

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, APRIL 3, 2014

Regular Meeting - 7:30 PM

Sandown Central School
295 Main Street, Sandown, 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. March 20th Meeting (re-organizational, regular, and nonpublic sessions)
5. **Delegations or Individuals**
6. **Current Business**
 - a. HOBY Leadership Award – INFORMATIONAL (5 minutes)
 - b. Baseball Boosters Sponsorship Program – ACTION (5 minutes)
 - c. Graduation Date – ACTION (5 minutes)
 - d. NECAP Results – INFORMATIONAL (20 minutes)
 - e. Driver’s Ed Program – ACTION (10 minutes)
 - f. Food Service Meal Pricing – ACTION (5 minutes)
 - g. Evaluations/Merit Pool Transfer – ACTION (15 minutes)
 - h. Renominations – ACTION (10 minutes)
 - i. Policies – ACTION (20 minutes)
 - j. Summer Hours – ACTION (5 minutes)
 - k. School Board Committee Assignments – ACTION (5 minutes)
7. **Administrator’s Report**
 - a. Update on School Activities – INFORMATIONAL
8. **Personnel Report**
9. **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
April 16	SAU Board Meeting	SAU	7:00 PM
April 17	Regular Meeting	SAU	7:30 PM
May 8	Regular Meeting	SAU	7:30 PM
May 22	Regular Meeting	SAU	7:30 PM
June 5	Regular Meeting	Atkinson Academy	7:30 PM
June 19	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 April 3, 2014 School Board Meeting

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

4. APPROVAL OF MINUTES

Three sets: *March 20th re-organizational, regular, and nonpublic sessions.*

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. HOBY Leadership Award – 5 minutes

Scott Strainge to introduce Timberlane's 2014 HOBY Leadership representatives Kate Hoadley, Joshua Grambow (sophomores), Kyle DiBurro, Lauren Strainge (juniors) and Elise Fredericks and Nicole Dill (seniors). INFORMATIONAL

b. Baseball Boosters Sponsorship Program – 5 minutes

Lisa Hall, President of the TRHS Baseball Boosters to present sponsorship program fundraiser for board approval. ACTION

c. Graduation Date – 5 minutes

Don Woodworth and Brian O'Connell to present proposed graduation date and senior activities schedule for board approval. ACTION

d. NECAP Results – 20 minutes

Scott Strainge to present 2013 NECAP results for Middle and High School along with Class L ranking for 2012 and 2013. INFORMATIONAL

e. Driver's Education Program – 10 minutes

Dr. Metzler and George Stokinger to present a financial statement reflecting a recap of the driver's education program from 2006 to date. He will also seek action on the continuation of the program. ACTION

f. Food Service Meal Pricing – 5 minutes

George Stokinger to present Whitsons recommendation to increase meal prices for the upcoming 2014-15 school year along with a labor reduction plan. ACTION

g. Evaluations/Merit Pool Transfer – 15 minutes

Dr. Metzler to propose merit pool recommendation options for board approval. ACTION

h. Renominations – 10 minutes

Dr. Metzler to present professional staff for renomination as required under RSA 189:14. ACTION

i. Policies – 20 minutes

Michael Mascola to present 9 policies for second reading and adoption. ACTION

j. Summer Hours – 5 minutes

It has been the practice of the District to implement a four-day workweek during the summer months (since 2005 or 2006) with flexibility within the SAU as the central office for the purpose of energy conservation and summer projects. Dr. Metzler and George Stokinger propose implementing a four-day workweek again this year beginning in July until about two weeks before the start of school in the fall. ACTION

k. School Board Committee Assignments – 5 minutes

Madam Chair Steenson to assign committee membership to board members. ACTION

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.

April 17, 2014	
Freshman Academy Update	<i>Mary Widman</i>
Policies	<i>First Reading</i>
Annual Food Service Contract Review	
Athletic Contract Review	
School Board Goals	<i>discussion</i>
Football Boosters	<i>Heather David</i>
Safe Routes to School	<i>Sean Fitzgerald/M. Gaydos</i>
Adoption of AP Textbook	<i>S. Strainge</i>
Tripod™ Survey Report	<i>Deb Armfield</i>
Project Lead the Way	<i>Action</i>

May 8, 2014	
Policies	<i>Second Reading</i>
School Board Goals	<i>adoption</i>
Federal Funding Authorization	
Tuition Rates/Requests for 2014-15	
Legislator Forum (tentative)	

May 22, 2014

Policies	<i>First Reading</i>
Suspension Authorization	

Back-Burner List

SERESC Update	<i>Beth Rincon</i>
NHSBA Resolutions	<i>September</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

Organizational Meeting
March 20, 2014
7:30 PM

SAU No 55
30 Greenough Road
Plaistow, NH

Call to Order

Dr. Metzler called this March 20, 2014 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. 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 Learning
Mr. Strainge, Director of Secondary Education
Mr. Mealey, Academic Dean of Attendance

Pledge

Dr. Metzler led the assembly in the Pledge of Allegiance.

Election of Officers

Dr. Metzler requested nominations for the Chair position of the Timberlane Regional School Board for the ensuing school year. **Motion: Mr. Collins nominated Nancy Steenson for the office of School Board Chair. Mr. Mascola seconded. Having no further discussion the motion carried 9-0-0.**

Madam Chair Steenson requested nominations for the Vice-Chair position of the Timberlane Regional School Board for the ensuing school year. **Motion: Mr. Collins nominated Kate Delfino for the office of School Board Vice-Chair. Mrs. Sherman seconded. Having no further discussion the motion carried by unanimous vote (9-0-0).**

School District Clerk

Lorna Walker is seeking re-appointment. Dr. Metzler noted that Mrs. Walker shall serve as District Clerk throughout the recount but will resign thereafter. The board will post this vacancy.

Motion: Mrs. Delfino nominated Lorna Walker as School District Clerk; Mr. Mascola seconded the motion. Having no further discussion the motion carried by unanimous vote (9-0-0).

Recording Secretary

Nancy Danahy is seeking re-appointment.

Motion: Mascola nominated Nancy Danahy as Recording Secretary; Mr. Collins seconded the motion. Having no further discussion the motion carried by a vote of 8-0-1 (Mrs. Green abstained).

Treasurer

Paul Sullivan is seeking re-appointment.

Motion: Mr. Collins nominated Paul Sullivan as Treasurer; Mrs. Delfino seconded the motion. Having no further discussion the motion carried by a vote of 8-0-1 (Mrs. Green abstained).

Assistant Treasurer

Lori Parrillo is seeking re-appointment.

Motion: Mr. Collins nominated Lori Parrillo as Assistant Treasurer; Mrs. Delfino seconded the motion. Having no further discussion the motion carried by a vote of 8-0-1 (Mrs. Green abstained).

Attendance Officer

Dr. Metzler updated the board on the Attendance Officer's position reporting in the past the Safety Resource Officer was appointed to this position; the district now has a Dean of Attendance. He asked the board how they wish to proceed.

Motion: Mr. Mascola nominated William Mealy as Attendance Officer; Mrs. Sherman seconded the motion. Having no further discussion the motion carried by a vote of 8-0-1 (Mrs. Green abstained).

School Counsel

Recommendations were requested to appoint Soule, Leslie and Kidder as District counsel.

Motion: Mr. Collins motioned to appoint Soule, Leslie, Kidder as District counsel; Mr. Mascola seconded the motion. Having no further discussion the motion carried by a vote of 8-0-1 (Mrs. Green abstained).

Bonding

Recommendations were requested to bond the treasurer and assistant treasurer in the amount of \$100,000. Discussion ensued about the purpose for this bonding as well as if the amount was enough. Mr. Stokinger will inquire with Primex³.

Motion: Mrs. Delfino motioned to bond the treasurer and assistant treasurer in the amount of \$100,000; Mr. Bealo seconded the motion. Having no further discussion the motion carried by a vote of 8-0-1 (Mrs. Green abstained).

Bank Depository

Recommendation to appoint TD Bank as the District bank.

Motion: Mr. Collins motioned to appoint TD Bank as the District bank; Mr. Bealo seconded the motion. Having no further discussion the motion carried by unanimous vote (9-0-0).

Mr. Stokinger presented policy DFA INVESTMENTS which is to be reviewed on an annual basis per district auditors and TSA's. The policy will be presented to the policy committee first should there be any proposed changes otherwise; it will be considered for general review by the board. It was noted some of the terminology in the policy did not apply to Timberlane, thus it will be forwarded to the Policy Committee for update.

Motion: Mr. Collins motioned to reaffirm policy DFA Investments as written; Mr. Blair seconded the motion. Having no further discussion the motion carried by unanimous vote (9-0-0).

Madam Chair Steenson read in its entirety and requested that all board members sign the School Board Ethics Statements in accordance with Board policy BCA. The statements were provided to each board member and the signed statements were collected by Mrs. Danahy.

Mrs. Green stated her objection to signing the School Board Ethics Statement and refused to sign the document. A discussion ensued.

Madam Chair Steenson read the Timberlane Regional School Board rules outlining the expectations, processes and communication model. Mrs. Green objected to items 5 and 7, and Madam Chair Steenson responded. The discussion centered on free speech and the communication model outlined as well as a board members opinion verses a united board voice once a vote is final. Mr. Bealo also offered his objection to the rule regarding speaking to the press.

Motion: Mr. Collins motioned to adopt the Timberlane Regional School Board rules as written; Mr. Mascola seconded the motion. Having no further discussion the motion carried by a vote of 7-2-0 (Mr. Bealo and Mrs. Green opposed).

Meeting dates and times

Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:30 pm at the Superintendent's office, waive the July meeting (unless needed), and to reserve the right to amend the meeting schedule as needed. Also, because the first Thursday in January 2015 is a holiday, it was recommended to hold meeting on the 8th and 22nd to retain two meetings that month.

Motion: Mr. Bealo motioned to adopt the Timberlane Regional School Board meeting schedule for 2014-15; Mr. Blair seconded the motion. Dr. Metzler requested the first meeting in August be rescheduled to the 28th.

Motion: Mr. Collins motioned to amend the Timberlane Regional School Board meeting schedule for 2014-15 reflecting a meeting date of August 28th instead of August 21st; Mr. Bealo seconded the motion. Having no further discussion the motion carried by a vote of 9-0-0.

Having no additional organizational matters, Madam Chair Steenson adjourned the meeting at 8:20 pm.

Respectfully submitted,

*Nancy Danahy
Timberlane Regional School Board Clerk*

DRAFT

TIMBERLANE REGIONAL SCHOOL BOARD

Atkinson, Danville, Plaistow, Sandown
New Hampshire

Regular Meeting
March 20, 2014
7:30 PM

SAU No 55
30 Greenough Road
Plaistow, NH

Call to Order

Madam Chair Steenson called this March 20, 2014 meeting of the Timberlane Regional School Board to order at 8:30 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
Dr. Wilson, Assistant Superintendent
Mr. Stokinger, Business Administrator
Mrs. Armfield, Director of Professional Learning
Mr. Strainge, Director of Secondary Education
Mr. Mealey, Academic Dean of Attendance

Minutes (00:50:47))

The board reviewed and approved the March 6, 2014 public meeting minutes of the Timberlane Regional School Board. **The minutes were approved by general consent of the board.**

Minutes Non-Public (00:56:56)

The board reviewed and approved the March 6, 2014 non-public meeting minutes of the Timberlane Regional School Board. **The minutes were approved by general consent of the board.**

Delegations and Individuals (00:51:09)

Mr. Arthur Green of Sandown voiced his concerns regarding the default budget and the full day kindergarten program. He made two requests: for the board to take a vote for or against the full day kindergarten program and for the board to vote to reserve the surplus.

CURRENT BUSINESS

Review of Elections Results (00:58:19)

Madam Chair Steenson reviewed the voting results of the March 11, 2014 election. Dr. Metzler expressed his pleasure with the work the district is accomplishing and is looking forward to the upcoming year.

Hawaiian Exchange Trip (01:08:30)

Mr. Mealey presented a review of the proposed trip for students to Waialua School in Hawaii from April 24 through May 3, 2014. He outlined the schedule and community service projects proposed for the trip and requested the students be excused from school on April, 24, 2014. He noted their flight is scheduled at 6:15 am as well as that the following day of school is an early release day. Mrs. Green voiced her concern about the itinerary and suggested a specific changes.

Motion: Mr. Collins motioned to approve the Hawaiian trip on April 24 to May 3, 2014 for students with authorized excused absences on April 24 and 25, 2014. Mr. Ward seconded the motion. With no further discussion the motion passed by a vote of 8-1-0 (Mrs. Green opposed).

Citizens Advisory Committee Presentation/Survey (01:18:03)

Mrs. Delfino and Mrs. Sherman representing the school board on this committee introduced the committee members who have dedicated their time and efforts. They reviewed the committee's mission statement and outlined the work done by the committee. It is the recommendation of the committee that a benchmark survey of the community to enhance the district's efforts to communicate, educate and inform the community. The team requested permission to continue its work through additional investigations and research in order to develop more detailed recommendation to the board.

Motion: Mr. Blair motioned to reaffirm the need for and authorize the Citizens Advisory Committee to remain intact for another year. Mr. Mascola seconded the motion. With no further discussion the motion passed by unanimous vote of 9-0-0.

Policies (01:34:29)

Mr. Mascola presented the following policies for a first reading:

- IHBF Homebound Instruction

- ECAC Vandalism
- EDCA Employee Use of Personal Electronic Devices
- EEAEC Student Conduct on School Buses
- JICC Student Conduct on School Buses
- JG Assignment of Students to Classes & Grade Levels
- JHC Student Early Release Precautions
- JICD Student Discipline and Due Process
- JKB Detention of Students

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

- IHBF Homebound Instruction
- ECAC Vandalism
- EDCA Employee Use of Personal Electronic Devices
- EEAEC Student Conduct on School Buses
- JICC Student Conduct on School Buses
- JG Assignment of Students to Classes & Grade Levels
- JHC Student Early Release Precautions
- JICD Student Discipline and Due Process
- JKB Detention of Students

Mr. Blair seconded. A brief discussion outlining the process of policies as well as the Policy Committee's responsibilities were discussed. With no further discussion the motion passed by unanimous vote of 9-0-0.

Committee Assignments (01:51:10)

Madam Chair Steenson reviewed the school board committee assignment process; board members will review the mission and goals as well as scheduling commitments of each committee and then send their requests for specific committee membership to Madam Chair Steenson for consideration. Assignments are expected to be confirmed at the next school board meeting.

Board Training Options (01:54:00)

Options to attend New Hampshire School Board Association (NHSBA) training were discussed as well as who shall be included in the training. Dr. Metzler will provide to Madam Chair Steenson a list of subject ideas for the training from NHSBA and he also suggested Attorney Gordon Graham as a presenter. The board will consider the options.

School Board Evaluations (02:00:10)

Dr. Metzler presented the results of the school board evaluation and then recommended the board consider incorporating these results into board goals for the 2014-2015 school year.

Administrator's Report (02:09:53)

Dr. Metzler welcomed Mrs. Green of Sandown to the school board. He then updated the board on the coordinated efforts of all four towns in the recount of the ballots that will occur at 8 am, Saturday, March 22, 2014 at the middle school. The recount was for Article -6 TSSU contract. He reported the estimated the cost for this recount to be approximately \$5,000. He shared a scam alert that was reported to the Central Office and cautioned the public on the importance of reporting any unusual calls to their local police departments.

Personnel

None

Reports of the School Board (02:18:15)

Board members reported on activities and programs they attended. Mr. Bealo and Mrs. Delfino attended the Curriculum and Assessment Committee meeting in addition to the Community Relations Committee meeting with Mr. Collins. Madam Chair Steenson thanked the voters of all four towns.

Correspondence

The correspondence folder was reviewed by the board.

Vendor and Payroll Check Registers

Vendor and payroll registers have been signed by the board.

Other Business

Mrs. Green requested a detailed organizational chart as well as a detailed expenditures report depicting expenditures line item to date. She was instructed to submit these requests to Madam Chair Steenson so all board members will have the

same information.

Motion: Mr. Bealo motioned to enter into a non-public session under RSA 91-A: 3, II paragraph (a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her and (c) matters which, if discussed in public, would likely affect adversely the reputation on any person. Mr. Blair seconded. The board was polled at 10:20 pm:

- **Bealo** **Yes**
- **Blair** **Yes**
- **Collins** **Yes**
- **Delfino** **Yes**
- **Green** **Yes**
- **Mascola** **Yes**
- **Sherman** **Yes**
- **Stenson** **Yes**
- **Ward** **Yes**

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

- **Bealo** **Yes**
- **Blair** **Yes**
- **Collins** **Yes**
- **Delfino** **Yes**
- **Green** **Yes**
- **Mascola** **Yes**
- **Sherman** **Yes**
- **Stenson** **Yes**
- **Ward** **Yes**

The board exited the non-public session at 10:50 pm. No action was taken in non-public session.

Having no further business before the board Madam Chair Steenson adjourned the meeting at 10:50 pm.

