

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, FEBRUARY 20, 2014

Regular Meeting - 7:30 PM

Superintendent's Office  
30 Greenough Road, Plaistow, NH

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

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

## AGENDA

1. **Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
  - a. January 9 (rescheduled from ½)
  - b. January 16 PH & Special Mtg
  - c. February 6 DS & Special Mtg
5. **Delegations or Individuals**
6. **Current Business**
  - a. Middle School Soccer Teams Recognition –INFORMATIONAL (10 minutes)
  - b. Fall Sports Recognitions - INFORMATIONAL (10 minutes)
  - c. Coach Recognition – INFORMATIONAL (5 minutes)
  - d. Online Learning/Blizzard Bag Day Update – INFORMATIONAL (15 minutes)
  - e. School Calendar – ACTION (10 minutes)
  - f. Policies – ACTION (20 minutes)
  - g. Annual Report – INFORMATIONAL/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
February 18	SAU Special Meeting	SAU	7:00 PM
March 6	Regular Meeting	Sand. Central	7:30 PM
March 11	District Voting	Polls	
March 20	Regular Meeting	SAU	7:30 PM
April 3	Regular Meeting	SAU	7:30 PM
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

*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 February 20, 2014 School Board Meeting*

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

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

*Five sets: 1/9, 1/16 public hearing and special meeting and 2/6 deliberative session and special meeting.*

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

### **6. CURRENT BUSINESS**

#### **a. Middle School Soccer Teams Recognition – 10 minutes**

*Board to recognize the boys (20 players) and girls (16 players) middle school B-soccer teams for winning their championships. Certificates to be awarded. Coaches: Susan Howard (girls), Chris Dow (boys). INFORMATIONAL*

#### **b. Fall Sports Recognition – 10 minutes**

*Board to recognize 18 high school athletes for winning All Star Honors. These students are selected by NH coaches of their particular sport. Certificates to be awarded. INFORMATIONAL*

#### **c. Coach Recognition – 5 minutes**

*Board to recognize Coach Behan for being selected as the Eagle Tribune Boys Cross Country Coach of the Year. Certificate awarded. INFORMATIONAL*

#### **d. Online Learning/Blizzard Bag Day Update – 15 minutes**

*Kelli Killen and Scott Strainge to report out on the online learning/blizzard bag day on February 13<sup>th</sup>. Statistics on participation will be forthcoming. INFORMATIONAL*

#### **e. School Calendar – 10 minutes**

*Board to consider adopting 2014-15 and 2015-16 school calendars. TTA reviewed. ACTION*

#### **f. Policies – 20 minutes**

*Michael Mascola to present 19 policies for first reading. ACTION*

#### **g. Annual Report – 5 minutes**

*Board to approve school board's article for 2013 annual report. INFORMATIONAL/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.*

<b>March 6, 2014 – Sandown Central</b>	
Learning Targets	<i>Kristen Pereira 10-15 minutes</i>
Policies	<i>First and second readings</i>
School Board self evaluation	<i>Annual review</i>
School Calendar	<i>If needed</i>
NECAP (tentative)	
CAC Presentation/Survey	

<b>March 20 2014</b>	
Re-organizational Meeting	
School Board Training Options	
Policies	
Safe Routes to School	<i>Sean Fitzgerald/M. Gaydos</i>
Committee Assignments	
Review of Election Results	

<b>April 3, 2014</b>	
Renominations	
Committee Assignments	
School Board Goals	
Set Graduation Date	

### Back-Burner List

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

**TIMBERLANE REGIONAL SCHOOL BOARD**

Atkinson, Danville, Plaistow, Sandown  
New Hampshire

**Re-Scheduled Regular Meeting**  
**January 9, 2014**  
**7:30 PM**

**Superintendent's Office**  
**30 Greenough Road**  
**Plaistow, NH**

**Call to Order**

Chairman Collins called this January 9, 2014 meeting of the Timberlane Regional School Board to order at 7:30 pm. It was noted this meeting was rescheduled from January 2<sup>nd</sup> due to inclement weather.

**Board Members Present**

Mr. Bealo, Mr. Blair, Chairman Collins, Mrs. Delfino, Mr. Mascola, Mr. Morris, Mrs. Steenson, Mr. Ward and Student Representative Ben Militello

**Not in attendance:**

Mrs. Sherman

**Administrators Present**

Dr. Metzler, Superintendent of Schools  
Mr. Stokinger, Business Administrator  
Mrs. Armfield, Director of Professional Learning  
Mr. Strainge, Director of Secondary Education  
Mr. Holland, Director of Technology  
Mr. Pedersen, Academic Dean of Science, Technology, Engineering and Mathematics  
Mr. Flynn, Academic Dean of Business Information, Computer and Technology  
Mrs. Allaire, Academic Dean of Humanities  
Mr. Woodworth, Principal TRHS  
Ms. Widman, Assistant Principal TRHS  
Mr. O'Connell, Assistant Principal TRHS

**Pledge of Allegiance**

Chairman Collins led the assembly in the Pledge of Allegiance.

**Minutes (00:01:32)**

The board reviewed and approved the December 19, 2013 public meeting minutes of the Timberlane Regional School Board. **The minutes were approved by general consent of the board.**

**Delegations and Individuals (00:02:01)**

Chairman Collins welcomed newly appointed Sandown representative to the School Board, Mr. Joseph Morris. Mr. Morris is filling the seat vacated by Roger Barczak.

At 7:32 pm, Chairman Collins then requested a five minute recess to inform the board of the details of the proposed Timberlane Support Staff Union collective bargaining agreement. The meeting resumed at 7:49 pm.

**CURRENT BUSINESS (00:02:36)**

**Timberlane Support Staff Union (TSSU)**

Chairman Collins presented the proposed Timberlane Support Staff Union collective bargaining agreement for the board's consideration. The proposed contract was ratified by the union earlier this day and if approved by the board will be placed on the 2014 warrant for the voter's consideration.

**Motion: Mr. Blair motioned to approve the ratification of the Timberlane Support Staff collective bargaining agreement and include the cost items in the 2014 school district warrant. Mr. Mascola seconded. With no further discussion the motion passed by unanimous vote of (8-0-0).**

**Star Assessment (00:05:50)**

Mrs. Armfield presented recommendations from the Data and Assessment Committee on a universal assessment

and progress monitoring tool. She outlined the STAR assessment measuring tool used for assessment of students. She reported on the continued work of the committee and displayed the details of the assessment tool. She answered questions from the board clarifying the handicapped accessibility of the STAR assessment tool.

