2013**  
**7:30 PM**

**SAU No 55**  
**30 Greenough Road**  
**Plaistow, NH**

### **Call to Order**

*Chairman Collins called this September 19, 2013 meeting of the Timberlane Regional School Board to order at 7:35 pm.*

### **Board Members Present**

*Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Delfino, Mr. Mascola, Mrs. Steenson and Mr. Ward. Ben Militello was in attendance as student representation to the school board. Absent: Mr. Barczak and Mrs. Sherman.*

### **Administrators Present**

*Dr. Metzler, Superintendent of Schools  
Dr. Wilson, Assistant Superintendent  
Mr. Stokinger, Business Administrator  
Mrs. Armfield, Director of Professional Learning  
Mrs. Killen, Director of Elementary Education  
Mr. Strainge, Director of Secondary Education  
Mrs. Rasicot, Director of Student Services  
Mrs. Rincon, Director of Special Education  
Mr. Holland, Director of Technology  
Mrs. Danahy, Director of Human Resources and TRSB Recording Clerk  
Mrs. Dayotis, Principal Atkinson academy  
Mrs. Barcelos, Principal Danville Elementary  
Mrs. Gaydos, Principal Pollard  
Mrs. Georgian, Principal Sandown North  
Mr. Rolph, Principal Sandown Central  
Mr. Snyder, Asst Principal Atkinson Academy  
Mr. Pimley, Assistant Principal Danville Elementary  
Mrs. Vance, Assistant Principal Pollard School  
Mrs. Liff, Assistant Principal Sandown Central  
Mr. Chooljian, Director of Guidance  
Ms. Widman, Assistant Principal, Academics  
Mrs. Allaire, Academic Dean of Arts and Humanities  
Mr. Pedersen, Academic Dean of Science, Technology, Engineering and Mathematics  
Mr. Flynn, Academic Dean of Business and Integrated Computer Technology*

### **Pledge of Allegiance**

*Chairman Collins led the assembly in the Pledge of Allegiance.*

### **Minutes (00:)**

*The board reviewed and approved the September 5, 2013 public meeting minutes of the Timberlane Regional School Board. **The minutes were approved by general consent of the board.***

### **Delegations and Individuals**

*None*

### **CURRENT BUSINESS (00:)**

#### **Action Plan Goals**

*Dr. Metzler thanked the Superintendent's Leader Team (SLT) for their support this evening. He informed the*

board all actions goals will align with the district goals showing the consistency throughout the district.

Mrs. Georgian and Mrs. Liff presented Sandown North's four action plan goals for the 2013-2014 school year outlining each goal showing the strategies and activities related to each.

Mr. Rolph and Mrs. Youngblood presented Sandown Central's three action plan goals with action steps and monitoring plans for each one.

Mrs. Barcelos and Mr. Pimley presented Danville Elementary School's three action plan goals outlining how they will achieve each one as well as the professional development associated with the goals.

Mrs. Dayotis and Mr. Snyder presented Atkinson Academy's three action plan goals, reporting the method to achieve each goal and the person or team responsible. She provided a breakdown of all the teams that have or will participate in process as well.

Mrs. Gaydos and Mrs. Vance presented Pollard School's four action plan goals, showing their strategies including professional development and team assignments.

### **State Performance Plan (00:55:03)**

Mrs. Rincon reported the findings from the State of New Hampshire Department of Education regarding the district's ability to meet requirement and purposes of IDEA. The state considers the totality of the information about each district in the process to issue a determination which reflects ongoing practices. Mrs. Rincon was pleased to announce the Timberlane district meets the state's requirements.

### **Assessment (01:15:26)**

Mr. Chooljian reported on the first day of the annual college fair, which was a success. Sixty-four colleges and military recruiters met with junior and senior students, answering questions and providing information on their specific school or military division. He reported the positive feedback from the colleges was overwhelming, the colleges were impressed and expressed their appreciation for the student volunteers, the amount of prepared students that attended the fair. He reviewed new software used to assist students in the college application process. The software will provide statistical information of Timberlane students throughout the college applications process. The information will provide an overall understanding of how their Timberlane predecessor's educational history and application process assisted them in securing college placement. Mrs. Steenson and Mrs. Delfino attended the fair and expressed their appreciation of Mr. Chooljian for his outstanding organization of this event.

Mr. Strainge, Mr. Pedersen and Mr. Flynn presented the advance placement report outlining the 2013 AP score statistics. They reported on the goals and expectation of students and teachers for the AP classes moving forward.

### **Committee Assignments (00:)**

Chairman Collins presented the updated committee assignments including Mrs. Sherman who will assume a position on the Citizen Advisory, Facilities, and the Professional Development committees.

**Motion: Mr. Mascola motioned approve the 2013-2014 committee assignments as presented. Mrs. Delfino seconded. With no further discussion the motion passed by a unanimous vote of 7-0-0.**

### **Administrator's Report (01)**

Dr. Metzler updated the board on the current text book inventory; he thanked Mr. DiBartolomeo who re-scheduled the March 11<sup>th</sup> concert to March 10<sup>th</sup> in consideration of parent election workers. He updated the board on the booster club efforts to raise funds to install the new scoreboard. Of the \$13,400 required to properly install the equipment, the booster raised \$12,000. Dr. Metzler asked the board if they wished to assist the boosters with the remaining cost for installation.