Respectfully submitted,

*Nancy Danahy
School Board Clerk*



HUGH O'BRIAN YOUTH LEADERSHIP

EMPOWER • LEAD • EXCEL

2012 ANNUAL REPORT





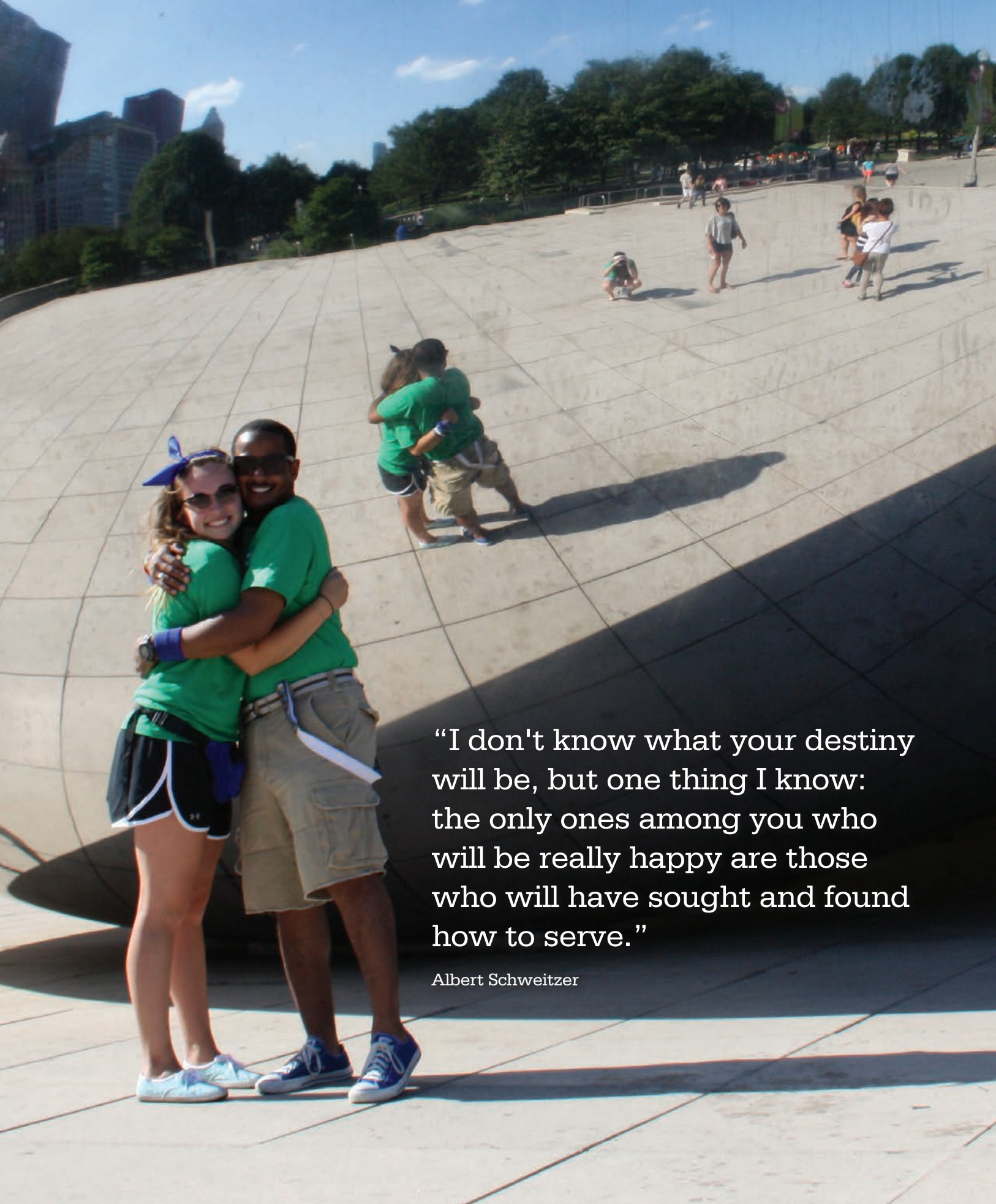
ABOUT HOBY

For over five decades, Hugh O’Brian Youth Leadership (HOBY) has **inspired** young people to make a difference and become catalysts for positive **change** – in their home, school, workplace, and community. As America’s foremost youth leadership organization, HOBY has a long and impressive history of successfully motivating youth and volunteers to outstanding **leadership**.

HOBY's mission is to inspire and develop our global community of youth & volunteers to a life dedicated to leadership, service, and innovation.

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“I don't know what your destiny will be, but one thing I know: the only ones among you who will be really happy are those who will have sought and found how to serve.”

Albert Schweitzer

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Wolters Kluwer
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The Jed Foundation
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PRESIDENT and CEO
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Partner
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JAY FREEBERG

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ERIN MUCKEY

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JOSHUA FORD

Fulbright Scholar

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Goldstein & Fox, PLLC

RHETT WILSON

Assistant Dean
George Mason University's
School of Management

RON GILLET

Bank Operations Manager
State Farm Bank

MINDY MEADS

CEO, LP3 Holdings LLC

DREW MORRISROE

President and CEO
CTN Solutions

OMER AHMED

President, Abaris Capital
Advisors, LLC.

HOBY STAFF

JAVIER LAFIANZA

President and CEO

VICKI FERRENCE RAY

Senior Director of
National Programs

CRYSTAL BOUTIETTE

HR, Development, and
Communications Manager

CHERYL BRENN

Co-Director of National
Programs, Region O
and Director of
International Programs

JOY DESMARAIS-LANZ

Director of National
Programs, Alumni

NOEL ELGRABLY

Development & WLC Asst.

JUDITH MARTINEZ

Finance & Program Assoc.

CHENIQUE MURPHY

Director of National
Programs, H Region

SUNSHINE

NAVARRO SHIVELY

Registration and
Outreach Manager

ROSE SANTINI

Director of National
Programs, Y Region

TAMI SEEGER

Administrative Assistant

KARINA FEDASZ

Finance Consultant

ROBIN GARFIELD

Development Consultant

KEVIN GRACE

Co-Director of National
Programs, O Region

SARA HOLIFIELD

Program Assistant

ADAM OLSEN

IT

SCOTT ROVIN

Graphic Design/
Annual Report

Javier LaFianza

**HOBY President
and Chief Executive
Officer**

Since 2007, as President of HOBY, I have been privileged to witness amazing growth and transformation, in both the organization and tens of thousands of youth leaders. HOBY continues to evolve, creating quality youth programs that inspire our Ambassadors make a difference in the lives of others. HOBY has impacted generations of youth over the last 54 years, and with your help, will continue to do so for generations to come.




Around the world, over 10,000 high school sophomores participate in HOBY leadership seminars, providing them the motivation, inspiration and training to become effective leaders in their communities and beyond. Our Leadership for Service program teaches students the benefits of community service. This year, we reached an all-time high, with more than 2,500,000 hours of service contributed by HOBY alumni. That's an over \$50,000,000 economic impact for our schools, neighborhoods and communities generated by HOBY. An Outstanding return on the HOBY investment!

With over 4,000 volunteers participating annually, HOBY inspires far more people than our Ambassadors. And there is always room for more. You too can volunteer, by becoming a HOBY board member, volunteer speaker, organizer for a local seminar or become involved in our exciting World Leadership Congress this July in Chicago. The personal reward is without measure and will enrich your life for years to come.

I am often asked – how someone can help make a difference today, that will last a lifetime. Supporting HOBY provides life-changing experiences for youth and allows us to continue to grow and serve even more young people. The generosity of our individual, private and corporate partners make it possible for our coveted programming to flourish, and for us to meet the ever increasing demand to provide this incomparable experience and leadership training.

We hope you will share our vision and help us develop young leaders who will go out and change our world. Thanks again for your support and consideration.

A black and white close-up portrait of Al Gore. He is looking slightly to the right of the camera with a thoughtful expression. His right hand is resting under his chin, with his fingers curled. The lighting is dramatic, highlighting the texture of his skin and the contours of his face. The background is a plain, light-colored wall.

“The continued vitality of American business, our communities and our nation is highly dependent upon the knowledge and capabilities of our young people. Hugh O’Brian Youth Leadership (HOBY) nurtures today’s young people into tomorrow’s leaders.”

Al Gore

Former Vice-President of the United States

HOBY Albert Schweitzer Leadership Award Recipient

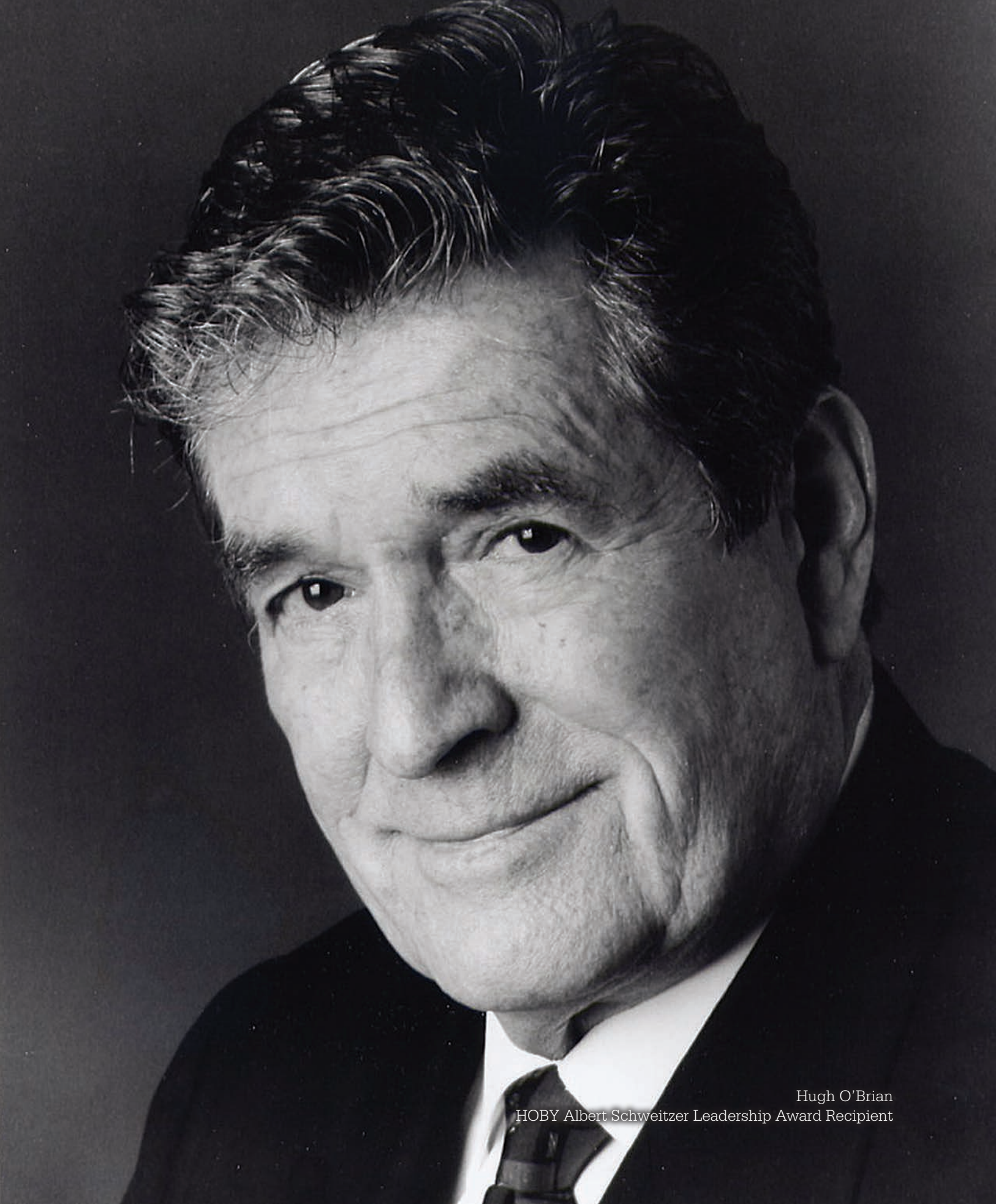
VISION

To motivate and empower individuals to make a positive difference within our global society, through understanding and action, based on effective and compassionate leadership.

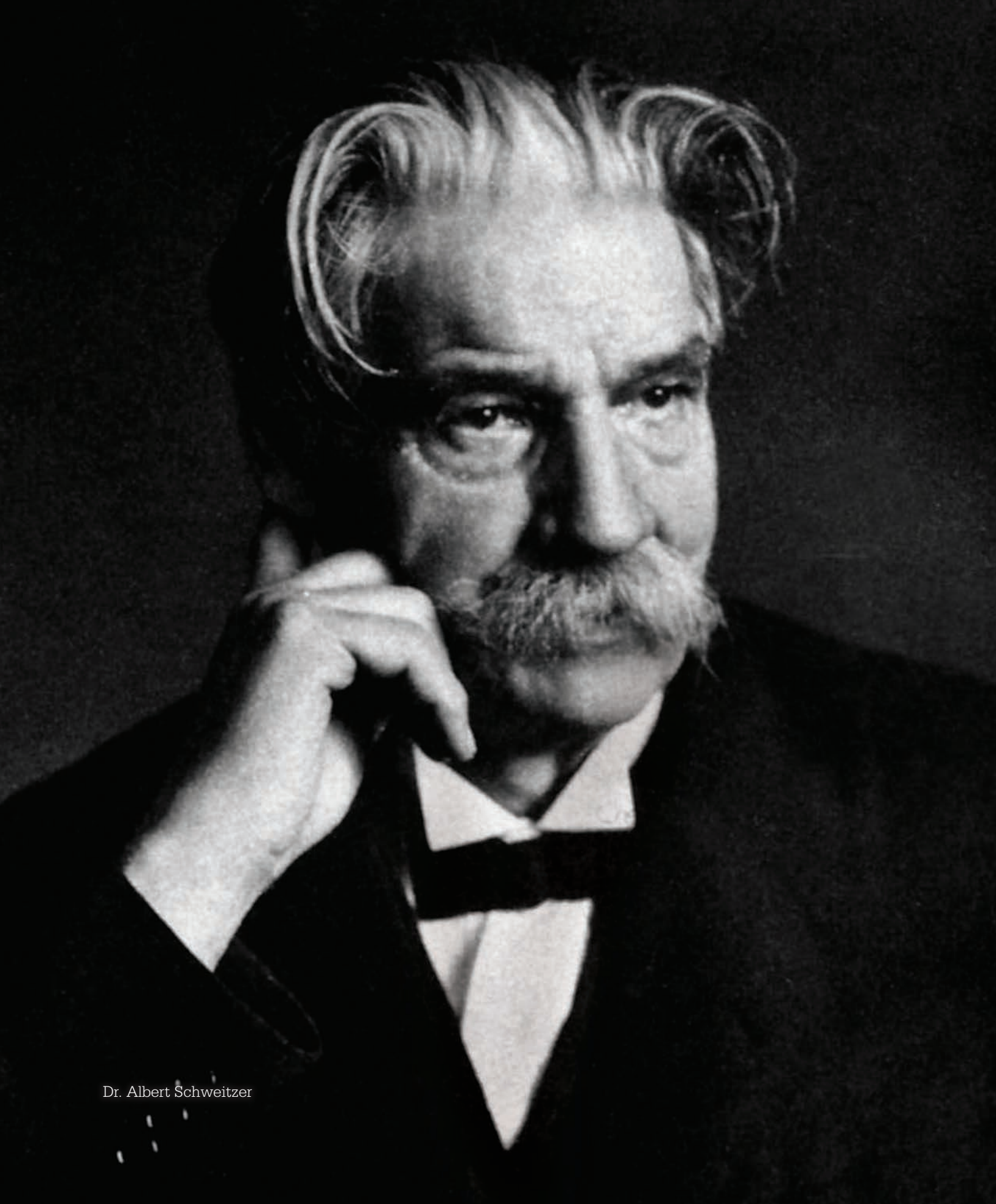
CORE VALUES

- **Volunteerism** – Volunteerism is the heart and soul of our organization. We appreciate the myriad contributions of our volunteers, and recognize the power of thank you and of giving back. We seek to promote and encourage service among our stakeholders. We recognize and value the positive accomplishments that volunteers can achieve by working together. We believe that volunteers are positively impacted by our programs as much as the youth and communities we serve.
- **Integrity** – Integrity forms the foundation of our organization. We demand the highest level of ethics. We grow our organization based on interactions that promote mutual trust and respect with our stakeholders and partners. We strive to ensure the highest level of organizational effectiveness by continually reviewing our programs and processes to improve quality and efficiency.
- **Excellence** – We strive to continually raise our programs and business to new levels of excellence. We encourage entrepreneurship and innovation in business, education, and social responsibility. We develop creative solutions to address challenges and to utilize opportunities. We believe that leadership skills can and should be continually improved and refined.
- **Diversity** – We value and embrace diversity. We seek out views that reflect all walks of life, and reflect those views in our programs. We are sensitive to the special needs and diverse backgrounds of individuals. We give all individuals an equal opportunity to be heard and to benefit from our programs.
- **Community Partnership** – We value community partnerships. We recognize the importance of working with community organizations to strengthen our supportive network. We value the input we receive from our community partners, and strive to work together cooperatively and constructively for the betterment of all.

HOBYS teaches students not what to think, but how to think—**creatively, critically, and compassionately**. Each year, more than 10,000 high school sophomores attend HOBYS leadership programs both across the country and abroad. Almost 100% of these programs are volunteer driven, and 65% of volunteers are HOBYS alumni. Over 400,000 young people have participated in HOBYS programs, and they are making a difference in helping to solve such key issues as poverty, hunger, homelessness, bullying, and disease.