#### **Christa McAuliffe Technology Conference (00:37:40)**

Mr. Holland, Director of Technology, presented a summarized the recent contributions and presentations made by staff members at the Christa McAuliffe Technology Conference in December. Dr. Metzler thanked Mr. Holland for his continued dedication to improving the technology of the district.

#### **Program of Studies (00:42:37)**

Mr. Strainge and Mr. O'Connell presented the 2014-15 Program of Studies for consideration of a first reading. They recommended new courses and the reformatting of the product; the Superintendent's Leaderships Team vetted the program and with the board's approval would be effective September of 2014.

**Motion: Mr. Mascola motioned to accept the Program of Studies as presented for a first reading. Mr. Blair seconded. With no further discussion the motion passed by unanimous vote of (8-0-0).**

#### **Policies (00:48:51)**

Mr. Mascola reviewed the policies presented to the board for a second reading and adoption.

- DO Food Service Meal Account Balances
- EFA Food Service Meal Account Balances
- JLCA Physical Examination of Students
- DKA Payroll Procedures
- JH Student Absences and Excuses
- IMBC Alternative Credit Options for High School Graduation

**Motion: Mr. Bealo motioned to approve the second reading and adoption of policies**

- DO Food Service Meal Account Balances
- EFA Food Service Meal Account Balances
- JLCA Physical Examination of Students
- DKA Payroll Procedures
- JH Student Absences and Excuses
- IMBC Alternative Credit Options for High School Graduation

**Mr. Mascola seconded. With no further discussion the motion passed by a vote of 7-0-1 (Mr. Morris abstained).**

#### **Budget/Warrant Articles (00:51:15)**

Mr. Stoking reviewed the proposed draft of the 2014 Timberlane Regional School District Warrant reviewing each article for the board. He outlined the Crab Tree report and provided a history of the kitchen renovations for the elementary schools throughout the district. Sandown Central is in need of kitchen renovations and is presented to the voters in article 5.

**Motion: Mr. Blair motioned to reduce the amount the of the proposed capital reserve amount noted in article 4 by \$50,000 thus reflecting a total of \$350,000. Mr. Morris seconded. With no further discussion the motion passed by vote of (5-3-0 Chairman Collins, Mrs. Steenson and Mrs. Delfino opposed).**

Mr. Stoking stated that \$50,000 from the equipment replacement line item can be used to reduce the amount the taxpayers would need to approve for the Sandown kitchen renovation project in article 5.

**Motion: Mr. Bealo motioned to reduce the amount in article 5 for the Sandown Central Kitchen renovations from \$385,412 to \$335,412. Mr. Mascola seconded. With no further discussion the motion passed by unanimous vote of (8-0-0).**

**Motion: Mr. Mascola motioned to approve moving the revised warrant to the public hearing. Mr. Blair seconded the motion. With no further discussion the motion passed by unanimous vote of (8-0-0).**

#### **School Calendar (01:11:35)**

Dr. Metzler presented a first draft of the proposed 2014-15 and 2015-16 school calendars. They have already been presented to the Timberlane Teachers Association and he is awaiting their feedback. He asked board to review the calendars for discussion and possible action at the February 20, 2014 board meeting.

### **Administrator's Report (01:14:23)**

Dr. Metzler reported on all the schools throughout the district. He wished Mrs. Sherman a speedy recovery, he outlined the timeline for the screening of kindergarteners, he presented the new campus SRO press release, and he outlined the bus protocol for mornings. He thanked the Timberlane staff for their consideration when they assisted Hampstead staff during a recent Hampstead situation. He updated the board on Project Lead the Way (PLTW), Online Learning/Blizzard Bags and midterm/finals schedules.

### **Personnel (01:51:05)**

Dr. Metzler recommended accepting the retirement requests of:

- Karen Medeiros TRMS Mathematics (17 years with the district)

**Motion: Mr. Mascola motioned for accept the retirement requests for:**

- Karen Medeiros TRMS Mathematics (17 years with the district)

**Mr. Ward seconded. With no further discussion the motion passed by a unanimous vote of 8-0-0.**

Dr. Metzler recommended the nominations of

- Meagan Morgan Sandown North Speech Language Pathologist

**Motion: Mrs. Delfino motioned for approve the nomination of:**

- Meagan Morgan Sandown North speech Language Pathologist

**Mr. Mascola seconded. With no further discussion the motion passed by a unanimous vote of 8-0-0.**

### **Reports of the School Board (01:53:39)**

The board members reported on activities and programs they attended. Mr. Mascola and Mr. Bealo both attended the meeting of the Policy Committee. Mr. Ward chaired the Energy Committee meeting and informed the board of the committee's mission and smart goals. Chairman Collins reported the on the Personnel Committee's ratification of the Timberlane Support Staff Union proposed collective bargaining agreement and he attended the Community Relations Committee meeting.

Mrs. Delfino updated the board on the progress of the School Board Notes and requested up to \$2,000 for the printing and mailing of the January 2014 edition.

**Motion: Mr. Mascola motioned to approve up to \$2,000 for the printing and mailing of the 2014 edition of the School Board Notes. Mrs. Steenson seconded the motion. With no further discussion the motion passed by vote of 7-0-1 (Mr. Blair abstained).**

### **Correspondence**

There were no documents for review.

### **Vendor and Payroll Check Registers (02:01:27)**

Vendor and payroll registers have been signed by the board.

### **Other Business**

Having no further business before the board Chairman Collins adjourned the meeting at 9:50 pm.

Respectfully submitted,

Nancy Danahy  
School Board Clerk

**Timberlane Regional School District Budget Committee**  
**Timberland Regional School Board**  
Atkinson, Danville, Plaistow, and Sandown

Public Hearing on the 2014-15 Proposed Budget  
January 16, 2014

Timberlane Performing Arts Center  
Plaistow, NH

Mr. Spero, the Budget Committee Chair, called the meeting to order at 7:01 p.m.

Budget Committee roll call was taken.

Present: Mr. Spero-Chair, Mr. Grosky, Mrs. O'Neil-Vice Chair, Mr. Francoeur, Mr. Heffernan, Mrs. Rothwell, Mr. Weymouth and Mrs. Green.

Absent: Ms. Gorman

School Board roll call was taken.