**Motion: Mr. Bealo motioned to approve up to \$1,400 towards the installation of the football scoreboard, seconded by Mrs. Delfino. With no further discussion the motion passed by a vote of 6-0-1 (Mr. Ward opposed).**

Dr. Metzler informed the board of a meeting with Whitson's staff and noted it was a good start to the school year however he will be monitoring the program closely. He then reported the results of the September 10<sup>th</sup> and 11<sup>th</sup> vote to unionize the support staff. The petition to unionize passed and negotiations will be scheduled.

He renegotiated the "Infosnap" contract where by rendering it a storage tool only. He noted the scheduling of midterm and final assessments and outlined the "TurnItIn" software for teachers. He received the board's support for his efforts with local businesses to create a discount program for students and staff throughout the district. He then updated the mosquito disease protocol and the board on a letter sent home to parents on the subject.

**Personnel (00:)**

None

**Committee and Reports of the School Board (01:)**

Chairman Collins and Dr. Metzler reported on the re-structuring of the agenda for future meeting which would include committee chair or co-chairs reporting on the mission and goals of each committee.

Mrs. Delfino reported on the "School Board Notes" revisions and requested up to \$1,200 for the printing of the document since postage was previously approved for this release.

**Motion: Mr. Mascola motioned to approve up to \$1,200 for the printing of the September 2013 "School Board Notes," seconded by Chairman Collins. With no further discussion the motion passed by a vote of 6-0-1 (Mr. Blair opposed).**

Mr. Mascola attended the Safety committee meeting noting that accident reports are down. Mrs. Steenson attended the Facilities committee meeting and noted the Capital Improvement Plan will be reviewed and the facilities tours have been scheduled.

**Correspondence (01:)**

Done

**Vendor and Payroll Check Registers (01:)**

Vendor and payroll registers have been signed by the board.

**Other Business (01:)**

Mr. Blair inquired about the suggestion box submissions that were collected during the Old Home Day celebrations. He asked for them to be reviewed by the board. Mrs. Delfino volunteered to compile the information and have a report ready at the next meeting.

**Motion: Mr. Mascola motioned to enter into a non-public session under RSA 91-A: 3, II[c] Matters which, if discussed in public, would likely adversely affect the reputation of any person Mr. Bealo seconded. The board was polled at 10:33 pm:**

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

**Motion: Chairman Collins 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**
- **Steenson**    **Yes**
- **Ward**         **Yes**

*The motion to exit nonpublic session carried and the board re-entered public session at 10:56 pm. Having no further business before the board Chairman Collins adjourned the meeting at 10:56 pm.*

*Respectfully submitted,*

*Nancy Danahy  
School Board Clerk*

DRAFT

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

## STUDENT TRIPS

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

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

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

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

### Sanctioning Student Trips

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

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

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

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

Financing Student Trips

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



September 2013

To: School Board Members  
From: Christine Lacourse  
French Teacher, TRMS

Bonjour!

My request concerns offering a field trip to eighth grade students enrolled this year in French class.

This field trip would be to Montréal, Québec, Canada. The goals of this trip are as follows:

- To give an opportunity to the students to practice what they have learned. A trip such as this offers a lot of opportunities to speak the language. Here are some examples: when reading and ordering food in a restaurant; purchasing souvenirs at a gift shop; buying tickets to ride on the subway, to name a few.
- To have a better understanding of what makes Montréal such an attraction to foreign visitors (famous tourist attractions, for example).
- To apply the information gathered during the year in other subject areas such as Social Studies and Science to answer questions asked during the visits of the Biodome and Maison St-Gabriel.
- To make connections between what they already know about French people and what they can discover by observing what's going on around them.
- To discover what people of their age, in another culture, do in their free time; how they dress, what they eat, etc.

This is an overnight trip. The best time to go would be in May (May 16-17) I organized and conducted a similar trip for the past four years. I can't tell you enough about the impact on students and their personal gain after such an experience. Thank you for taking the time to read this request.

Sincerely,

Christine Lacourse

Proposed schedule:  
Friday, May 16<sup>th</sup> 2014

*In the morning*

- 5:45            Arrival at TRMS
- 6:00            Departure from TRMS to the Canadian Border
- 10:30           Stop at the Canadian Border
- 11:30           Lunch at McDonald's in St-Jean-sur-Richelieu, Québec
- 12:30           Leaving for Montréal

*In the afternoon*

- 1:30            Arrival at the Maison St-Gabriel for 1-hour guided tour
- 3:00-4:00      Check in at the Hotel Auberge de Jeunesse
- 4:30            Arrival at the restaurant Scores for dinner
- 6:00            Arrival at Mont Royal for a view of downtown Montréal
- 7:00            Shopping in the Old Montréal and guided tour aboard the Amphibus
- 9:00            Return to the hotel

Saturday, May 17<sup>th</sup> 2014

- 6:00            Wake-up in order to be ready by 6:45
- 7:00            In front of the hotel with luggage
- 7:30—8:30:    Breakfast at Eggspectations in downtown, Montréal
- 8:30:           Ride the subway from Peel Station to Viau Station
- 10:00—1:00    Arrival at the Olympic Park: Biodome; Observation Tower; Guided tours such as Nourrir les pingouins, A l'envers du décor and/or visit of the Olympic Stadium

*In the afternoon*

- 1:00            Lunch at the Biodome's Cafeteria
- 2:00            Departure from the Biodome Complex
- 2:30            Arrival at the open air market Marché Atwater
- 3:00            Departure for the United States
- 5:00—6:00    In Burlington, Vermont for pizza at Zachary's Pizza
- 6:00—9:30    En route for Plaistow, NH