Hugh O'Brian
HOBY Albert Schweitzer Leadership Award Recipient



Dr. Albert Schweitzer

HOBY'S HISTORY

In the summer of 1958, actor Hugh O'Brian received the invitation that would change his life. O'Brian, then 33, was in Winnipeg, Manitoba, parlaying his fame as television's legendary Wyatt Earp into extra income by guest-starring in a rodeo. Then the cable arrived from French Equatorial Africa: renowned humanitarian and 1952 Nobel Peace Prize winner Dr. Albert Schweitzer would welcome him at any time.

O'Brian had long admired the German doctor-missionary-theologian-musician. "I'd read so much about him," he reflects. "He was a great humanitarian who could have done anything he wanted in the world, and there he was in the middle of Africa taking care of people." Within two weeks O'Brian was on his way, by commercial airliner, bush plane and canoe, to the famed hospital that Schweitzer had founded on the banks of the Ogooue River in Lambarene.

The actor spent nine days at the clinic complex where Schweitzer and volunteer doctors and nurses, working without electricity or running water, cared for patients, including many with leprosy.

The doctor was impressed that the young American had taken the trouble to visit him. He shared stories and life lessons with O'Brian each evening. Schweitzer, then 83, was concerned about global peace prospects and was convinced that the United States should take a leadership role in achieving peace. He impressed upon the young O'Brian the urgency for change and how education must teach young people to think for themselves.

It was an unforgettable nine days. And, as O'Brian departed, Schweitzer took his hand and asked, "Hugh, what are you going to do with this?" Two weeks after returning from his 1958 meeting with Schweitzer, O'Brian put together a prototype seminar for young leaders — HOBY. And the rest is living history.

“The most important thing
in education is to teach
young people to think for
themselves.”

Dr. Albert Schweitzer



VOLUNTEERS

Volunteers are the backbone of HOBY. HOBY Volunteers give countless hours of work, ingenuity and passion, to promote HOBY programs, recruit young leaders and raise the funds necessary for a successful event. They are keynote speakers and guest panelists at the HOBY events. Through their companies or organizations, they provide gift-in-kind support and fund student scholarships and program costs for thousands of participating students. HOBY volunteers serve on the boards of HOBY affiliate corporations – providing guidance on planning, marketing, finances, and governance.

TI

The Training Institute is HOBY's annual volunteer training conference and gathers together approximately 150 key volunteer leaders each year from all 50 states and international locations. HOBY volunteers and staff conduct and participate in training, and discuss and exchange ideas on the best practices in leadership training, fundraising and marketing for HOBY's programs, among other topics. The participants return to their home sites with renewed enthusiasm and a clear vision of how to better serve HOBY youth.



HOBY volunteers are responsible for the effectiveness and success of its programs each year. To recognize the volunteers' hard work, HOBY presents awards at the Training Institute. Additional volunteers are reached for professional training through our fall regional training weekends.

"I would like to thank HOBY for investing in today's youth. HOBY empowered me to make a difference in my community. I lead 50 teenage volunteers to fulfill our mission, and together, we excelled by feeding a quarter of a million hungry people and continue doing so every day. That is the power of today's youth."

—**Nate Noss**, Outstanding Young Alumni Award Recipient of 2012

LEADERSHIP FOR SERVICE

Leadership for Service is HOBY's community service program held in conjunction with America's Promise. The program motivates young leaders to take on meaningful roles in their communities. It challenges each HOBY Ambassador to contribute a minimum of 100 hours of community service to be completed within one year after attending their Leadership Seminar. Ambassadors are able to record and track their hours and community service projects on HOBY's web site (www.hoby.org). HOBY has been a member of America's Promise since its participation in the President's Summit in 1997.

Upon completion of the 100 hour challenge each student receives:

- The President's Volunteer Service Award and congratulatory letters from the President of the United States and the Chair and Honorary Co-Chairs of the President's Council on Service and Civic Participation
- Certificate of Recognition from Hugh O'Brian Youth Leadership
- Recommendation letter from HOBY's President and CEO addressed to College Admissions Officer verifying service hours



2,522,704 hours logged
since inception and **21,518**
of those hours were logged
by 2012 Alumni



**HOBY
STATS**

68 Leadership Seminars nationwide

9,790 Registered Ambassadors

505 New Schools registered

3,409 Male Ambassadors (34.82%)

6,381 Female Ambassadors (65.18%)

Total volunteers	3,267
New Volunteers!	1,345
Average volunteers per site	47
BY GENERATION	
Traditionalists	46
Baby Boomers	155
Gen X	434
Millenials	2,637
Average Age of Volunteers	25

WLC (WORLD LEADERSHIP CONGRESS)

8	12	427	96
Days	Countries Represented	Students 311: US 116: International	Volunteers

SOCIAL MEDIA FOLLOWERS

				
17,745	2,034	1,360	New In 2012	New In 2012

HOW WE WORK

HOB Y programs provide youth, with unique leadership training, service-learning skills, and motivation-building experiences. Each program strives to follow the HOB Y motto of teaching young leaders “how to think, not what to think,” thus ensuring that Dr. Schweitzer’s and Hugh’s hope for youth lives on.

Volunteers

HOB Y also provides adults with opportunities to make a significant impact on the lives of youth by volunteering. More than 4,000



committed HOB Y volunteers plan and execute the programs each year. Due to the selfless efforts of volunteers and the contributions of generous donors, nearly 10,000 students participate in HOB Y programs annually.

Alumni

Today, more than 400,000 proud alumni make HOB Y stronger than ever. HOB Y alumni are leaders in their schools and communities, throughout the United States and the world, making a difference for others through service.

PROGRAMS

The **COMMUNITY LEADERSHIP WORKSHOP (CLEW)** is HOB Y’s introductory one-day program for high school freshmen. A typical CLeW is six to ten hours long, with 50-100 freshmen participants, and focuses on leadership as a discipline to be explored and learned. HOB Y CLeW students interact with local community leaders, participate in group activities, and conduct community service projects. CLeWs are organized, developed, and implemented by local business leaders, civic groups, volunteers, and HOB Y alumni.

HOB Y’s flagship program, the **STATE LEADERSHIP SEMINAR (LS)** allows high school sophomores to recognize their leadership talents and apply them in becoming effective, ethical leaders in their home, school, workplace and community. Students attend three- or four-day seminars and participate in hands-on leadership activities, meet leaders in their state, and explore their own personal leadership skills while learning how to make a positive impact in their community. The seminar curriculum is based on the Social Change Model of Leadership and develops leadership from three perspectives: Personal Leadership, Group Leadership, and Leadership for Society.

Since 1968, **HOBYS WORLD LEADERSHIP CONGRESS (WLC)** has been bringing students together from across the globe to discover their potential as leaders. The WLC is open to US HOBY Ambassadors and international students ages 15 to 17. Each year, over 400 students representing up to 20 countries attend this unique week-long international program comprised of keynote presentations, speakers' panels, interactive workshops, field trips, and community service projects. The curriculum is based on the Social Change Model of Leadership and develops leadership from four perspectives: Personal Leadership, Group Leadership, Leadership for Society, and Global Leadership. Students emerge from the WLC as more mature individuals, cognizant of the world around them, and ready to make meaningful contributions to society.

“HOBY really inspired me to be a better person, change the world and have a voice in my community.” —**Christina Giordano**, High Bridge, NJ

The **ADVANCED LEADERSHIP ACADEMY (ALA)** is open to high school juniors and seniors ages 16 to 18. The ALA is a five-day practical and experiential program that provides participants the opportunity to deeply examine their own leadership capabilities. The curriculum is based on the college text *Leadership for a Better World* and explores how students can use their specific individual abilities to organize and lead a service or social entrepreneurship project to address societal issues and create meaningful change. Participants meet other successful youth who have led service projects and started nonprofits and businesses. HOBY alumni are encouraged to bring their friends to share the HOBY experience. ALA students leave the program with a practical action plan to pursue in the year following their ALA experience. Support is provided to students after the program to coach them through their project implementation and success.

To learn about and experience other cultures, the **INTERNATIONAL TOURS PROGRAM** takes high school and college students from across the country on an eight or nine day tour to some of the world's most exciting and historic destinations. This program includes guided tours by professional tour directors, practical travel lessons, international service experience, and foreign language introduction, and is operated by HOBY staff and HOBY trained chaperones. HOBY Alumni, siblings, and friends are invited to participate in this program

CASE STUDY

Khalil Coffield

Dallas, Texas

2011



Khalil's story is one of hope. After learning about HOBY through his Big Brothers Big Sister program, Khalil attended both his local HOBY seminar and the WLC in Chicago. Afterwards, he decided to change a lot about himself and try to make a difference using the tools he had learned at HOBY. Inspired by Megan Meier's story, he started the anti-bullying organization called "Don't Lose Hope" for the prevention of suicide of bullied teens by spreading a message of hope and love. Having been bullied to the point of attempting suicide himself, Khalil continues to use his voice to speak for teens that are afraid to speak for themselves.

“HOBY has been such a wonderful experience for me and I tell myself every day that I wish I could go back just for a day. HOBY plays a big role in my everyday life and it will be in my life and heart forever.”

CASE STUDY

Allyson Brown

Florida 2006



Inspired by HOBY, Allyson organized a school dance and donated the proceeds to Malaria No More. They made her idea an international fundraising campaign named Stayin' Alive, which is now in 250 schools in 44 states and 5 countries. This is their flagship program. Allyson's grassroots effort continues to motivate teens around the world and has saved more than 15,000 lives to date. President George W. Bush awarded her the Dragonfly Award in April 2008.

“I believe that by getting knowledge out...about malaria and raising money for bednets in a fun, engaging way, students will want to help and feel part of something bigger than themselves.”



Donation
SAFE A LIFE

For Cancer
research!

HOBY
LEADERSHIP CONGRESS
CONFERENCE BADGE
GUEST
11/20/11-12/01/11

IT'S
TIME.
VIEW

HOBY
LEADERSHIP CONGRESS





“Our country has some big and exciting challenges ahead, with some tough choices. Hugh O’Brian Youth Leadership (HOBY) offers a program for our youth to prepare for these challenges and presents them with the opportunity to put their stamp on history.”

Elizabeth Dole

Former United States Senator, North Carolina

HOBY Albert Schweitzer Leadership Award Recipient

**OFFICIAL
COOPERATING
ORGANIZATIONS**

2011-2012

These civic organizations have chosen to give their endorsements and/or support to HOBY on a national level because their goals and purposes are closely aligned with HOBY's.

Academy of Business Leadership
Albert Schweitzer Leadership
for Life (ASFLL)
Alex's Lemonade Stand Foundation
America's Promise—
The Alliance for Youth
American Association of
School Administrators (AASA)
American International
Education Foundation
Big Brothers Big Sisters
College Options Foundation
The Congressional Award
EF Tours
Festival of Children Foundation
Foundation for Teaching Economics
General Federation of Women's
Clubs (GFWC)*
Hong Kong Union for Young Leaders
International Association of Lions Clubs*

Korea Toynebee Corp LTD.
Military Order of the World Ward (MOWW)
National Association of Secondary
School Principals (NASSP)
National Catholic Educational Association
National PTA
Nestle Best in Youth
Optimist International
Oxfam International
Points of Light Foundation/
Hands on Network
Premier College Guidance
Riordan Volunteer Leadership
Development Program
Saceda Youth Lead
United States Junior Chamber of Commerce
Young Marines

* SERVICE ORGANIZATIONS – These civic organizations have also made vital contributions to furthering HOBY's mission, but do not currently hold a memorandum of agreement with HOBY International.



HOBY AS A NON-PROFIT ORGANIZATION

Hugh O’Brian Youth Leadership is a not-for-profit tax-exempt organization recognized under section 501(c)(3) of the United States Internal Revenue Code and has been designated as a “public charity” under section 170(b)(1)(A)(VI) and 509(a)(1) of the Code.

**STATEMENT
OF FINANCIAL
POSITION**

July 31, 2012

ASSETS:

Cash and cash equivalents	\$329,821
Contributions, receivable, pre-pays and other assets	\$61,546
Certificates of Deposit	\$726,490
Endowment assets	\$344,012
Office Equipment	\$50,079
Total Assets	\$1,577,694

LIABILITIES AND NET ASSETS

Total Liabilities	\$803,639
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NET ASSETS:

Total unrestricted net assets	\$1,577,694
Permanently restricted - endowment	\$88,000
Total Net Assets	\$686,055
Total Liabilities and Net Assets	\$1,489,694

**STATEMENT
OF ACTIVITIES**

REVENUE, GAINS AND SUPPORT:

State Leadership Programs	\$1,228,199
World Leadership Congress	\$593,985
Contributions & grants	\$41,936
Investment income	\$18,644
Other	\$11,041
Total revenue, gains and Support	\$2,190,939

EXPENSES:

Program Services	\$1,987,939
Management and General	\$183,718
Fundraising and Development	\$154,446
Total Expenses	\$2,326,103
Change In Net Assets	(\$135,164)
Net Assets, Beginning Of Year	\$821,219
Net Assets, End Of Year	\$686,055

DONORS

Benefactor (\$20,000 - \$100,000)

Skadden, Arps, Slate,
Meagher & Flom, LLP
Southwest Airlines

Dean (\$10,000 - \$19,999)

Deloitte & Touche LLP
Manatt, Phelps & Phillips
News Corporation Foundation

Mentor (\$2,500 - \$9,999)

Allen & Company, LLC
Alliant Techsystems
Operations, Inc.
Alvarez & Marsal
Holdings, LLC
Black Diamond Ventures
Management Company, LLC
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Mr. Thomas Boggs
Mr. John Wm. Butler
BWD Group
Comcast Corporation
Comcast Spectacor Charities
Comerica Bank - California
Covington & Burling LLP
CVS Corporation
Daniel & Joanna S. Rose Fund,
Inc.
Disc Marketing, LLC
Mr. Ron Gillet
Goldin Associates, LLC
Kroll Zolfo Cooper LLC
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Mr. Jason Lewis
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& Liddell LLP
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National Football League
Nestle USA, Inc.
O'Melveny & Myers
Proskauer Rose LLP
Saddleback College
The Segal Company
Sitrick Brincko Group, LLC
Verizon Foundation
The Wendy's Company

Richard Winters

Scholar (\$1,000 - \$2,499)

Bank of America Corporation
Matching Gifts
Mr. Brian Barr
Build-A-Bear Workshop
World Bearquarters
Combined Federal Campaign
of the National Capital Area
Mr. John Dean
Evercore Partners
Bryan Ezralow
Mr. Philip Francis
Mr. Robert Garfield
Nancy Harahan
HBO
Hollywood American
Legion Post 43
Honeywell International Charity
Matching
Mr. Richard Honiball
Impact Group
Charitable Foundation
JRF Asset Advisors, LLC
Bradley Kendrex
Mr. Mark Murphy
Mr. Thomas Ryan
Dennis Swanson
United Sample, Inc.
Westoaks Commercial, Inc.
Mrs. Martha Wilke Murray
Wilson / Reinhorn
Family Trust
Ms. Rochelle Zimmerman

Sponsor (\$500 - \$999)

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Applied Merchant Systems
Bel Air Investment
Advisors, LLC
Mr. Ted Belinky
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Gifts Program
The Boston Foundation
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The Horizon Foundation
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Ms. Cynthia White-Piper
Mr. Bob Young

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Edward Carroll
Combined Federal Campaign
Gulf Coast
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Hawaii Pacific Area
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Mr. Dale Deardorff
Ms. Laura Dicterow
Michael Donoghue
Ann Drake
Rafael Herrera
KI, Inc.
Mr. Javier La Fianza
Sherri Nelson
Mr. Zhan Okuda-Lim
Ms. Margaret Perrone
Ms. Hyla Rachwal
Michelle Reitcheck
Mr. Brad Roe
Eli Salzman
Mr. Bradley Smith
Barbara Talbott
Mrs. Amanda Walshjain
Mr. Timothy Walshjain
Daniel Weiss

Mrs. Robin Wentworth

Supporters (\$0 - \$249)

Kevin Alcott
Curtis Amen
Jody Ammerman
Bruce Atlas
Bank of America United Way
Campaign
Mr. Nathan Barr
Renee Becker
Ms. Martha Belcher
Ms. Jane Berry
Mrs. Joni Berry
JB Bickel
Jewel Bickford
Thomas Boggs
Raymond Boutwell
Mr. Steve Brabant
Kenneth Brecher
Ms. Jane Briskin
Mrs. Edna Campbell
Paul Christensen
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Ms. Mary Beth Colon
Combined Federal
Campaign Alabama
Combined Federal Campaign
Central Ohio & West Virginia
Combined Federal Campaign
Greater Mississippi
Combined Federal Campaign
Greater North Carolina Area
Combined Federal Campaign
Heartland
Combined Federal Campaign
of Island County
Combined Federal Campaign
of Maricopa County
Combined Federal Campaign
Philadelphia Area
Combined Federal
Campaign Potomac
Combined Federal Campaign
San Angelo Area
Combined Federal Campaign
Southeastern North Carolina
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D.L. Tocco & Associates, Inc.
Michael Davidsen
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The annual report listings recognizes those who have contributed in support of HOBY International in 2012. Every effort has been made to ensure that the list is complete and accurate. If any errors or omissions have occurred, please accept our apologies and call the Development Office at 818.851.3980 X316 to report corrections. Thank You.