Present: Mr. Bealo, Mr. Blair, Mr. Collins, Mrs. Delfino, Mr. Mascola, Mr. Morris, Mrs. Sherman, Mrs. Steenson, and Mr. Ward.

Timberlane Administrators participating: Dr. Metzler, Superintendent and Mr. Stoking, Business Administrator.

The pledge of allegiance was recited.

Mr. Spero stated there had been a request by Ms. Gorman to participate in the meeting by cell phone. Mrs. Green explained she brought with her all the equipment needed for Ms. Gorman to participate electronically. Mrs. Green made a motion and was seconded by Mr. Francoeur to allow Ms. Gorman to participate in the Public Hearing electronically. Vote: Two in favor, Mrs. Green and Mr. Francoeur. Six voted against. The Motion fails.

Dr. Metzler began the Public Hearing with some opening comments along with four PowerPoint slides describing his philosophy on school budgeting. Mr. Spero read aloud the warrant while a PowerPoint presentation was displayed for the audience and television viewers to follow along.

The First Session of Annual Meeting (Deliberative) to be held on Thursday, February 6, 2014 at 7:00 p.m. at Performing Arts Center. The Second Session of the Annual Meeting (Voting) to be held on Tuesday, March 11, 2014 at town election polls in Atkinson, Danville, Plaistow and Sandown, New Hampshire.

**Article #1 Election of Officers** – openings for School Board and Budget Committee members.

**Article #2 Operating Budget for 2014-2015**

Mr. Stoking gave a power point presentation giving an overview of the 2014-2015 budget process and a review of the budget drivers of the requested Budget for 2014-2015. The proposed budget for 2014-2015 is \$66,452,054 with a default budget of \$65,974,014.

**Article #3 SAU Budget**

School Board Chair, Mr. Collins read aloud article #3.

**Article #4 Capital Reserve Fund**

School Board Chair, Mr. Collins read aloud article #4.

**Article #5 Sandown Central Kitchen Renovation**

School Board Chair, Mr. Collins read aloud article #5.

**Article #6 One Year Collective Bargaining Agreement (TSSU)**

School Board Chair, Mr. Collins read aloud article #6.

**Article #7 Authorization for Special Meeting on cost Items**

School Board Chair, Mr. Collins read aloud article #7.

**Article #8 Acceptance of Reports**

School Board Chair, Mr. Collins read aloud article #8.

**Article #9 Rescind SAU Budget on Warrant Petition by Julie Knight et al**

School Board Chair, Mr. Collins read aloud article #9.

At the completion of reading the Warrant aloud, Mr. Collins asked if anyone had any questions. Mr. Francoeur asked that Article #9 be explained in more detail and how it would affect the Budget. Mr. Collins explained if article # 9 passed, then the SAU Budget would go back to being a line within the Timberlane Budget, as it was prior to last year's warrant article approval.

Mrs. Green asked for clarification on the 5.1 FTE new staff and the 5 FTE for the Full time Kindergarten program shown in the PowerPoint presentation today as compared to previous documents distributed. Mrs. Green also asked for time to make comments she felt were important for the voters to hear. Her first comment related to the way the Budget is presented without the SAU Budget included, as compared to the Budget last year. She clarified stating the Administration is showing the budget increase as \$1.4 million but with the SAU warrant article added in, the actual increase would be \$2.4 million. Mr. Stokinger stated he is following the law and all warrant articles are added into the Budget after they are voted on and not before. Mrs. Green also wanted the viewers to know that if they were not in support of CBA warrant (#6) and voted against it, they should also consider voting no on article # 7, Authorization for Special Meeting on Cost Items, then the TSSU Warrant Article would be completely defeated. Mrs. Green continued with giving her reasons for not supporting the proposed Budget. Her first reason is, in her opinion, proper scrutiny of the proposed budget has not happened. The number of staff has increased even though the number of students has decrease over recent years. Two, not all information requested by her has been provided and attempts have been made by the Administration to stymy her scrutiny. The request of tax impact of the budget increase has also not been supplied and finally adoption of full time Kindergarten program should be a separate warrant article as it was a separate warrant article when the program was initially started. Mr. Grosky replied that he has recalled many conversations by the Budget Committee regarding the fulltime kindergarten program and not one member had stated they wanted the program removed from the proposed budget. Additionally it is his recollection that all additional requested information regarding this program has been provided.

Mr. Heffernan asked for additional information regarding the TSSU, such as how many employees and what positions they held.

Mr. Collins responded to Mrs. Green that estimating the tax rates are difficult because many different factors are used in the calculation, many of which are unknown at this time.

Mrs. Green requested the Budget Meeting to follow the Public Hearing be televised. Mr. Collins and Dr. Metzler denied the request due to the broadcast equipment not set up for that at this time and requests like that need to be made in advance.

Mrs. Rothwell made a motion and was seconded by Mr. Weymouth to adjourn at 7:46 p.m.  
Vote: Unanimous

Respectfully submitted,

Kathy Smith,  
Recording Secretary  
Minutes approved by the Budget Committee on 02/06/2014

**TIMBERLANE REGIONAL SCHOOL BOARD**

Atkinson, Danville, Plaistow, Sandown  
New Hampshire

**Special Meeting after Public Hearing**  
**January 16, 2014**  
**7:45 PM**

**Performing Arts Center**  
**Greenough Road**  
**Plaistow, NH**

**Call to Order**

Chairman Collins called this January 16, 2014 meeting of the Timberlane Regional School Board to order at 7:45 pm.

**Board Members Present**

Mr. Bealo, Mr. Blair, Chairman Collins, Mrs. Delfino, Mr. Mascola, Mr. Morris, Mrs. Steenson, Mr. Ward and Student Representative Ben Militello

**Not in attendance:**

Mrs. Sherman

**Administrators Present**

Dr. Metzler, Superintendent of Schools  
Mrs. Danahy, Director of Human Resources/Recording Clerk

**Action of Warrant Articles 2-9**

**Motion: Mr. Bealo motioned to recommend Timberlane Regional School District warrant articles 2 through 9. Mr. Blair seconded the motion. With no further discussion the board voted on 8-0-0 in favor of the motion.**

**Article 2 – Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$66,452,054**? Should this article be defeated, the operating budget shall be **\$65,974,014** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Article 3 – School Administrative Unit Budget**

Shall the voters of the Timberlane Regional School District adopt a school administrative unit budget of **\$1,487,025** for the forthcoming fiscal year in which **\$1,137,741** is assigned to the school budget of this school district? This year's adjusted (default) budget of **\$1,455,409**, with **\$1,113,221** assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Article 4 – Capital Reserve Fund**