Mrs. Joy DesMarais-Lanz
 David Dethrage
 Tracy DiBaro
 Mr. Thomas Dwyer
 April Elliott
 Mr. Greg Farrin
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 Ms. Donna Fife
 Mr. Mike Ford
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 The Centennial Heritage Museum
 Newport Harbor Nautical Museum
 Spirit Cruises
 Arnold Palmer Enterprises
 Santa Barbara Zoological Gardens
 Sierra's Restaurant

Nine O'Clock Players
 Pickwick Ice Center
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 Maverick Events LLC
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 Rubios
 Yard House - Los Angeles, LA Live
 Long Beach Museum of Art
 The Grammy Museum
 Discovery Science Center
 Pacific Resident Theatre
 The Brooklyn Brewery
 Laemmle Theatres
 Petersen Auto Museum
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 The Colony Theatre
 John Anson Ford Ampitheatre
 Santa Anita Park
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 Bradford Renaissance Portraits
 Rowley Portraiture
 TOUCHFITNESS
 The Helping Hand Sales, INC.
 Bradford Renaissance Portraits

CALL TO ACTION

It is only through the generosity of corporations, philanthropists and individuals like yourself that we are able to achieve our mission; to inspire and develop our global community of youth and volunteers to a life dedicated to leadership, service and innovation. If HOBY has inspired you through our actions, success, or Ambassadors, we invite you to get involved either through volunteering, making a financial contribution, or connecting HOBY to your personal and professional network. Working together, we will continue to change the world, one HOBY Ambassador at a time.

FUNDRAISING

Donate Online

Make a difference for youth today with your tax-deductible and secure online donation. Plus, many companies offer matching gift programs that compound employee charitable contributions.

To donate please visit <https://reg.hoby.org/donations/>

Make an In-Kind Donation

As a non-profit organization, HOBY depends on generous in-kind donations to help HOBY operate effectively and efficiently. HOBY accepts donations of goods such as office equipment, computers, water and snacks for our seminars. We also need service donations such as public relations services, legal assistance, and printing.

Albert Schweitzer Leadership Awards Dinners

Help raise money and awareness through our annual dinners in Los Angeles and New York as we honor great leaders who “Empower. Lead. Excel.”

GET INVOLVED

Volunteer

Contribute your expertise and talents to your local HOBY Affiliate, WLC and ALA. Volunteers are critical to the success of HOBY’s programs.

Team HOBY - Official Corporate and College Sponsorship of Youth Leaders

Your company/college can become an “Official Sponsor of Youth Leaders.” HOBY is interested in building relationships with you to help further our mission and explore how we can best support your business goals and objectives.

**WITH
THANKS**

HOBY would like to thank everyone who has contributed so generously to support our organization and our Ambassadors. Without you, HOBY would not exist.

Thank you.

CONTACT

Hugh O'Brian Youth Leadership 31255 Cedar Valley Drive, Suite 327
Westlake Village, CA 91362

Phone: (001) 818-851-3980

Fax: (001) 818-851-3999

Email: HOBY@HOBY.org

WWW.HOBY.ORG



“ I believe every person is created as the steward of his or her own destiny with great power for a specific purpose; to share with others, through service, a reverence for life in a spirit of love.”

Hugh O'Brian
“The Freedom to Choose”



March 11, 2014

TRHS School Board
SAU 55
30 Greenough Road
Plaistow, NH

Dear School Board,

The TRHS Baseball Boosters would like to have a sign sponsorship fundraiser. We will be soliciting sponsorships for \$250 which would allow our sponsor a full 3' x 5' sign with their logo and/or ad jargon. We will also offer a \$100 sponsorship which would allow our sponsor shared space on a 3' x 5' sign with just their logo. Our goal is, but not limited to, 10 \$250 sponsor signs and 1 \$100 sponsor sign. This would be approximately 11 signs all together.

The signs are made of rugged vinyl material and will be put up and taken down for every home baseball game. They will be hung with bungee cords along the fences at the Varsity baseball field.

Attached is an example of what a sponsorship ad would look like. This would be transferred to a 3' x 5' vinyl sign.

The Baseball Boosters board would appreciate your consideration and approval.

Thank You,

Lisa Hall
President
TRHS Baseball Boosters
603-382-5538



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46 Rogers Road, Haverhill, MA 01835

Timberlane Regional School District	Policy Code: KJA
Adopted: 08-18-83 Reaffirmed: 08-08-91 Revised: 02-24-05	Page 1 of 1

RELATIONS WITH BOOSTER ORGANIZATIONS

The Board recognizes that the endeavors and objectives of booster organizations and similar groups can be a valuable means of stimulating interest in an endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to weld together desirable community-school relationships.

Booster-proposed plans, projects, or movements must be evaluated and promoted in light of their stated contribution to the academic, as well as the athletic and musical program of the schools. Careful consideration must be given to the total value of all students, rather than to specific elements such as teams and band participants. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the Board.

Therefore, any plan, project or movement instituted to expand, modernize, renovate or otherwise render maintenance to school controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies, will be presented to the Board in official session for its consideration, comments, evaluation, approval and sponsorship (where required). This must be done before any public announcement is made.

Tentative Seniors Save the Dates

“All dates are subject to change – Final review by SLT scheduled for 4/2/14”

Tuesday, May 13

- **New Hampshire Scholars Day - Concord NH - By invitation only**

Thursday, May 15

- **Fatal Reality** - High School, 9:00 am
- Followed by **Senior Class Meeting** in the Gym – Senior Packets will be handed out.

Friday, May 16

- **Senior Prom** – Atkinson Country Club, 6:00 pm

Tuesday, May 27

- **Senior Class Trip – Odyssey Harbor Cruise – Boston Harbor, 4:30 meet in the Cafeteria**
Dress Code: Boys: Dress pants and collared shirt. Girls: Nice dress or pant outfit. Jeans, athletic shoes and flip flops are NOT permitted. This is a requirement of the Cruise Line.

Thursday, May 29

- **High School Music Awards Night** - PAC Auditorium, 7:00 pm

Friday, May 30

- **High School Drama Awards Night** - PAC Auditorium, 7:00 pm

Sunday, June 1

- **Excellence in Academics Dinner** - Atkinson Country Club 6:00 pm - **By invitation only**

Monday, June 2

- **Senior Athlete Recognition Night** - Atkinson Country Club 6:30 pm

Wednesday, June 4

- **Scholarship Night** - PAC Auditorium 6:30 pm - **By invitation only**

Friday, June 6

- **Last day of regular classes for Seniors**

Saturday, June 7

- **Senior Breakfast - Mandatory for all seniors** - TRHS Cafeteria 8:30 am - 11:30 am
Caps and gowns, yearbook (if pre-ordered and pre-paid) will be given out.

Monday-Wednesday, June 9 - 11 Senior Finals - 90 minute exams

- **Monday June 9 - Periods 2, 3, and 4**
- **Tuesday June 10 - Periods 5, 6, and 7**
- **Wednesday June 11 - Periods 1 and 2**

Thursday, June 12

- **Senior Make-Up Exams** 9:00 am - 11:00 am
- **Mandatory graduation rehearsal** - 11:30 am - 1:30 pm
- **Senior Awards Night** – PAC Auditorium 8:00 pm - **By invitation only**

Friday, June 13

- **Mandatory graduation rehearsal** – 9:00 am - 11:00 am
- **Senior Picnic** - Soccer field 11:00 am – 2:10 pm

Saturday, Tentative June 14 (Date is set by the School Board in May)

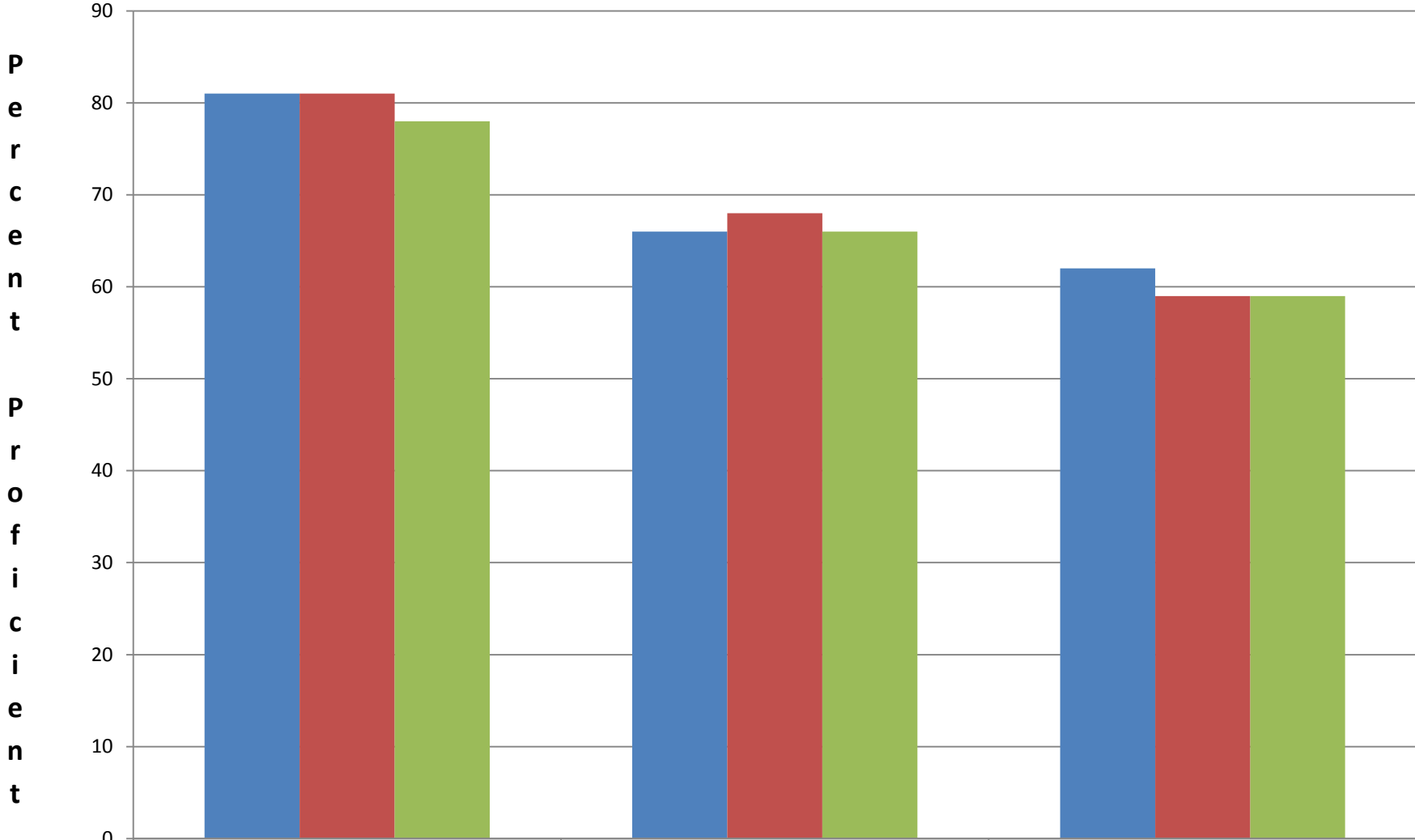
- **Graduation - Football Field - 10:00 am**
Students report to the high school at **9:00 am**

Timberlane Regional School District

2013 NECAP Results

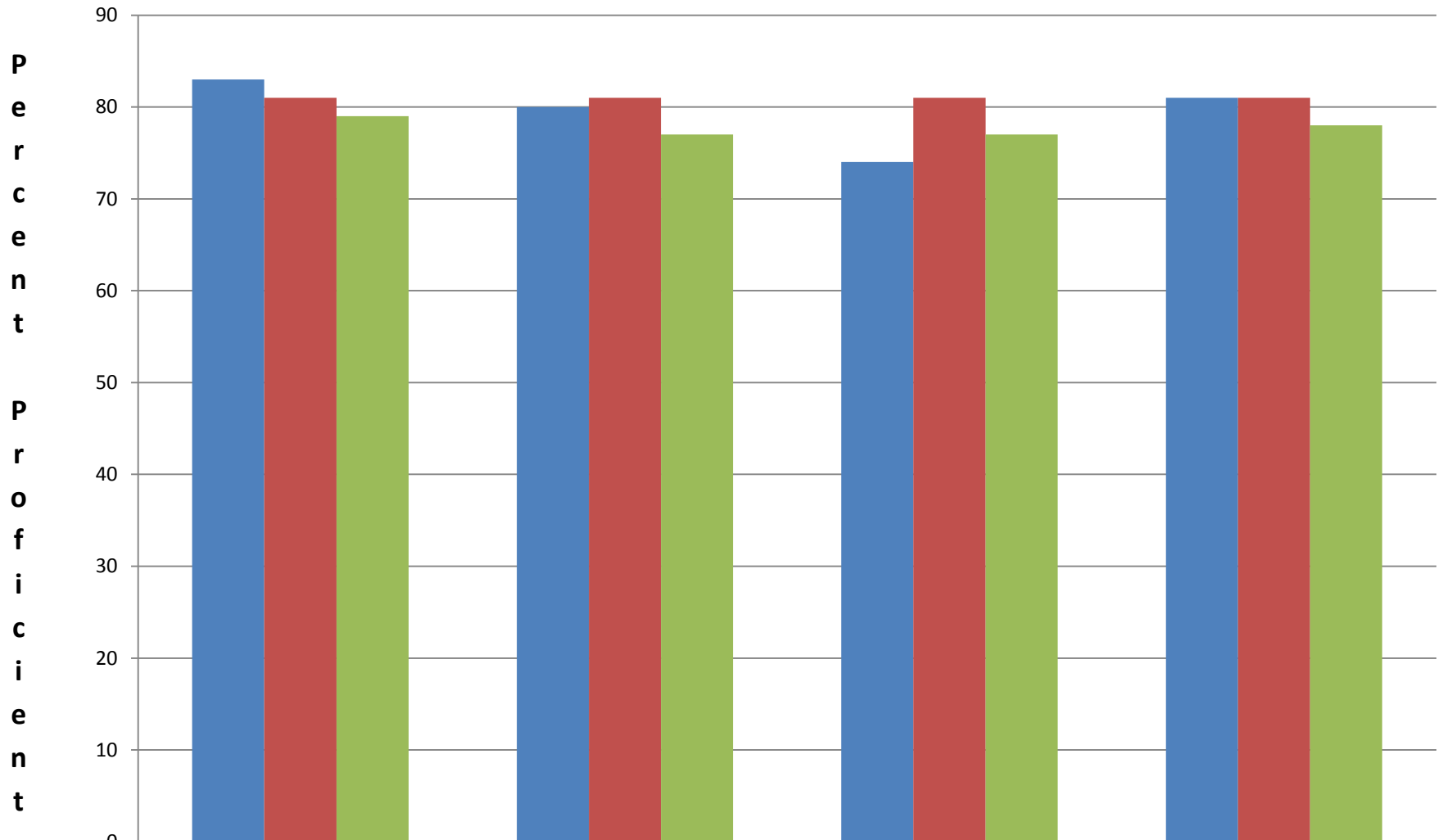
(Test Taken October, 2013)

TRSD: 2013 NECAP Percent Proficient Comparison to the State



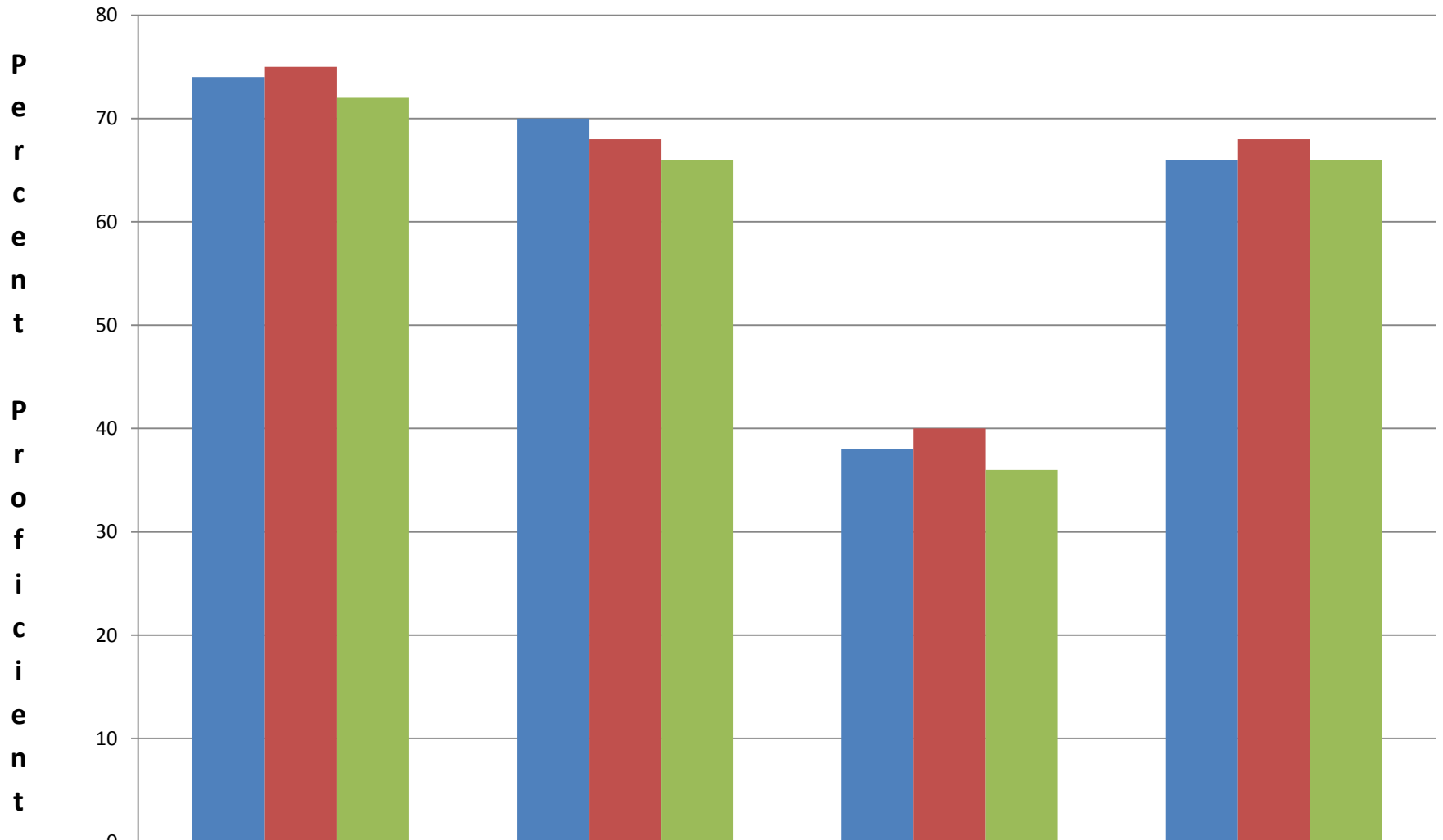
	Reading	Math	Writing
■ Timberlane	81	66	62
■ 2012	81	68	59
■ State	78	66	59