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$350,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from the June 30, 2014 unassigned fund balance (surplus) available for transfer on July 1 of this year? This sum to come from fund balance (2013-14 budget surplus) and no amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Article 5 – Sandown Central Kitchen Renovation**

Shall the voters of the Timberlane Regional School District raise and appropriate the sum of **\$385,412** to renovate the kitchen at Sandown Central Elementary School and to authorize the District to withdraw up to the sum of **\$335,412** from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund with remaining funds (\$50,000) to come from the 2014-15 operating budget? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Article 6 – Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries at the current staffing levels over the amount paid in the prior fiscal year:

<b>Cost Distribution</b>	<b>2014-15</b>
Salaries	\$ 49,969.92
FICA	\$ 3,822.70
New Hampshire State Retirement	\$ 5,104.16
Insurance	\$ 189,550.62
<b>TOTAL</b>	<b>\$248,447.40</b>

and further to raise and appropriate the sum of **\$248,447.40** for the 2014-15 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Article 7 – Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 6 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 6 cost items only? (Without this Article the District would have to petition Superior Court for a Special School District Meeting. This saves the District the expense of attorney fees and court costs).

**Recommended by the School Board 8-0**

**Article 8 – General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2013 Annual Report? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Article 9 – Rescind SAU Budget on Warrant Petition by July Knight et al**

Shall the voters of the Timberlane Regional School District within School Administrative Unit Number 55 rescind the adoption of RSA 194-C:9-b, relative to the alternative school administrative unit budget adoption procedure, and adopt the provisions of RSA 194-C:9 as the method for governing the adoption of the school administrative unit budget? (MAJORITY VOTE OF BOTH DISTRICTS REQUIRED)

**Recommended by the School Board 8-0**

**Program of Studies**

Dr. Metzler recommended accepting the second reading and adoption of the Program of Studies 2014-15.

**Motion: Mr. Bealo motioned to accept the second reading and adoption of the Program of Studies 2014-15 as presented. Mrs. Delfino seconded the motion. With no further discussion the motion passed by unanimous vote of 8-0-0.**

**Personnel**

Dr. Metzler recommended accepting the retirement request from Nancy Marvin, Teacher for 20 years at Pollard Elementary School.

**Motion: Mr. Blair motioned to accept the retirement request of Nancy Marvin, Teacher at Pollard Elementary School. Mr. Morris seconded the motion. With no further discussion the motion passed by unanimous vote of 8-0-0.**

***Correspondence***

*The board engaged in a brief discussion regarding Project Lead the Way's contract and complaints.*

*Having no further business before the board Chairman Collins adjourned the meeting at 7:57 pm.*

*Respectfully submitted,*

*Nancy Danahy  
School Board Clerk*

DRAFT

# Timberlane Regional School Board

Atkinson, Danville, Plaistow and Sandown  
New Hampshire

## Minutes of the Deliberative Session

February 06, 2014

### Call to Order

At the Timberlane Performing Arts Center, Moderator Steven Ranlett called the February 06, 2014 Deliberative Session to order at 7:45 PM. He requested that Jim Garrity lead the assembly in the Pledge of Allegiance.

Mr. Ranlett introduced himself and outlined the rules of the session. He stated that persons making general comments would be limited to three minutes, and that presentations would be limited to fifteen minutes. He stated that Roberts Rules of Order would be the guide he would be following for the Deliberative Session and that at any time those Rules could be altered by a majority vote.

Members of the Budget Committee in attendance: Gregory Spero (chair), Michelle O'Neil (vice chair), Dennis Francoeur, Cathleen Gorman, Donna Green, Jason Grosky, Dennis Heffernan, Diane Rothwell, Barry Weymouth.

Members of the School Board in attendance: Robert Collins (chair), Nancy Steenson (vice chair), Peter Bealo, Richard Blair, Kate Delfino, Michael Mascola, Joseph Morris, Susan Sherman, Kelly Ward

Mr. Ranlett read the following list of non-voters that may speak or present information at the Deliberative Session:

Dr. Earl Metzler	Superintendent of Schools
Dr. Roxanne Wilson	Assistant Superintendent
George Stokinger	Business Administrator
Atty. Mike Elwell	District Legal Counsel
Kelli Killen	Director of Elementary Education
Scott Strainge	Director of Secondary Education
Deb Armfield	Director of Professional Learning
Beth Rincon	Director of Special Education
Susan Rasicot	Director of Student Services
Nancy Danahy	Director of Human Resources
Michelle Gaydos	Principal - Pollard
Douglas Rolph	Principal - Sandown Central
Michael Hogan	Principal - Timberlane Regional Middle School
John Holland	Director of Technology
Angelo Fantasia	Director of Athletics
Tony DiBartolomeo	Director of Music
Jim Hughes	Director of Facilities
Renzo Binagi	Director of the Evening Division
Lou Broad	TTA – Teachers' Union President
Lorraine Mascioli	TTA – Teachers' Union Vice President
George Haskins	

### On a motion by Sue Sherman, seconded by Michael Mascola

- **Voted:** To accept the non-resident list as stated above.
- **Having no further discussion the motion passed unanimously.**

Dr. Metzler welcomed the voters to the Deliberative Session, and gave a presentation, speaking on the improvements in the District over the past year and a half. He asked the voters to keep an open mind and to listen to both sides of the discussion. He explained the roles of the School Board and the Budget Committee. He spoke on the challenges of arriving at a budget that is balanced between providing what is needed

academically while keeping in mind the cost to the taxpayers. He expressed his appreciation for District staff, and he reiterated that the students were the top priority.

Mr. Collins gave a presentation on School Board goals, the primary goal being academic excellence and the progress that has been made since Dr. Metzler gave his Entry Report to the School Board. He stated that under the State of NH Annual Measurable Objectives, Timberlane ranks in the top thirty schools in the state. He presented the School Board goals for the future. He then presented data on past budgets and the proposed 2014-2015 budget for comparison, outlining both costs and savings. He also explained the budget process and the challenges of drafting a proposed budget twenty-one months in advance. He then explained what surplus means for the taxpayers. He closed with an explanation of the Mission of the School Board.

Moderator Steve Ranlett began presentation of the official warrant.

### **Second Session of Annual Meeting (Voting)**

Voting on warrant articles number 1 through number 9 will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 11<sup>th</sup> day of March, 2014, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-7pm
Plaistow	Voting will be conducted at Pollard School from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm

### **Article 1 - Election of Officers**

To choose the following school district officers:

Atkinson Voters	School Board Member	3-year Term
Danville Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	1-Year Term
Plaistow Voters	School Board Member	3-year Term
Sandown Voters	School Board Member	1-Year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	3-Year Term
Plaistow Voters	Budget Committee Member	1-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
All Voters	District Moderator	3-Year Term

### **Article 2 – Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$66,452,054**? Should this article be defeated, the operating budget shall be **\$65,974,014** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

***Recommended by the School Board 8-0***

***Recommended by the Budget Committee 8-1***

**A motion by Dennis Heffernan, seconded by Jason Grosky, to place Article 2 on the floor for discussion.**

George Stokinger gave an overview on the budget process and on the budget itself, including the cost drivers on the increases and the areas where decreases have occurred.

**Arthur Green of Sandown made a motion to change the amount of the proposed budget to \$64,000,000, a decrease of \$2,452,054. The motion was seconded by Leon Artus of Atkinson.**

Donna Green of Sandown made a presentation on the amendment. She stated that she was making the presentation as a representative of Sandown on the Budget Committee but not for the Budget Committee. Mrs. Green said that the purpose of the amendment is to offer the voters a flat line budget and that it is not to negatively affect the education of students. She presented data to support the amendment, and stated that the District routinely expends approximately \$2,000,000 less than budgeted and has a surplus of that amount each year. She presented information where budget cuts could be made without impacting education. The Moderator indicated that the allowable time for speaking as outlined in the Rules of the Session had been reached after sixteen minutes.

Mr. Stokinger responded to Mrs. Green's comments on the surplus and on the budget amounts for proposed full-day kindergarten. He also stated that it is inappropriate to compare Pinkerton Academy's tuition cost to Timberlane's tuition cost, as Pinkerton's does not include Special Education costs.

Brian Stack of Plaistow spoke in support of the District's focus on children's success.

Louise Pajak of Sandown stated that Pinkerton Academy cannot be compared to Timberlane as Pinkerton has a private endowment and does not have Special Education nor does it participate in the NH Retirement System.

Brenda Copp of Sandown spoke on the tax burden to Sandown residents, and asked the voters to consider the impact of the budget on residents.

Jack Sapia of Atkinson spoke in support of the School Board, the Superintendent and the proposed budget.

Arthur Green of Sandown spoke on the student/teacher ratio, and how that impacts staffing.

The Moderator requested that speakers keep the questions and comments to the amendment only.

George Haskins spoke on his past experience as a School Board member. He spoke in support of the proposed budget and against the amendment on the floor.

Mr. Collins responded to Mrs. Green's presentation and explained that although enrollment was reduced; staffing was not reduced because the District added forty-five courses to the High School. The District has also invested in services for Special Needs students to keep them in-District and offer better options to parents. He clarified what "non-teaching" teachers are. He also stated that the cost per pupil for this current year cannot be calculated until the school year has ended. He did agree with Mrs. Green that Dr. Metzler is providing great leadership.

Mrs. Green stated that estimates on the tax rates can be projected from the budget.

Tony Cantone of Plaistow requested clarification on the amendment and the amount that would be on the ballot if the amendment is defeated.

The Moderator clarified that if the amendment is defeated, the amount of the proposed budget would be the amount originally stated when he read Article 2.

John Goldman of Sandown said that the tax impact on Sandown this year is large. His experience in municipal budgets is that there have been low or no increases, and that residents are looking for a similar impact on school taxes.

William Smith of Plaistow thanked everyone for the job they are doing. He stated that his child has special needs and that the District has been phenomenal in seeing that his child has the services he needs and that he is motivated to go to school each day. He stated that parents as well as the District must be accountable for the students.

Christopher True of Sandown spoke on the tax impact to the residents of Sandown.

Jack Sapia of Atkinson spoke on student enrollment figures and what they meant in terms on class size. He also spoke about his time volunteering on the maintenance of the sports fields.

Christine Collins of Danville asked what the tax impact of the amendment would be if it passed.

Mr. Collins responded with an estimate of the savings to the individual Timberlane communities at current valuations if the budget were reduced by \$2,500,000.

Tina Owens of Sandown asked for clarification on the additional courses that were added at the High School.

Mr. Collins responded that the District has increased the requirement for graduation and needs to provide options for students to attain the credits needed. It is not a state requirement; it is at the directive of the School Board.

Mrs. Owens asked what the impact would be if the budget is cut by the amount proposed in the amendment.

Mr. Collins responded that he could not specifically say where the cuts would be made but that it probably would mean that either teachers or programs would need to be cut.

Robert Radford spoke in support of the proposed budget, and did not think the savings on the tax rates were worth cutting the budget.

Mrs. Green responded that there is money unspent each year, and that the problem is management and not money.

Leon Artus of Atkinson asked if the District had done everything it needed to do in order to operate the schools on the amount expended last year.

Dennis Heffernan responded that there were some safety issues that needed to be addressed last year that were not addressed.

Mr. Stokinger stated that the District was currently projecting that \$950,000 would not be expended from the current budget, but it remains to be seen if the District is able to accomplish all its goals.

Michelle O'Neil stated that we are currently in the 2013-2014 budget and that there is no surplus because we are still in the budget year. If there is a surplus this year it will be returned to the towns. She stated that the budget is up approximately \$950,000 due to items which the District has no control over such as retirement, insurance, FICA, and workers compensation.

The Moderator then moved the amendment to vote. He restated the amendment to Article 2.

Brenda Copp of Sandown stated that she had a petition for a secret vote, but that she was not turning it in because the Moderator had assured her that there would be four people on the floor to count the votes.

The vote was by voter card.

**Yes votes = 239**

**No votes = 372**

**The motion was defeated.**

The Moderator read Article 2 as originally presented on the warrant.

**A motion by Michael Mascola, seconded by Sean O'Neil, to move the question.**

The Moderator asked if there was any further discussion on Article 2.

**A motion by Jack Sapia, seconded by Brian Stack, to amend Article 2 and increase the budget by \$750,000.**

The Moderator read the amendment.

Mr. Sapia stated that the purpose of the increase was for an all purpose artificial turf on the football field.

Mr. Mascola stated that it was a great idea but was presented at the wrong time, and should have been presented to the Budget Committee at the start of the budget season.