TRSD: 2013 NECAP Reading Results by Level



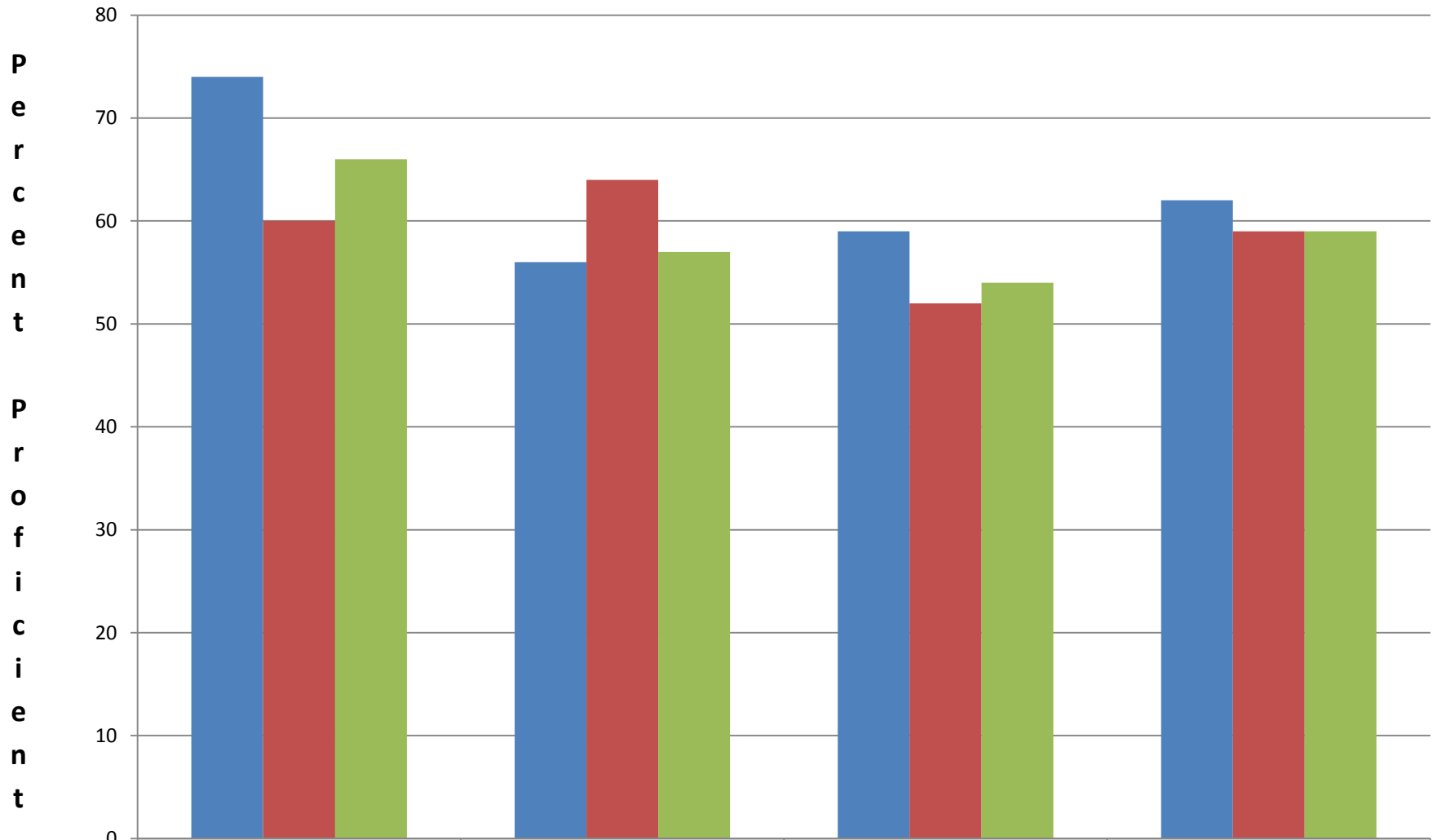
■ Timberlane	83	80	74	81
■ 2012	81	81	81	81
■ State	79	77	77	78

TRSD: 2013 NECAP Math Results by Level



■ Timberlane	74	70	38	66
■ 2012	75	68	40	68
■ State	72	66	36	66

TRSD: 2013 NECAP Writing Results by Level



	Grade 5	Grade 8	Grade 11	District Average
■ Timberlane	74	56	59	62
■ 2012	60	64	52	59
■ State	66	57	54	59

Middle School Class L And Surrounding Schools NECAP Comparison 2013/14

	School	% of Students Proficient (Level 3/4) READING		School	% of students Proficient (Level ¾) WRITING		School	% of Students Proficient (Level 3/4) MATH
1	Hampstead	90	1	Windham	71	1	Windham	83
2	Windham	87	1	Dover	71	1	Hampstead	83
3	Exeter	86	3	Exeter	66	3	Exeter	81
4	Goffstown(Mt. View)	83	4	Londonderry	64	4	Goffstown(Mt View)	76
5	Dover	82	5	Nashua (Fairgrounds)	62	5	Concord (Rundlet)	74
6	Hudson	82	5	Hampstead	62	5	Pelham	74
7	Timberlane	80	5	Seabrook	62	7	Merrimack	73
8	Pelham	79	8	Pelham	61	8	Salem	71
8	Salem (Woodbury)	79	8	Hudson	61		Hudson	69
10	Concord (Rundlet)	77	10	Salem	59		State	69
	State	77		State	57	9	Timberlane	68
10	Londonderry	77	11	Timberlane	56	10	Sanborn	67
12	Nashua(Fairgrounds)	76	11	Nashua (Pennichuck)	56	10	Dover	67
13	Seabrook	74	13	Goffstown (Mt. View)	55	12	Nashua(Fairgrounds)	66
14	Merrimack	72	14	Concord	52	13	Keene	64
14	Keene	72	15	Keene	51	15	Nashua(Pennichuck)	59
16	Nashua (Pennichuck)	71	16	Nashua (Elm St.)	49	16	Rochester	58
16	Sanborn	71	17	Merrimack	48	16	Londonderry	58
18	Rochester	67	18	Sanborn	47	18	Seebrook	56
19	Nashua (Elm St)	63	19	Manch (Hillside)	46	19	Manch (Hillside)	53
20	Manch (Hillside)	59	20	Manch (Southside)	45	19	Manch (McLaughlin)	53
21	Manch (Southside)	58	21	Rochester	40	21	Nashua (Elm St.)	50
22	Manch (McLaughlin)	54	22	Manch (Parkside)	34	22	Manch(Parkside)	48
23	Manch (Parkside)	50	23	Manch (McLaughlin)	28	22	Manch (Southside)	48

- Information taken from NECAP Teaching Year Results for each school

Middle School Class L And Surrounding Schools NECAP Comparison 2012/13

	School	% of Students Proficient (Level 3/4) READING		School	% of students Proficient (Level ¾) WRITING		School	% of Students Proficient (Level 3/4) MATH
1	Exeter	92	1	Exeter	89	1	Hampstead	83
2	Windham	90	2	Hampstead	84	1	Windham	83
3	Hampstead	83	3	Windham	78	3	Exeter	81
3	Dover	83	4	Salem	77	4	Goffstown(Mt View)	76
5	Pelham	82	5	Dover	76	5	Concord (Rundlet)	74
6	Concord (Rundlet)	81	6	Londonderry	72	5	Pelham	74
6	Timberlane	81	6	Nashua (Fairgrounds)	72	7	Merrimack	73
	State	80	8	Nashua (Pennichuck)	70	8	Salem	71
8	Nashua(Fairgrounds)	80	8	Pelham	70		State	69
8	Goffstown(Mt. View)	80	10	Concord	69	9	Timberlane	68
10	Nashua (Pennichuck)	78	10	Hudson	69	10	Dover	67
10	Merrimack	78		State	67	10	Sanborn	67
12	Hudson	77	12	Goffstown (Mt. View)	66	12	Nashua(Fairgrounds)	66
13	Salem (Woodbury)	76	13	Seabrook	65	13	Hudson	64
13	Sanborn	76	14	Timberlane	64	13	Keene	64
15	Keene	74	15	Merrimack	62	15	Nashua(Pennichuck)	59
16	Londonderry	72	16	Manch (Hillside)	60	16	Londonderry	58
17	Seabrook	71	17	Manch (McLaughlin)	58	16	Rochester	58
17	Rochester	71	18	Manch (Southside)	56	18	Seebrook	56
19	Manch (Southside)	64	19	Nashua (Elm St.)	54	19	Manch (McLaughlin)	53
20	Manch (Hillside)	63	20	Keene	53	19	Manch (Hillside)	53
21	Nashua (Elm St)	62	21	Rochester	52	21	Nashua (Elm St.)	50
21	Manch (McLaughlin)	62	22	Sanborn	51	22	Manch(Parkside)	48
23	Manch (Parkside)	48	23	Manch (Parkside)	37	22	Manch (Southside)	48

- Information taken from NECAP Teaching Year Results for each school

Class L And Surrounding Schools Comparison – 2012/13 NECAP % of Students Proficient (Level 3/4)

% of Students Proficient (Level 3/4) READING			% of Students Proficient (Level 3/4) WRITING			% of Students Proficient (Level 3/4) MATH		
1	Goffstown	90	1	Goffstown	62	1	Alvirne	54
1	Exeter	90	2	Exeter	59	2	Windham	53
3	Windham	88	3	Windham	53	3	Exeter	51
4	Merrimack	86	4	Timberlane	52	4	Goffstown	46
4	Salem	86	5	Merrimack	48	5	Merrimack	45
6	Pelham	84	5	Winnacunnet	48	6	Salem	44
7	Keene	83	7	Concord	45	7	Concord	43
8	Concord	81	8	Pinkerton	44	8	Keene	40
8	Timberlane	81	9	Alvirne	43	8	Timberlane	40
10	Alvirne	78		State	41	8	Winnacunnet	40
10	Pinkerton	78	10	Manch Central	40	11	Pelham	39
10	Sanborn	78	10	Manch Memorial	40	12	Londonderry	38
	State	77	12	Pelham	39		State	37
13	Londonderry	76	13	Keene	38	13	Pinkerton	36
14	Winnacunnet	75	14	Sanborn	37	14	Dover	33
15	Manch Memorial	70	15	Nashua South	36	15	Manch Central	30
16	Dover	66	16	Londonderry	35	15	Spaulding	30
16	Manch Central	63	16	Nashua North	35	15	Nashua South	30
18	Spaulding	62	18	Salem	31	18	Sanborn	29
18	Nashua North	62	19	Dover	26	19	Manch Memorial	25
18	Nashua South	62	20	Spaulding	21	20	Nashua North	22
21	Manch West	50	21	Manch West	20	21	Manch West	18

- Information taken from NECAP Teaching Year Results for each school

Class L And Surrounding Schools Comparison – 2013/14 NECAP % of Students Proficient (Level 3/4)

	School	% of Students Proficient (Level 3/4) READING		Schools	% of Students Proficient (Level 3/4) WRITING		School	% of Students Proficient (Level 3/4) MATH
1	Goffstown	90	1	Windham	75	1	Alvirne	54
1	Exeter	90	2	Goffstown	73	2	Windham	53
3	Windham	88	3	Exeter	69	3	Exeter	51
4	Keene	84	4	Sanborn	63	4	Goffstown	46
5	Merrimack	83	5	Winnacunnet	62	5	Merrimack	45
6	Pinkerton	82	6	Pinkerton	61	6	Salem	44
7	Alvirne	80	7	Timberlane	59	7	Concord	43
7	Winnacunnet	80	8	Merrimack	56	8	Keene	40
9	Salem	79	8	Alvirne	56	8	Timberlane	40
9	Sanborn	79	10	Dover	55	10	Winnacunnet	40
11	Pelham	78		State	54	11	Pelham	39
	State	77	11	Concord	52	12	Londonderry	38
12	Dover	77	11	Manch Memorial	52		State	37
13	Timberlane	75	13	Manch Central	50	13	Pinkerton	36
14	Londonderry	74	14	Keene	49	14	Dover	32
15	Concord	73	15	Nashua South	45	15	Nashua South	30
16	Nashua North	70	16	Pelham	44	15	Manch Central	30
17	Manch Memorial	68	17	Londonderry	43	15	Spaulding	30
18	Manch Central	67	18	Nashua North	42	18	Sanborn	29
19	Spaulding	63	18	Salem	42	19	Manch Memorial	25
20	Nashua South	61	20	Spaulding	34	20	Nashua North	22
21	Manch West	57	21	Manch West	25	21	Manch West	18

Information taken from NECAP Teaching Year Results for each school

Timberlane Regional School District

Driver Education Financial Recap

<u>Year</u>	<u>Student Tuition</u>	<u>State Aid</u>	<u>Total Revenue</u>	<u>Expenses *</u> <i>(excl auto purch)</i>	<u>Net</u>
	<i>YTD 3/11/2014</i>				
2013-2014	53,835	0	53,835	89,555	(35,720)
2012-2013	104,150	0	104,150	143,747	(39,597)
2011-2012	121,396	0	121,396	144,573	(23,177)
2010-2011	105,133	48,750	153,883	166,088	(12,206)
2009-2010	105,032	35,400	140,432	154,359	(13,927)
2008-2009	90,340	34,650	124,990	130,846	(5,856)
2007-2008	73,880	45,150	119,030	136,263	(17,233)
2006-2007	67,940	29,700	97,640	120,242	(22,602)

* Expense do not include employee benefits, auto purchase or auto insurance (niminal).



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: November 6, 2013

MEMO CODE: SP 1-2014

SUBJECT: Paid Lunch Equity: School Year 2014-2015 Calculations

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

School Program regulations at 7 CFR 210.14(e) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: either through the prices charged for “paid” meals or through other non-Federal sources provided to the nonprofit school food service account.

Annual Review of Paid Lunch Revenue

SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity requirement. When the SFA’s average paid lunch price is less than the difference between the current free and paid Federal reimbursement rates, the SFA would be noncompliant and therefore must determine how they will meet the requirement. This may be done by increasing their average paid lunch price or providing funds from non-Federal sources.

Those SFAs that choose to increase the average paid lunch price must increase the average paid lunch price by two percent plus the annual inflation rate. The inflation rate is based on the percentage change in the Consumer Price Index for All Urban Consumers (CPI). The reimbursement rates for School Year (SY) 2013-2014 were adjusted using the CPI for the 12-month period of May 2012 to May 2013. Due to the timing of calculating and issuing the reimbursement rates, the paid lunch equity calculations are based on the inflation rate used for the previous school year’s reimbursement rates. The inflation rates used by SFAs to calculate their paid lunch equity requirements will change from year to year.

For SY 2014-2015

For SY 2014-2015, SFAs must use SY 2013-2014 Federal reimbursement rates and the related inflation rates when calculating paid lunch equity requirements. The Federal reimbursement and inflation rate were issued in a July 26, 2013, Federal Register Notice (78 FR 144). The Notice announced an increase in the reimbursement rate for SY 2013-2014 and provided the inflation rate of 2.27 percent for the increase in rates between SY 2012-2013 and SY 2013-2014.

Therefore, for SY 2014-2015, SFAs which, on average, charged less than **\$2.65** for paid lunches in SY 2013-2014 are required to increase their average price or provide additional non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.27 percent, totaling **4.27** percent.

The Food and Nutrition Service (FNS) will issue an updated version of the PLE tool soon which will include the new reimbursement and inflation rates and account for, if applicable, crediting any amount SFAs increased paid lunch prices above the required level. The PLE tool will also address any shortfall in meeting the PLE requirement and make the appropriate adjustments based on the information that SFAs input from their records. SFAs should also refer to memo SP 39-2011 Revised (<http://www.fns.usda.gov/sites/default/files/SP39-2011r.pdf>) for more guidance on making PLE calculations.

State agencies are reminded to distribute this memo to program operators immediately. SFAs should contact their State agencies for additional information. State agencies may direct any questions concerning this guidance to the appropriate FNS Office.

Original Signed

Cynthia Long
Director
Child Nutrition Division

To: Earl Metzler
Cc: George Stokinger
From: John Fratiello
Date: March 19, 2014
Subject: Meal pricing for FY 14-15

As a follow up to our Whitsons meeting last Thursday, I would like to propose the following meal price increases for the upcoming FY14-15 school year:

Elementary:	Currently \$2.10 – Proposed \$2.25	(7.1% increase)
Middle:	Currently \$2.60 – Proposed \$2.75	(5.8% increase)
High:	Currently \$2.85 – Proposed \$3.00	(5.3% increase)
Adult:	Currently \$3.60 – Proposed \$3.75	

According to the USDA Paid Lunch Equity policy, SFA's must review their paid lunch revenue to assure compliance with the paid lunch equity requirement. For SY 2014-2015, SFAs which, on average, charged less than **\$2.65** for paid lunches in SY 2013-2014 are required to increase their average price or provide additional non-Federal funds to the non-profit school food service account. The amount of the per meal increase will be calculated using 2 percent plus 2.27 percent, totaling **4.27** percent.

These proposed increases will not only ensure that the district is in compliance with the paid lunch equity requirement but will help offset any increase to operating our costs next year.

I have enclosed the "Paid Lunch Equity: School Year 2014-2015 Calculations" memo from the USDA as a reference if needed.

Thank you for your consideration.



Corporate Dining

School Nutrition

Delivered Meals

Vending Services

Residential Dining

Healthcare Services

Gourmet Catering

To: Earl Metzler
 Cc: George Stokinger
 From: John Fratiello
 Date: March 19, 2014
 Subject: Labor recommendations

As we discussed in our Whitsons meeting last Thursday, I feel we can reduce the district payroll expense in some schools based on operational needs (my observations) and by comparing our current meals per labor hour to the industry standard.

I have provided two options; both decrease the number of hours needed by school however the second option provides a greater reduction in payroll costs. The charts below illustrate the current hours worked, proposed hours by school, potential savings and current meals per labor hour vs. the industry standard.



- Corporate Dining
- School Nutrition
- Delivered Meals
- Vending Services
- Residential Dining
- Healthcare Services
- Gourmet Catering

Recommended Labor Reduction - Timberlane - Option 1												
Location	Average daily meals	Daily hours worked - actual	Daily hours - proposed	Daily wages actual	Daily wages proposed	Daily Savings (w/o benefits)	Remaining days April - June	Potential Savings - April - June	Annual Savings (180 days)	Meals per Labor Hour - actual	Industry Standard MPLH	Revised MPLH w/ labor adjustments
Sandown North	150	14.5	12	\$ 225.50	\$ 183.25	\$ 42.25	69	\$ 2,915.25	\$ 7,605.00	10.3	17-21	12.5
Sandown Central	88	14.5	12	\$ 224.00	\$ 181.00	\$ 43.00	69	\$ 2,967.00	\$ 7,740.00	6.1	17-21	7.3
Atkinson Academy	180	17.5	13	\$ 267.50	\$ 200.25	\$ 67.25	69	\$ 4,640.25	\$ 12,105.00	10.3	17-21	13.8
Danville	162	16.5	12.5	\$ 245.00	\$ 194.25	\$ 50.75	69	\$ 3,501.75	\$ 9,135.00	9.8	17-21	13
Total		63	49.5	\$ 962.00	\$ 758.75	\$ 203.25		\$ 14,024.25	\$ 36,585.00			

Recommended Labor Reduction - Timberlane Option 2												
Location	Average daily meals	Daily hours worked - actual	Daily hours - proposed	Daily wages actual	Daily wages proposed	Daily Savings (w/o benefits)	Remaining days April - June	Potential Savings - April - June	Annual Savings (180 days)	Meals per Labor Hour - actual	Industry Standard MPLH	Revised MPLH w/ labor adjustments
Sandown	150	14.5	10	\$ 225.50	\$ 167.85	\$ 57.65	69	\$ 3,977.85	\$ 10,377.00	10.3	17-21	15
Sandown	88	14.5	10	\$ 224.00	\$ 169.00	\$ 55.00	69	\$ 3,795.00	\$ 9,900.00	6.1	17-21	8.8
Atkinson	180	17.5	12	\$ 267.50	\$ 185.70	\$ 81.80	69	\$ 5,644.20	\$ 14,724.00	10.3	17-21	15
Danville	158	16.5	12	\$ 245.00	\$ 187.15	\$ 57.85	69	\$ 3,991.65	\$ 10,413.00	9.8	17-21	13.2
Total		63	44	\$ 962.00	\$ 709.70	\$ 252.30		\$ 17,408.70	\$ 45,414.00			

I am also aware that we need to be sensitive to the impact this will have on our team members. I am currently moving toward Option #1 as staff retire and positions become available. We could also implement changes at any point you would like. In my view the smoothest transition would be at the beginning of the school year and your letters of agreement with the district staff would reflect the new working hours.

Please review at your convenience and let me know if you need any additional information.

Thank you.

g. Evaluations/Merit Pool Transfer information will be forthcoming.

h. Renominations list will be finalized in time for the meeting.

NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION presents Teacher Dismissal and Nonrenomination At Your Fingertips

RSA 189:13 & RSA 189:14-a

I. DISMISSAL OF TEACHERS: RSA 189:13

- “Dismissal” means the termination of a teacher’s contract during the term of the contract; to discontinue a teacher’s employment during the school year for one of the reasons set forth in RSA 189:13.
- School boards may dismiss a teacher if the teacher: (1) is found to be immoral; (2) fails to satisfactorily maintain the competency standards established by the school district; or (3) fails to conform to regulations prescribed.
- Teachers facing dismissal are entitled to: (1) notification of the cause of dismissal; and (2) a full and fair hearing.
- Failure to follow these provisions may result in the teacher being entitled to his/her full salary for the term of the teacher’s contract. RSA 189:14.

II. TEACHERS WITH LESS THAN 5 YEARS EXPERIENCE: RSA 189:14-A,I(a)

- “Nonrenewal” or “nonrenomination” means the termination or discontinuation of a teacher’s employment after the teacher’s contract has expired. This means the teacher will not be offered a new contract for the next school year.
- Teachers who have taught for 1 or more years, but fewer than 5 years in the same school district, must be notified in writing by April 15th that he/she will not be renominated for employment for the following school year.
- Teachers in this category are not entitled to the reason(s) for their nonrenomination or a hearing before the board.
- 2011 amendments to this law “grandfathered” teachers who were on the cusp of receiving “tenure” by stating that teachers who taught for three consecutive years or more in the teacher’s current school district before July 1, 2011 are entitled to the hearing provisions referenced below.

III. TEACHERS WITH MORE THAN 5 YEARS EXPERIENCE: RSA 189:14-a,I(c) and RSA 189:14-a,II

- Teachers who have taught for at least 5 consecutive years in the same school district must be notified in writing by April 15th that he/she will not be renominated for employment for the following school year.
- Such teachers may request a hearing before the school board. The request must be in writing. The Superintendent must receive the request within 10 days of issuing notice of nonrenewal.
- These requirements also apply to teachers who have taught for 3 consecutive years or more in the teacher’s current school district before July 1, 2011. (The “grandfather” clause.)
- The school district is required to: (1) advise teachers of their right to a hearing; (2) advise teachers of their right to ask for the reasons for nonrenomination; (3) hold any hearing requested by a teacher within 15 days of receipt of the request; and (4) issue its decision in writing within 15 days of the close of the hearing.
- These requirements apply to teachers who have taught for 5 consecutive years or more in any school district in the state and has taught for 3 consecutive years or more in the teacher’s current school district; or to teachers who have taught for 3 consecutive years or more in any school district in the state and taught for 2 consecutive years or more in the teacher’s current school district before July 1, 2011. RSA 189:14-a,II(a) and (b).
- “Teacher” means any professional employee of any school district whose position requires certification as a professional engaged in teaching. The term “teacher” shall also include principals, assistant principals, librarians, and guidance counselors. RSA 189:14-a,V.

IV. BURDEN OF PROOF AND STANDARD FOR NONRENEWAL: RSA 189:14-a,IV

- In all proceedings before the school board under this section, the burden of proof for nonrenewal of a teacher shall be on the superintendent of the local school district by a preponderance of the evidence. Except in cases of nonrenewal due to reduction in force, the grounds for nonrenomination and nonreelection shall be determined at the sole discretion of the school board.

NEW HAMPSHIRE SCHOOL BOARDS ASSOCIATION presents Teacher Dismissal and Nonrenomination At Your Fingertips

Page Two

V. HEARING PROCEDURE FOR TEACHER NONRENOMINATION: NH Code of Admin. Rules, Section Ed 204.02

- This rule provides detailed procedures to follow for nonrenomination hearings. (See NHDOE website for details.)

VII. APPEALS PROCESS: NH Code of Admin. Rules, Section Ed. 206.01

- A teacher aggrieved by the school board's decision may either petition the state board of education for review or request arbitration under the terms of a collective bargaining agreement, if applicable, but may not do both.
- The petition must be in writing and filed with the state board within 10 days after the issuance of the board's decision. Upon receipt of such petition, the state board shall notify the school board of the petition for review, and shall proceed to a consideration of the matter.
- Such consideration shall include a hearing if either party requests. The state board shall issue a decision within 15 days. The decision of the state board shall be final and binding upon both parties.
- A petition for review under this section shall constitute the exclusive remedy available to a teacher on the issue of the nonrenewal of such teacher.

VII. GRIEVANCE PROCEDURES: RSA 273-A:4

- No grievance resulting from the failure of a teacher to be renewed shall be subject to arbitration or any other binding resolution, except as provided by RSA 189:14-a and RSA 189:14-b. Any such provision in force as July 1, 2011 shall be null and void upon the expiration date of that CBA.
- However, after the expiration date of that CBA, school boards and teachers' unions may enter into a subsequent agreement that may include arbitration or other binding resolution for teacher nonrenewals. If such grievance procedures become incorporated into a subsequent CBA, those procedures shall become null and void at the expiration of that agreement.
- "Grievance resulting from failure of a teacher to be renewed" means a grievance that challenges nonrenewal, or that seeks reversal or reinstatement from nonrenewal as a remedy.

IX. UNIQUE SITUATIONS YOUR SCHOOL BOARD SHOULD AVOID:

- **Teacher Not Renominated, But Offered Lesser Position.** If a teacher is being offered different employment at a lesser position, he/she is still entitled to a hearing and reasons of nonrenomination, consistent with the provisions outlined above. Petition of Gorham School Board, 121 N.H. 878 (1981).
- **School Board Bias.** A school board may conduct a nonrenewal hearing, absent a showing of actual bias or prejudice. A show of "actual bias" must be present in order to overturn a local school board's nonrenomination decision. Considerations of actual bias include personal animosity towards a particular teacher or having a personal stake in the teacher's employment or nonrenomination. Appeal of Hopkinton School District, 151 N.H. 478 (2004).
- **Failing to grant a teacher a hearing.** If a school board dismisses a teacher and fails to allow that teacher, who has conformed to all valid regulations of the school board, a hearing, then the teacher may recover full salary for the period for which they were originally engaged. Stoneman v. Tamworth School Dist, 114 N.H. 371 (1974).

X. PRACTICE POINTERS:

- Advise teachers of their rights under this statute and provide RSA 189:14-a when issuing the nonrenomination letter.
- School board members should refrain from viewing teacher personnel files until presented with them as evidence at the nonrenomination hearing.
- School board members should not make public comments regarding a teacher's performance until the board has issued its written decisions.
- All collective bargaining agreements and applicable board policies should be reviewed in dismissal or nonrenewal situations to make sure they do not provide requirements beyond what is contained in state law or administrative rules.

TIMBERLANE POLICY COMMITTEE

SECOND READING / ADOPTION

1. IHBH HOMEBOUND INSTRUCTION

- this policy was scheduled for 1st reading for March 6 but was pulled for further review
- revised to reflect district process and relevant laws
- language now includes collaboration of responsibilities and SPED clause

2. ECAC VANDALISM

- last updated in 2008
- proposed change does not alter the language/intent, but does reflect how the policy is implemented at the building level

3. EDCA EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES

- last updated in 2009
- Updated to include all personal electronic devices (not just cell phones)
- proposed change eliminates paragraph that is not needed as the district does not issue phones
- a line was added to help enforce the policy

4. EEAEC STUDENT CONDUCT ON SCHOOL BUSES

- last updated in 2001
- NHSBA proposed
- Outlines district's jurisdiction and protocol for conflict resolution

5. JICC STUDENT CONDUCT ON SCHOOL BUSES

- recommend repealing and referencing EEAEC to eliminate duplicity

6. JG ASSIGNMENT OF STUDENTS TO CLASSES & GRADE LEVELS

- last updated in 2008
- language consistent with NHSBA
- recommend re-affirming

7. JHC STUDENT EARLY RELEASE PRECAUTIONS

- recommend including language to address students who drive themselves to school
- SLT updated procedure JHC-R

8. JICD STUDENT DISCIPLINE AND DUE PROCESS

- added provision to include principal "or designee" and a notation about identified students

TIMBERLANE POLICY COMMITTEE

- added statement regarding students with disabilities

9. JKB DETENTION OF STUDENTS

- last updated in 2005
- changes made to align with practice
- Also included note regarding the rule of 3: always having 3 people in attendance during detention sessions

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

HOMEBOUND INSTRUCTION

Home or hospital instruction shall be authorized by the Superintendent and/or his/her designee:

1. To any child with a health or physical impairment which, in the opinion of a licensed medical examiner, will cause him/her to be absent from school for more than two consecutive weeks and who school personnel determine can educationally benefit from such a program, ~~or~~.
2. To any child whose educational needs, as determined by a case study and reviewed in a multi-disciplinary staff conference, are most appropriately and effectively met by such a program.
3. *When applicable, the Academic Concussion Protocol will be followed.*

The ~~School Nurse~~ *Guidance Director in collaboration with the school guidance counselor and school nurse* will make preliminary arrangements for students to receive home instruction or school-to-home instruction whenever the need is apparent. When a student is ill with a non-contagious disease or illness under the conditions that would not endanger the health of a home instructor, or when a student has had an accident (broken limb), or an operation, any of which confines him to his home, the services of a home instructor should be arranged as soon as feasible.

~~State law requires that we provide a minimum of two hours per week of instruction must be provided.—For students with disabilities, the provision of New Hampshire Rules for the Education of Children with Disabilities shall apply. Special education related services (PT, OT, SLP, etc.) shall be in addition to academic instruction.~~

~~This h~~Home instruction ~~program~~ is to be coordinated through the Director of ~~Student~~ *Pupil Personnel* Services.

~~In situations in which a student has sustained a concussion, the Academic Concussion Protocol will take effect.~~

~~Home Education may be authorized by the School Board in those instances where the parent or guardian has met all the criteria as established by the State Department of Education on Home Education. This program is administered by the Assistant Superintendent.~~

Timberlane Regional School District	Policy Code: ECAC
Adopted: 10-07-99 Revised: 10-16-08 Revised:	Page 1 of 1

VANDALISM

Vandalism is defined as the willful damaging, destruction or defacing of school-owned property.

This definition also applies to any deliberate tampering with or misuse of district computer network services or equipment. It shall also include the willful damaging, destruction or defacing of property used by the school district in conjunction with related services such as school buses, on field trips, and other school-sponsored events that may occur off-campus.

Students found to have vandalized school property will face discipline in accordance with applicable Board policies. *If vandalism is significant the building principal will report the act of The Building Principal is authorized to report such acts of vandalism to local law enforcement authorities. the central office and the Superintendent will determine the reporting needed as mandated by the Safe Schools Act.* Additionally, the District may seek financial reimbursement from either the student(s) or the students' parent/legal guardians for such damage caused.

If the vandalism is caused by someone other than a student of the District, the District may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the Building Principal shall:

1. Identify the students involved;
2. Notify the students' parents/legal guardians;
3. Decide upon disciplinary and/or legal action;
4. Take any constructive actions needed to guard against further student misbehavior; and
5. Seek appropriate restitution.

Students and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.

Timberlane Regional School District	Policy Code: EDCA
Adopted: 01-08-09 Revised:	Page 1 of 1

EMPLOYEE USE OF ~~CELLULAR TELEPHONES~~ *PERSONAL ELECTRONIC DEVICES*

~~District-owned cellular telephones and other devices will be used for authorized District business purposes, consistent with the District's mission and goals. Personal use of such equipment is prohibited except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the District.~~

Use of Personal Cell Phones and Communication Devices

Employees are strongly discouraged from using their personal ~~cell phone~~ *electronic devices* during the school days *for business unrelated to school*. When necessary, employees may use their personal ~~cell phones~~ *electronic devices* and similar communication devices only during non-instructional time. In no event shall an employee's use of ~~a~~ *an cell phone* ~~electronic device~~ interfere with the employee's job obligations and responsibilities.