Mrs. Green stated that the athletic budget was under spent in the past three years and asked if the monies from the increase to the budget that Mr. Sapia put forward in an amendment to last year's budget had been expended.

Mr. Sapia stated that projects to improve the athletic fields were in process. He also stated that this was the appropriate place to present this matter.

Jason Grosky stated that he would encourage the voters to vote no on this amendment. He recommends that the District develop a long term plan to address the issue of athletic fields and that in the future put forward a separate warrant article to put the plan into effect.

Jim Garrity of Atkinson spoke against the amendment and called the question.

The Moderator stated that he would allow the remaining people standing at the microphone to speak.

Brian Stack of Plaistow asked for clarification that expenditure of the money added through the amendment would be at the discretion of Administration. The Moderator confirmed that it was a bottom line budget and could not be earmarked.

John Goldman of Sandown spoke against the amendment.

Ralph Bruno of Sandown spoke against the amendment.

Arthur Green of Sandown spoke on the increase to the tax rate that this amendment would cause.

Mr. Sapia stated that this would be a one-time tax impact.

The Moderator moved the question and restated the amendment.

**By a voice vote, the amendment failed.**

Sean O'Neil stated that a motion to move the question had already been made and seconded.

**The Moderator closed the Article to further discussion, and restated Article 2 as originally presented on the warrant.**

The results of a voice vote on placing Article 2 on the ballot was unclear, and the voting went to voting cards.

**Yes votes = 329**

**No votes = 128**

Article 2 will be placed on the ballot as originally written.

**A motion by Michael Mascola, seconded by Louise Pajak, to restrict reconsideration of Article 2. The motion passed by voice vote.**

### **Article 3 – School Administrative Unit Budget**

Shall the voters of the Timberlane Regional School District adopt a school administrative unit budget of **\$1,487,025** for the forthcoming fiscal year in which **\$1,137,741** is assigned to the school budget of this school district? This year's adjusted (default) budget of **\$1,455,409**, with **\$1,113,221** assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Recommended by the Budget Committee 8-1**

**A motion by Dennis Francoeur, seconded by Michael Mascola, to place Article 3 on the floor for discussion.**

Mr. Collins gave an explanation of the SAU budget and why it is appearing on the ballot separately.

Mrs. Green stated that she was one of the promulgators of the separation of the SAU budget from the Timberlane budget and that it was for the purpose of voter oversight.

**There being no further discussion, by a voice vote Article 3 will be placed on the ballot as written.**

**A motion by Robert Collins, seconded by Michael Mascola, to restrict reconsideration of Article 3. The motion passed by voice vote.**

### **Article 4 – Capital Reserve Fund**

Shall the voters of the Timberlane Regional School District raise and appropriate up to **\$350,000** to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from the June 30, 2014 unassigned fund balance (surplus) available for transfer on July 1 of this year? This sum to come from fund balance (2013-14 budget surplus) and no amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Recommended by the Budget Committee 7-2**

**A motion by Susan Sherman, seconded by Michael Mascola, to place Article 4 on the floor for discussion.**

**There being no discussion, by a voice vote Article 4 will be placed on the ballot as written.**

**A motion by Michael Mascola, seconded by Michelle O'Neil, to restrict reconsideration of Article 4. The motion passed by voice vote.**

#### **Article 5 – Sandown Central Kitchen Renovation**

Shall the voters of the Timberlane Regional School District raise and appropriate the sum of **\$385,412** to renovate the kitchen at Sandown Central Elementary School and to authorize the District to withdraw up to the sum of **\$335,412** from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund with remaining funds (\$50,000) to come from the 2014-15 operating budget? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Recommended by the Budget Committee 8-1**

**A motion by Kelly Ward, seconded by Michael Mascola, to place Article 5 on the floor for discussion.**

Mr. Collins stated that the District has been renovating the District school kitchens over the years and the Sandown Central kitchen is the last to be updated.

Mrs. Green stated that this is a lot of money to spend on a kitchen renovation, as she understands that the School Board is exploring the possibility of closing Sandown Central School under the Capital Improvement Plan.

Peter Bealo stated that there has been no discussion on closing Sandown Central School during his three years on the School Board.

Mr. Mascola stated that the renovations were necessary to address safety concerns.

Susan Sherman stated that the School Board has not had discussions about closing Sandown Central School as part of the Capital Improvement Plan.

**Mr. Mascola made a motion to move the question, seconded by Jason Grosky.**

Mrs. Green stated that the School Board Chair and the Superintendent had indicated at various times that closing Sandown Central School was a possibility if there was a radical cut to the budget.

Mr. Collins responded to Mrs. Green's statement.

**There being no further discussion, by voice vote Article 5 will be placed on the ballot as written.**

**A motion by Michael Mascola, seconded by Michelle O'Neil, to restrict reconsideration of Article 5. The motion passed by voice vote.**

#### **Article 6 – One Year Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional

School Board, which calls for the following increases in salaries at the current staffing levels over the amount paid in the prior fiscal year:

Cost Distribution	2014-15
Salaries	\$49,969.92
FICA	3,822.70
New Hampshire State Retirement	5,104.16
Insurance	189,550.62
<b>TOTAL</b>	<b>\$248,447.40</b>

and further to raise and appropriate the sum of **\$248,447.40** for the 2014-15 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**Recommended by the Budget Committee 8-1**

**A motion by Kelly Ward, seconded by Richard Blair, to place Article 6 on the floor for discussion.**

Mr. Collins gave a presentation on the negotiation process for the collective bargaining agreement. He stated that insurance adjustments that have to be made as a result of the Affordable Care Act are included in this CBA.

Gabrielle Bevilacqua of Plaistow explained the role of the paraeducators in the education process, and asked the voters to support the warrant article.

**There being no further discussion, by a voice vote Article 6 will be placed on the ballot as written.**

**A motion by Michael Mascola, seconded by Brian Stack, to restrict reconsideration of Article 6. The motion passed by voice vote.**

#### **Article 7 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 6 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 6 cost items only? (Without this Article the District would have to petition Superior Court for a Special School District Meeting. This saves the District the expense of attorney fees and court costs).

**Recommended by the School Board 8-0**

**Recommended by the Budget Committee 8-1**

**A motion by Kelly Ward, seconded by Nancy Steenson, to place Article 7 on the floor for discussion.**

Mr. Collins explained that if Article 6 fails, it is the intention of the School Board to immediately enter re-negotiations with the TSSU. Article 7 will save the District money as it will allow the process to begin without petitioning the court.

Mrs. Green stated that she believes that the District would be unlikely to petition the court, and that unless the union petitioned the court at its expense, the agreement would lie fallow until it went before the voters next year.

Superintendent Metzler stated that if the article fails, the District would begin re-negotiations immediately and would negotiate in good faith.

**There being no further discussion, by a voice vote Article 7 will be placed on the ballot as written.**

**A motion by Michael Mascola, seconded by Richard Blair, to restrict reconsideration of Article 7. The motion passed by voice vote.**

**Article 8 – General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2013 Annual Report? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board 8-0**

**A motion by Jim Garrity, seconded by Susan Sherman, to place Article 8 on the floor for discussion.**

**There being no further discussion, by a voice vote Article 8 will be placed on the ballot as written.**

***Article 9 – Rescind SAU Budget on Warrant Petition by Julie Knight et al***

*Shall the voters of the Timberlane Regional School District within School Administrative Unit Number 55 rescind the adoption of RSA 194-C:9-b, relative to the alternative school administrative unit budget adoption procedure, and adopt the provisions of RSA 194-C:9 as the method for governing the adoption of the school administrative unit budget? (MAJORITY VOTE OF BOTH DISTRICTS REQUIRED)*

**Recommended by the School Board 8-0**

**A motion by Michael Mascola, seconded by Richard Blair, to place Article 9 on the floor for discussion.**

**A motion by Jim Garrity, seconded by Jason Grosky, to call the question. Mr. Garrity withdrew his motion; Mr. Grosky withdrew his second.**

Carson Springer of Danville requested an explanation of why the SAU budget should be incorporated into the Timberlane budget.

Mr. Collins responded to the question. He explained that as a stand-alone budget monies can no longer be moved from the Timberlane budget to cover unexpected costs incurred within the current year.

**There being no further discussion, by a voice vote Article 9 will be placed on the ballot as written.**

**A motion by Michael Mascola, seconded by Dennis Francoeur, to restrict reconsideration of Article 9. The motion passed by voice vote.**

**A motion by Jason Grosky, seconded by Peter Bealo, to adjourn the meeting. The motion passed by voice vote.**

Moderator Ranlett adjourned the Deliberative Session at 10:55pm.

Respectfully Submitted,

Lorna Walker  
District Clerk

**Vimeo of the 02/06/14 Deliberative Session can be found at <http://vimeo.com/86187592>**

## 2013 Fall Sports Awards

Student	Award	Team/Sport
<b>TIMBERLANE REGIONAL MIDDLE SCHOOL SOCCER TEAMS</b>		
Isabelle Alexander	Division V Tri County League Championship	TRMS Girls B Soccer Team
Gabrielle Amero	Division V Tri County League Championship	TRMS Girls B Soccer Team
Kayla Bowen	Division V Tri County League Championship	TRMS Girls B Soccer Team
Samantha Gould	Division V Tri County League Championship	TRMS Girls B Soccer Team
Briana Hammond	Division V Tri County League Championship	TRMS Girls B Soccer Team
Felicia Morris	Division V Tri County League Championship	TRMS Girls B Soccer Team
Sarah Motta	Division V Tri County League Championship	TRMS Girls B Soccer Team
Laela Ouellette	Division V Tri County League Championship	TRMS Girls B Soccer Team
Lauren Paradis	Division V Tri County League Championship	TRMS Girls B Soccer Team
Elizabeth Pezzuti	Division V Tri County League Championship	TRMS Girls B Soccer Team
Olivia Smith	Division V Tri County League Championship	TRMS Girls B Soccer Team
Chloe Tarlin	Division V Tri County League Championship	TRMS Girls B Soccer Team
Jillian Tarlin	Division V Tri County League Championship	TRMS Girls B Soccer Team
Julia Tully	Division V Tri County League Championship	TRMS Girls B Soccer Team
Sara Watkins	Division V Tri County League Championship	TRMS Girls B Soccer Team
Abigail Whelan	Division V Tri County League Championship	TRMS Girls B Soccer Team
Jack Gray	Division V Tri County League Championship	TRMS Boys B Soccer Team
Samuel Paronich	Division V Tri County League Championship	TRMS Boys B Soccer Team
Gregory Spero	Division V Tri County League Championship	TRMS Boys B Soccer Team
Maxwell Szczapa	Division V Tri County League Championship	TRMS Boys B Soccer Team
Gavin Vartanian	Division V Tri County League Championship	TRMS Boys B Soccer Team
Dain Berardinangelo	Division V Tri County League	TRMS Boys B Soccer Team

	Championship	
Kevin Bajgrowicz	Division V Tri County League Championship	TRMS Boys B Soccer Team
Mathew Barney	Division V Tri County League Championship	TRMS Boys B Soccer Team
Brendan Colleran	Division V Tri County League Championship	TRMS Boys B Soccer Team
Frankie Cornelius	Division V Tri County League Championship	TRMS Boys B Soccer Team
Dimitri Kakouris	Division V Tri County League Championship	TRMS Boys B Soccer Team
Michael Killen	Division V Tri County League Championship	TRMS Boys B Soccer Team
Nicholas Longchamp	Division V Tri County League Championship	TRMS Boys B Soccer Team
Jack Lowrey	Division V Tri County League Championship	TRMS Boys B Soccer Team
Adrian Rolon	Division V Tri County League Championship	TRMS Boys B Soccer Team
Brady Sickel	Division V Tri County League Championship	TRMS Boys B Soccer Team
Logan Talanian	Division V Tri County League Championship	TRMS Boys B Soccer Team
Joe Casey	Division V Tri County League Championship	TRMS Boys B Soccer Team
Jacob Stewart	Division V Tri County League Championship	TRMS Boys B Soccer Team
Joshua Marzec	Division V Tri County League Championship	TRMS Boys B Soccer Team
<b>ALL STATE AWARDS</b>		
Christina Nye	1 <sup>st</sup> Team All State	Volleyball
Lauren Oligny	All Division 1 Cross Country Team	Cross Country
Liam Kimball	All Division I Cross Country Team	Cross Country
Erin Sullivan	2 <sup>nd</sup> Team All-State	Soccer
Alicia Ross	All State Honorable Mention	Soccer
Emily Jackson	All State Honorable Mention	Soccer
Erin Sullivan	NH Lions' Cup All Star Team	Soccer
Alicia Ross	NH Lions' Cup All Star Team	Soccer
Benjamin Enos	2 <sup>nd</sup> Team All State	Soccer
Tyler Donovan	All State Honorable Mention	Soccer
Haley Dow	Division I 1 <sup>st</sup> Team All State	Field Hockey