Emergency Use Exception

~~Students and staff are encouraged to use any available cellular telephone in the event of an emergency that threatens the safety of students, staff or other individuals.~~

~~A school bus driver is prohibited from operating a school bus while using a cellular telephone except: (1) during an emergency situation; (2) to call for assistance if there is a mechanical breakdown or other mechanical problem; (3) when the school bus is parked.~~

<p>Timberlane Regional School District</p>	<p>Policy Code: EEAEC</p>
<p>Adopted: 01-01-83 Reaffirmed: 06-06-91 Revised: 05-02-96 Revised: 10-07-99 Revised: 09-20-01 Revised:</p>	<p>Page 1 of 2</p>

STUDENT CONDUCT ON SCHOOL BUSES

Students using District transportation must understand that they are under the jurisdiction of the school from the time they arrive at the bus stop, until they exit the bus stop.

Pupils transported in a school bus or similar school district vehicle shall be under the authority of the District and under control of the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a pupil to be denied the privilege of transportation in accordance with the regulations of the Board.

The driver of the bus shall be held responsible for the orderly conduct of the pupils transported.

The Superintendent or his/her designee will develop rules and regulations for conduct on buses and these shall be printed in the Parent-Student Handbook.

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the Student Transportation policies shall direct that request first to the SAU Transportation Coordinator. If the parent is not satisfied by the ruling of the SAU Transportation Coordinator, he or she may appeal the ruling within five days to the Transportation Committee. If the parent is again not satisfied by the ruling, he or she may appeal to the Superintendent within the next five-day period. As a last appeal, the parent may request to appear before the School Board.

Legal References:

RSA 189:9a, Pupils prohibited for Disciplinary Reasons

~~Students are under the jurisdiction of the School District from the time they arrive at a school bus stop in the morning until they exit the school bus stop in the afternoon.~~

~~The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal.~~

~~The Superintendent or his representative is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to reasonable rules and regulations promulgated by the School Board. Parents of children, whose pattern of behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance~~

Timberlane Regional School District	Policy Code: EEAEC
Adopted: 01-01-83 Reaffirmed: 06-06-91 Revised: 05-02-96 Revised: 10-07-99 Revised: 09-20-01 Revised:	Page 2 of 2

~~with the student discipline code. Any suspension which lasts beyond twenty school days must be approved by the School Board. Suspension shall not begin until the next school day following the day notification of suspension is sent to the pupil's parent or legal guardian.~~

~~The parent or guardian of a pupil who has been denied the right to ride a school bus for disciplinary reasons for more than ten (10) days, may appeal the suspension to the School Board. Such appeals shall be in writing and shall be sent to the Superintendent of Schools.~~

~~Until the appeal is heard or if the suspension of the pupil's right to ride the school bus is upheld, it shall be the parent or guardian's responsibility to provide transportation to and from school for that pupil for the period of suspension.~~

See also policy JICG.

<p>Timberlane Regional School District</p>	<p>Policy Code: JICC</p>
<p>Adopted: 01-01-83 Reaffirmed: 06-06-91 Revised: 05-02-96 Revised: 10-07-99 Revised: 09-20-01 Revised: 04-03-08</p>	<p style="text-align: center;">—Page 1 of 1 REPEALED</p>

STUDENT CONDUCT ON SCHOOL BUSES

~~Students using District transportation must understand that they are under the jurisdiction of the School from the time they board the bus until they exit the bus.~~

~~Students transported in a school bus shall be under the authority of the District and under control of the bus driver. The driver of the bus shall be held responsible for the orderly conduct of the students transported. Each driver has the support of the Board in maintaining good conduct on the bus.~~

~~Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reasons for a student to be denied the privilege of transportation in accordance with the regulations of the Board. If a student is to lose the privilege of riding the bus, advance warning will be given, except for extreme misconduct.~~

~~The Superintendent or his/her designee will develop rules and regulations for conduct on buses, and these shall be printed in a district publication, and made available in another language or presented orally upon request.~~

~~See also policies EEA, EEAEC, & JIC.~~

Legal Reference:

- RSA 189:6-a*
- NH Code of Administrative Rules, Section Ed. 306.04(d)(1)*
- NH Code of Administrative Rules, Section Ed. 306.04(f)(4)*

Appendix JICC-R Repealed by the Timberlane Regional School Board on _____. See policy EEAEC.

Timberlane Regional School District	Policy Code: JG
Adopted: 04-03-08 Re-affirmed:	Page 1 of 1

ASSIGNMENT OF STUDENTS TO CLASSES & GRADE LEVELS

Students will be enrolled in grades and classes in which they can be expected to master established district instructional and learning objectives. All students who are included under the compulsory attendance law must be enrolled and required to attend all classes prescribed by the state and the district unless exempt by the school authorities.

Students will be placed in the grade level and class that best meets the student’s academic needs, after consultation between the building principal and the student’s parent/guardian.

Students transferring into the school district will be placed in the grade level and class that best meets the student’s needs, after review of the records from the student’s prior school, and after consultation between the building principal and the student’s parents.

Students receiving special education services will be placed in accordance with applicable laws.

The decision of the building principal regarding student placement may be appealed to the Superintendent, and then to the School Board. The School Board will give significant consideration to the principal’s and Superintendent’s recommended placement.

Legal Reference:

NH Code of Administrative Rules Section Ed. 302.02(1)

NH Code of Administrative Rules Section Ed. 306:14(e)

Timberlane Regional School District	Policy Code: JHC
Adopted: 07-99 Revised: 04-19-12 Revised:	Page 1 of 1

STUDENT EARLY RELEASE PRECAUTIONS

School district staff will not permit a student to leave school during the school day unless the student is accompanied by the student's parent/guardian, or other person so authorized by the school district and the student's parents/guardians. *Students who transport themselves to and from school may be released without being accompanied by an adult as long as the student's parent/guardian has provided a signed note.* In all situations, the *building p*Principal *or designee* shall approve the early release.

School officials will presume that each parent has equal authority to exercise rights ~~of visitation, removal of the student from school, the right to inspect and review educational records, and all other rights and privileges extended to parents~~ *to permit a student to leave school during the school day.* Requests from parents asking the school to restrict the release of a student to the other parent will not be honored unless accompanied by a court order or other legally binding document which corroborates the request.

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students.

Appendix JHC-R

Timberlane Regional School District	Policy Code: JHC-R
Adopted: 04-19-12 Revised: 02-19-14	Page 1 of 1

STUDENT EARLY RELEASE PRECAUTIONS

The Principal is authorized to establish additional procedures necessary to ensure the proper and safe release of students. Such procedures must adhere to the following rules:

1. Students will only be released to the parent, guardian, or written designee of the parent or guardian, or to other individuals or agencies as permitted or required by law. Students who transport themselves to and from school may be released without being accompanied by an adult as long as the student's parent/guardian has provided a signed note.
2. The District will release a student to either parent unless the District has a valid court order directing otherwise or unless the parent requesting the release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
3. Independent students must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. The parent or guardian will still be required to enter the school building and sign the student out.
5. If it is determined that a student who is ill or sick should be taken home, the school nurse will contact the student's parent or guardian to arrange for an early release. The school nurse will also notify the Principal or designee.

Timberlane Regional School District	Policy Code: JICD
Adopted: 02-24-05 Revised: 01-03-08 Revised: 09-02-10 Revised: 12-15-11 Revised:	Page 1 of 3

STUDENT DISCIPLINE AND DUE PROCESS

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. Detention means the student's presence is required during non-school hours for disciplinary purposes. The building principal is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school.) Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee disciplining the student or the building principal.
4. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
5. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct or for neglect or refusal to conform to school rules or policies.
6. A restriction from school activities means a student will attend school and classes and practice but will not participate in school extra-curricular activities.
7. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

<p>Timberlane Regional School District</p>	<p>Policy Code: JICD</p>
<p>Adopted: 02-24-05 Revised: 01-03-08 Revised: 09-02-10 Revised: 12-15-11 Revised:</p>	<p>Page 2 of 3</p>

The building principal *or designee* may assign students to detention under the same standard.

Standards for In-School Suspension, Restriction of Activities, and Probation

The building principal *or designee* is authorized to issue in-school suspensions, restrictions of activities, or place a student on behavior probation for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies or is otherwise inappropriate is prohibited.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

1. The building principal *or designee* is authorized to suspend a student for 10 school days or less for gross misconduct or for neglect or refusal to conform to school district policies or rules. The principal *or designee* shall consult with the Superintendent prior to issuing any suspension.
 - A. Pursuant to Ed 317.04(a)(1), a suspension of 10 school days or less shall be considered a “short-term suspension” and may be issued for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school under RSA 193:13,I.
2. The Superintendent is authorized to continue the suspension of a pupil for a period in excess of 10 school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the school board.
 - A. Pursuant to Ed 317.04(a)(2), a suspension in excess of 10 school days shall be considered a “long-term suspension” and may be issued for an act of theft, destruction, or violence as defined in RSA 193-D, or for possession of a pellet paint ball gun or BB gun or rifle under RSA 193:13,II.
3. Any suspension in excess of 10 school days, as described in Paragraph 2 of this Section, is appealable to the school board, provided the Superintendent receives the appeal in writing within 10 days after the issuance of the Superintendent’s decision described in Paragraph 2. Any suspension in excess of 10 school days shall remain in effect while this appeal is pending.
4. Due process standards for short-term suspensions (10 days or less) will adhere

<p>Timberlane Regional School District</p>	<p>Policy Code: JICD</p>
<p>Adopted: 02-24-05 Revised: 01-03-08 Revised: 09-02-10 Revised: 12-15-11 Revised:</p>	<p>Page 3 of 3</p>

to the requirements of Ed 317.04(d)(1).

5. Due process standards for long-term suspensions (more than 10 days) will adhere to the requirements of Ed 317.04(d)(2).

Process for Expulsion

1. Any pupil may be expelled by the School Board for gross misconduct, or for neglect or refusal to conform to District rules or policies, or for an act of theft, destruction, or violence, as defined in RSA 193-D:1, or for the possession of a pellet or BB gun, rifle, or paint ball gun.
2. Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a period of not less than 12 months.
3. The District will ensure that the due process standards set forth in Ed 317.04(d)(3) are followed.
4. The Superintendent is authorized to modify the expulsion requirements of any student on a case-by-case basis.

NOTE: Students with disabilities and/or students receiving special education services will be disciplined in accordance with the student’s IEP and all applicable provisions of the Individual with Disabilities Education Act (IDEA). Discipline matters for students with disabilities will be addressed on a case by case basis by administration. As such, and depending on the disability, consequences set forth in the Code of Discipline may vary or be waived, in whole or in part.

See also policies JI, JIA, JIC, JICC, JICD, JICK

Legal References:

- RSA 193:13, Suspension & Expulsion of Pupils*
- NH Code of Administrative Rules, Section Ed 306.04(a)(3), Student Discipline*
- NH Code of Administrative Rules, Section Ed 306.04(f), Student Discipline*
- NH Code of Administrative Rules, Section Ed 317.04, Standards and Procedures For Suspension and Expulsion of Pupils Assuring Due Process*
- NH Rules for the Education of Children with Disabilities, Part ED 1124, Disciplinary Procedures for Children with Disabilities*

See Appendix: JICD-R

<p>Timberlane Regional School District</p>	<p>Policy Code: JKB</p>
<p>Adopted: 02-24-05 Revised:</p>	<p>Page 1 of 1</p>

DETENTION OF STUDENTS

A school ~~A~~administrator or ~~T~~teacher may detain a ~~S~~student for disciplinary reasons during school hours. Further, a school ~~A~~administrator or ~~T~~teacher may detain a ~~S~~student for disciplinary reasons ~~after-beyond the~~ school hours, ~~provided the parent has been notified of the detention and, in the case of bus Students, arrangements have been made for the Student's transportation home. In cases where transportation is required, Students assigned a detention will be given a~~ 24-hour notice ~~will be given~~ so that transportation may be arranged.

Parents may be asked to arrange for the transportation of the detained ~~S~~student.

~~Detention on one day is to be a minimum of 25 minutes and a maximum of 60 minutes. Detentions on school days may not exceed 60 minutes. Detentions on Saturdays may not exceed 3 hours.~~

Note for school district staff: The rule of three shall apply whereby there shall be a minimum of three people in attendance at all times during detention sessions.

TIMBERLANE REGIONAL DISTRICT COMMITTEES

SCHOOL BOARD/SLT COMMITTEES

The following is a list of School Board/SLT Committees along with their respective mission statement and goals. These committees are subject to the provisions of RSA 91-A and require posting notices of meetings dates as well as the transcription of minutes.

All Board committees are chaired by Board members and attendance by Board members is essential. Reporting back to the Board, with appropriate detail, the issues deliberated and decisions made are the responsibility of the Chair and are expected.

CITIZENS ADVISORY COMMITTEE TO EXAMINE FAMILY, SCHOOL AND COMMUNITY ENGAGEMENT

The mission of the Citizen's Advisory Committee is to conduct studies, identify problems and develop recommendations related to the district's current family, school and community engagement practices. This committee is comprised 12 voting members - 1 parent representative from each district school, 1 community representative from each of the district's 4 towns and 1 district staff member. In addition, the school board will appoint its own non-voting liaison to the committee. The Citizen's Advisory Committee will elect its own chairperson. The target date was to dissolve this committee is December 2013; however, the committee was continued for another year per March 20, 2014 board vote. The committee meets once a month at the high school.

FACILITIES

A board member from each town usually serves on this committee. The purpose is to discuss facilities issues, oversee building projects and make recommendations to the full board about facilities issues. All of the building principals, facilities director, business administrator and a budget committee representative. It meets approximately four times a year. The meetings begin at 8:30 AM at the SAU and last for approximately 1 ½ hours. Members tour all the schools at the beginning of every school year – before the budget process begins – to look at issues that may exist and to get an idea of short and long-term building and space needs.

MISSION

The Timberlane Regional School District Facilities Committee will work collaboratively to make recommendations in order to provide our schools with a physical environment that supports and enhances the delivery of educational services. This environment will be attractive, clean, comfortable, accessible and safe relative to the promotion of all school-related activities. In providing this physical environment, the Committee will consider:

- Maintenance of buildings and grounds.
- Projects for future budget consideration.
- Aesthetically pleasing and welcoming interior and exterior environment.
- Facilities management in the most efficient, economical and timely manner.
- Compliance with internal and external controls and regulations.

SMART GOALS

The Timberlane Regional School District Facilities Committee will meet at least four times during the 2013-14 school year to discuss ways to support the mission of the group. Representation from each school, the School Board, the district Facilities Director and central office will inform the committee of the current state of their respective building and grounds and make recommendations towards continuous

improvement. The Committee will provide the School Board with budgetary recommendations for future consideration.

ENERGY

This is a subcommittee of the Facilities Committee that is focused on implementation of the Energy Conservation Plan and energy savings. Committee meets on an as-needed basis. The SLT membership met once in February 2014.

MISSION

The Timberlane Regional School District Energy Committee will review and make recommendation to the School Board for improved energy efficiency opportunities as it relates to replacing physical equipment, facility improvements and the use of alternative energy sources.

SMART GOALS

The Timberlane Regional School District Energy Committee will meet at least twice a year during the 2013-14 school year to review current and upcoming energy-related needs that support its mission. Additionally, the committee will create an inventory of current energy usage and will invite representatives from alternative energy organizations to inform the committee on viable energy options, including, but not limited to solar, wind, and geothermal.

CURRICULUM & ASSESSMENT

All curriculum and assessment issues are brought to this committee for discussion and input. The committee usually has 2-3 board members, principals, guidance, the pupil personnel director, the curriculum directors, staff, parents, etc. Currently the committee meets on the second Thursday of the month in the SAU board room from 6:30 – 8:00. It is a very active committee with lots of participation from many different members of our educational community.

MISSION

The mission of the Timberlane Regional School District Curriculum and Assessment Committee is to review and recommend all curriculum, curriculum support materials and related assessments to the Superintendent Leadership Team.

SMART GOALS

1. During the 2013/2014 school year, the TRSD C&A Committee will review and recommend district-wide universal screening and progress-monitoring assessment tools to the Superintendent Leadership Team. Evidence of goal attainment will be reflected in the adoption of said tools.
2. During the 2013/2014 school year, the TRSD C&A Committee will review and recommend curricula to ensure proper alignment with the Common Core State Standards by creating and following an established process and set of criteria.

ACTIONS:

1. Come to know and understand all National CCSS documents
2. Set expectations for proposals and presentations that come before the committee
3. Set schedule and process for curriculum revision
4. Come to know and understand "Understanding by Design"

PERSONNEL – Negotiations

This committee is most active during a negotiations year. The board directs this committee to meet if personnel issues arise outside of negotiations. *(Members of this committee during TTA negotiations include: three board members, superintendent and/or assistant superintendent, HR director, other members of the SLT, attorney to represent the board, TTA President and representatives from each school in the district, attorney representing the TTA. All meetings are confidential under RSA 91-A. Since this is a charge of the board, no budget committee member sits on this committee. Members of this committee during TSSU negotiations include 3 board members, superintendent/assistant superintendent, HR director, other members of the SLT, attorney for both sides, TSSU members.)* This committee is scheduled to meet again in 2014 for 2015 TSSU negotiations and again in 2015 for TTA negotiations.

MISSION

The Timberlane Regional School Board/SLT Personnel Committee will work collaboratively with the established staff unions of Timberlane. The priorities of this work will reflect:

- the mission and goals of Timberlane;
- academic excellence; and
- respect for the investment of the local tax payer.

SMART GOALS

1. Create a comprehensive evaluation plan with the Timberlane Teachers' Association that is fair and establishes great respect, improvement and support of both teaching and learning. The target for this work to be accomplished is December 2014 or sooner.
2. Negotiate and bring forward to the Timberlane ballot in March 2014 a contract with the newly formed support staff union (Timberlane Support Staff Union).

POLICY

This committee meets to review and update school board policies. Review of board policies is an ongoing process. This committee meets the 1st Thursday of the month at the SAU from 5:30 – 6:30 PM. No budget committee member sits on this committee.

MISSION

The TRSD Policy Committee maintains existing and creates new district policies. The Policy Committee recommends policies and revisions to the entire TRSD School Board for their approval.

SMART GOALS

GOAL ONE : During the 2013-2014 school year, the TRSD Policy Committee will review district policies to keep current with revisions to NH RSAs, case law and recommendations from the New Hampshire School Board Association and the National School Board Association. The Policy Committee shall review at least 125 district-wide new and revised policies each year and present them before the School Board for ratification. Evidence of goal attainment will be reflected in the ratification of said policies.

GOAL TWO : During the 2013-2014 school year, the TRSD Policy Committee will have the entire catalog of TRSD policies indexed to determine which policies are referenced by any other policy. Such an index will allow the committee to ensure that proposed policy changes or deletions do not negatively affect other policies unknowingly.

GOAL THREE : During the 2013-2014 school year, the TRSD Policy Committee will meet on the first Thursday of each month that the school board conducts its business.

SAFETY

The safety committee meets approximately four times a year to discuss district-wide safety issues, the district risk management plan (in conjunction with our insurance carrier, Primex) and any other safety related concerns. There is a representative from each school, the business manager, board members, facilities director, transportation coordinator, the Dean of Attendance, and a representative from Primex on the regular safety committee. A representative from the fire and police departments, emergency management, local health departments and Rockingham County have also been invited and attend whenever possible or as needed.

MISSION

The Timberlane Regional School District Safety Committee will work collaboratively to make recommendations in order to provide our schools with a safe and accessible environment for student and employees that supports and enhances the delivery of educational services. In providing this safe environment, the Committee will consider:

- Ensure the safety of all our students and employees by consistently monitoring the best available practices.
- Seek safety recommendations from each school's Principal, Facilities Director, Primex³ insurance and other qualified staff in order to maintain the best possible safety practices.
- Review and develop safety practices that help prevent the outbreak of any illness that can be transmitted within our facilities.
- Develop and maintain a current district safety plan. Work with local town governments to establish said district safety plan.
- Maintain a Safety Committee membership that meets the New Hampshire Department of Labor requirements.

SMART GOALS

The Timberlane Regional School District Safety Committee will meet at least four times during the 2013-14 school year to discuss ways to support the mission of the group. Representation from each school, the School Board, the district Facilities Director and central office will inform the committee of the current state of their respective building and grounds and make recommendations towards continuous improvement. The Committee will provide the School Board with safety recommendations for future consideration.

BUDGET / FINANCE (Budget Committee)

This is an elected board with one school board member serving as a liaison to the budget committee to share appropriate information related to budget issues. The budget committee meets on the 2nd and 4th Thursday during the months of *Sept – Dec* preparing the budget for the upcoming fiscal year to be submitted to the voters and ballot. The board member sitting on this committee represents the direction of the board, not the person's personal opinion.

COMMUNITY RELATIONS & LIAISON

This committee was established to improve both conversation and relations between the school board and the local community leaders from the four district towns. There is a representative from each of the towns on the committee. It meets the 3rd Thursday of the month at 6:30 pm at the SAU.

MISSION

The mission of the Timberlane Regional School Board Community Relations Committee is to build relationships between the board and the communities it serves.

SMART GOALS

1. Host a minimum of 3 public outreach events, such as Old Home Day booths, at community locations. COMPLETED BY: August 2014
2. Invite state legislators, selectmen and town managers to informational meetings. COMPLETED BY: June 2014
3. Encourage district administrators and TRSB members to attend town selectmen meetings, especially during district budget preparation. COMPLETED BY: June 2014
4. Develop a list of key groups and community members for district communication efforts and to create a "map" of community constituencies. COMPLETED BY: November 30, 2013
5. Develop a community relations information binder and "elevator speech." COMPLETED BY: December 31, 2013
6. Publish "School Board Notes" newsletter 4 times. COMPLETED BY: 9/23/13, 12/2/13, 2/14/14, 5/19/14

SERESC (Information from the SERESC Web-site) <http://www.seresc.net>

There is a representative from the board who attends 2 meetings per year (fall / spring). The meetings are usually on Thursday from 4:30 – 5:30 PM. The Chair usually appoints a representative and an alternate. The South Eastern Regional Education Service Center (SERESC), Inc. was established in 1974 to help school districts in southeastern New Hampshire meet a variety of challenges. SERESC pilots innovative practices and creativity, technological sophistication and professional development that contribute to accountability, improved student learning and excellence in the teaching profession.

SERESC is focused on technology, special education and staff development, with an emphasis on quality and service in each area. Because SERESC is guided and directed by representatives from each member school district, local control is a cornerstone of all SERESC programs. SERESC currently serves a student population of 25,000 plus 2,000 teachers and administrators in forty schools. Some SERESC programs are statewide, touching virtually every school district in New Hampshire and benefiting students and families throughout the area.

NHSBA DELEGATE

There is a Delegate Assembly of NH School Boards to vote on resolutions once per year in January. It is a 1/2-day event that takes place on a Saturday. The Chair appoints a delegate and an alternate. The delegate is responsible to vote for the board on the resolutions. The board will give the delegate direction on how to vote but amendments may be made on the floor and the delegate would be responsible to vote for or against a change to a resolution.

STRATEGIC PLANNING / FUTURE PLANNING

The District implements a strategic plan that includes facilities as well as educational needs for the district. The superintendent and board chair establish a strategic planning committee that will include community members, board members, budget committee representation, administrators, students, teachers, etc, who will develop and monitor the plan.

The following are NOT School Board committees but a member of the board serves on each committee. These committees report directly to the Superintendent of Schools. The provisions of RSA 91-A do not apply.

PROFESSIONAL DEVELOPMENT COMMITTEE

There are staff representatives from each school, one para-professional representative, administrator from SAU, and board member. This committee meets the first Tuesday of each month 3:30 –5:00 PM in the SAU boardroom. The committee prepares the professional development day, the professional development manual approved by the state, the guidelines of Common Core Standards, professional development courses and surveys as to what is needed, library, and other professional development as needed. The committee requests a board member to serve.

TECHNOLOGY – PROF. TECHNICAL STUDIES PROGRAM

The District Technology Committee is comprised of staff members from all district schools who represent various disciplines including teachers, curriculum staff, administrators and technology department staff. The purpose of this committee is to research, discuss, and propose ways to implement technology to enhance learning. This task involves effort in many areas and primarily with the District Technology Plan Development. The District Technology Plan is revised on a 3-year cycle. Other committee tasks include assistance and coordination with technology curriculum development, technology professional development, and other technology-related special projects. The committee meets on the 4th Tuesday of the month from 3:30-5:00 PM at the SAU.

TRANSITION COMMITTEE

The Transition Committee meets monthly and is split into two groups (elementary / MS & HS) that come together 2-3 times a year and meet as a full committee. The members are principals, curriculum coordinators, teachers, guidance counselors, and other administrators. They work on activities to support the transition of students from Sandown North to Central, grade 5 to 6, grade 8 to 9 and grade 12 to the workplace or college. The meetings are after school at either Sandown Central or the HS.

VENDOR REGISTER

A board member reviews the registers prior to signing by the board so any questions or the Business Administrator or SAU staff can address concerns. This is not needed in order for the checks to be signed, nor released, but is another set of checks and balances in the monetary aspect of the district.

SLT/BOARD COMMITTEE MEETING DATES FOR 2013-14

Community Relations Committee Meetings (6:30 pm)

<i>September 5, 2013</i>	<i>March 6, 2014</i>
<i>October 3, 2013</i>	<i>May 8, 2014</i>
<i>November 21, 2013</i>	<i>June 5, 2014</i>
<i>December 5, 2013</i>	
<i>January 2, 2014</i>	

Curriculum & Assessment Committee Meetings (6:00 pm)

<i>September 24, 2013</i>	<i>December 17, 2013</i>
<i>October 22, 2013</i>	<i>April 15, 2014</i>
<i>November 19, 2013</i>	<i>May 20, 2014</i>

Facilities Committee Meetings (8:30 am)

<i>September 10, 2013</i>	<i>October 22, 2013</i>
<i>September 12, 2013 (Tour)</i>	<i>February 11, 2014</i>
<i>September 17, 2013 (Tour)</i>	<i>May 13, 2014</i>
<i>September 26, 2013 (Tour)</i>	

Personnel Committee (These meetings are for the purpose of collective bargaining negotiations and are not considered public meetings per RSA 91-A:2.I.(a))

Rob Collins, Chair
Roger Barczak
Rick Blair

Policy Committee Meetings (5:30 pm)

<i>September 5, 2013</i>	<i>February 6, 2014</i>
<i>October 3, 2013</i>	<i>March 6, 2014</i>
<i>November 25, 2013 (3-6pm)</i>	<i>April 3, 2014</i>
<i>December 5, 2013</i>	<i>May 8, 2014</i>
<i>January 2, 2014</i>	<i>June 5, 2014</i>

Safety Committee Meetings (10:00 am)

<i>September 10, 2013</i>	<i>February 11, 2014</i>
<i>October 22, 2013</i>	<i>May 13, 2014</i>

Unless otherwise indicated, these meetings will be held at the Superintendent's Office, 30 Greenough Road, Plaistow, NH. *Please log onto www.timberlane.net or any of our school websites for meeting date updates or location changes. Minutes and agendas for these meetings are available for public viewing at the Superintendent's Office or by logging onto: <https://public.timberlane.net/sau/trsb/default.aspx>

**TIMBERLANE REGIONAL SCHOOL BOARD
COMMITTEE ASSIGNMENTS
2014-2015**

Check Registers

Personnel

Citizen Advisory Committee

Policy

Community Relations & Liaison

Professional Development

Curriculum & Assessment

Safety

Energy

SERESC

Facilities

Strategic Planning

Finance

Technology

General Assembly Delegates

Transition

Legislative Advocate

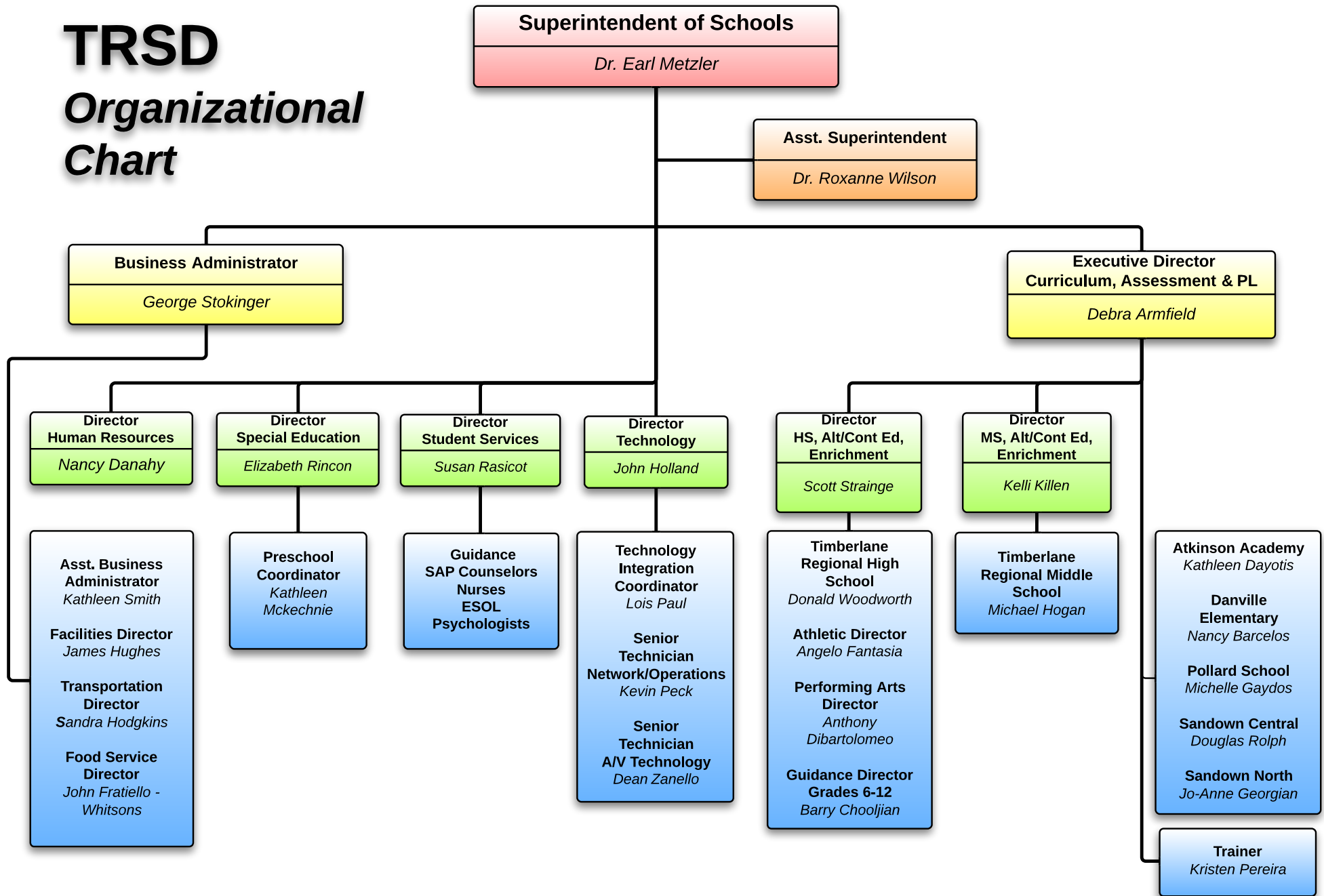
**THE REMAINING ITEMS IN THIS MEETING'S AGENDA
PACKET INCLUDE INFORMATIONAL ITEMS TO BE
REPORTED UNDER ADMINISTRATOR'S REPORT**

NOTE: This report will include up to the minute matters, thus some items that will be reported on will not be available until the meeting.

The following pages were available at the time the agenda packet was disseminated.

TRSD

Organizational Chart



RIGHT TO KNOW REQUESTS

Right to Know requests shall be submitted to the Superintendent's Office in writing (emails are acceptable). Although written requests are not required by law, it is beneficial to both the District and the requester to have documentation of the request.

Pursuant to RSA 91-A and upon receipt of a Right to Know request, the School District shall within 5 business days make such record available, deny the request in writing with reason, or furnish written acknowledgement of the request and include a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

Materials and/documentation produced to fulfill a Right to Know request shall be subject to a charge \$.50 per page (only hardcopies will be produced; no electronic copies will be provided) and shall be picked up at the Superintendent's office during normal business hours.



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

March 28, 2014

Dear Timberlane Parents:

The Timberlane Regional School Board reviewed policy DO: Food Service Meal Account Balances and have made some changes. I am writing to inform you of these changes which you can read under Policy DO and Procedure DO-R.* **As of April 14th, service fees associated with using the Nutrikids online payment system will no longer be paid by the district, but will be paid by the parent/guardian.** This is similar to a transaction fee that banks charge for using an ATM.

School administrators are authorized to monitor students who maintain negative balances. If a student's account balance is in deficit of \$20.00 or more, the school will contact the student's parents/guardians. Repeated or consistent negative balances may result in a parent/guardian meeting with school administration. A "Free and Reduced Price School Meals Family Application" will be offered to the parent / guardian. If a negative balance continues with no payments, the district may involve a collection agency in the process.

The District will make every effort to collect lunch balances that are owed to them. Elementary and Middle school students, who have a negative balance of \$20.00 or more, will be allowed to receive the standard qualified meal, but will not be allowed to purchase a la carte items without cash. **After 2 attempts of trying to recover the debt from parents/guardians, the administration is authorized to shut off meal charging privileges to elementary, middle, and high school students, and the parents/guardians must provide a bagged lunch from home, or provide cash for their child's lunch.** Parents will be notified before this action is taken.

Please be assured that the District will make every effort to work with parents in resolving bad debt situations. Financial hardships do occur, and each situation is reviewed on a case by case basis. During this time, communication with district administration is essential.

Sincerely,

Roxanne Wilson, Ed.D.

Dr. Roxanne Wilson

Assistant Superintendent

*Policies are found at the Timberlane Regional School Board website

<https://public.timberlane.net/sau/trsb/default.aspx>

click on Policies & Procedures under the Documents folder in the left box

click on Section D, Fiscal Management and scroll to the last document: DO Food Service Meal Account Balances

*Procedures can be found at the Timberlane Regional School Board website

<https://public.timberlane.net/sau/trsb/default.aspx>

click on Policies & Procedures under the Documents folder in the left box

click on Procedures and Policy Addendums Folder, the second from the top folder

click on Section D Fiscal Management Procedures and scroll to the document, DO-R Food Service Meal Account Balances