Ally Collins	Division I 2 <sup>nd</sup> Team All State	Field Hockey
Ariana Kinsvater	Division I 2 <sup>nd</sup> Team All State	Field Hockey
Zach Downey	Division I East Conference Team	Football
Shawn Grenier	Division I East Conference Team	Football
Zach Stewart	Division I East Conference Team Honorable Mention	Football
Tyler Furey	Division I East Conference Team Honorable Mention	Football
Jason Hughes	Division I East Conference Team Honorable Mention	Football
<b>COACH AWARD</b>		
Coach Mark Behan	Eagle Tribune Cross Country Boys Coach of the Year	Boys Cross Country

NOTE:

Middle School Boys B Soccer Team Coach – Chris Dow

Middle School Girls B Soccer Team Coach – Susan Howard

# Timberlane Regional School District

Atkinson, Danville, Plaistow, Sandown

## 2014 - 2015 School Calendar

The *MISSION* of the Timberlane Regional School District is to engage all students in challenging

	M	T	W	Th	F		M	T	W	Th	F
<b>August</b> (3)	<b>D-PD</b>	<b>B-PD</b>	27	28	29	<b>February</b> (15)	2 8 15	3 9 16	4 10 17	5 11 18	6 12 <b>ER</b>
<b>September</b> (21)	X 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	5 12 19 26	<b>March</b> (21)	2 9 16 23 30	3 10 17 24 31	4 11 18 <b>PD</b> 26	5 12 19 26	6 13 20 27
<b>October</b> (22)	X 6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	10 17 24 31	<b>April</b> (18)	6 13 20	7 14 21	8 15 22	9 16 23	10 17 <b>ER</b>
<b>November</b> (16)	3 <b>ER</b> 17 24	4 <b>X</b> 18 25	5 12 19 <b>X</b>	6 13 20 <b>X</b>	7 14 21 <b>X</b>	<b>May</b> (19)	4 11 18 <b>X</b>	5 12 19 26	6 13 20 27	7 14 21 28	8 15 <b>ER</b> 29
<b>December</b> (16)	1 8 15 22 <b>X</b>	2 9 16 23 <b>X</b>	3 10 17 <b>X</b>	4 <b>PD</b> 18 <b>X</b>	5 12 19 <b>X</b>	<b>June</b> (11)	1 8 15 MU MU	2 9 10 MU MU	3 10 MU MU	4 11 MU MU	5 12 MU MU
<b>January</b> (18)	5 12 <b>X</b> 26	6 13 <b>PD</b> 27	7 14 21 28	8 15 22 29	9 16 23 30						

**PD** = Professional Development Day (no school for students)  
**D-PD** = District Professional Development **NT** = New Teacher Day  
**B-PD** = Building Level Professional Development  
**X** = Holiday/School Break **MU** = Make-up Day **ER** = Early Release

Student Year = 180 days Teacher Year = 187 days  
 Quarters: November --, January --, April --, and Last Day of School  
 Trimesters: December --, March --, Last Day of School

August 21	New Teacher Orientation	January 19	Civil Rights Day
August 25-26	Professional Development	January 20	Professional Development
August 27	▲ First Day of School	Feb 22-28	Winter Break
September 1	Labor Day	March 25	Professional Development
October 13	Columbus Day	April 27-May 1	Spring Break
November 11	■ Veterans Day Observed	May 25	■ Memorial Day Observed
November 26-28	Thanksgiving Break	June 15	Last Day of School **
December 11	Professional Development	June 16-27	Make Up Days
Dec 24 -Jan 2	Holiday Break		

**180 + 5PD + 2 FLEX = 187**

▲ Per TRSD Policy IC/ICA: Instructional days will begin the day after Labor Day when Labor Day falls on September 1, 2, or 3 and will begin the week before Labor Day when Labor Day falls on September 4, 5, 6 or 7. POLICY WAIVED \_\_\_\_\_.

■ Required day out of school per RSA 288:4 \*\* Subject to change due to school closures

Early Release days: November 10, February 19, April 24 and May 22.

Approved by the Timberlane Regional School Board \_\_\_\_\_.

# Timberlane Regional School District

Atkinson, Danville, Plaistow, Sandown

## 2015 - 2016 School Calendar

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.

	M	T	W	Th	F		M	T	W	Th	F
<b>August</b> (4)	D-PD 31	B-PD	26	NT 27	X 28	<b>February</b> (16)	1 8 15 29	2 9 16 X	3 10 17 X	4 11 18 X	5 12 ER X
<b>September</b> (21)	X 14 21 28	1 8 15 22 29	2 9 16 23 30	3 10 17 24	4 11 18 25	<b>March</b> (22)	7 14 21 28	1 8 15 22 29	2 9 16 PD 30	3 10 17 24 31	4 11 18 25
<b>October</b> (21)	X 5 19 26	6 13 20 27	7 14 21 28	1 8 15 22 29	2 9 16 23 30	<b>April</b> (16)	4 11 18 X	5 12 19 X	6 13 20 X	7 14 21 X	8 15 ER X
<b>November</b> (17)	2 9 16 23 30	3 ER 17 24	4 X 18 X	5 12 19 X	6 13 20 X	<b>May</b> (21)	2 9 16 23 X	3 10 17 24 31	4 11 18 25	5 12 19 26	6 13 20 ER
<b>December</b> (16)	7 14 21 X	1 8 15 22 X	2 9 16 23 X	3 PD 17 X	4 11 18 X	<b>June</b> (8)	6 MU MU	7 MU MU	1 MU MU	2 MU MU	3 MU MU
<b>January</b> (18)	4 11 X	5 12 PD 26	6 13 20 27	7 14 21 28	X 8 15 22 29						

PD = Professional Development Day (no school for students)  
 D-PD = District Professional Development NT= New Teacher Day  
 B-PD = Building Level Professional Development  
 X = Holiday/School Break MU = Make-up Day ER = Early Release

Student Year = 180 days Teacher Year = 187 days  
 Quarters: November --, January --, April --, and Last Day of School  
 Trimesters: December --, March --, Last Day of School

August 20	New Teacher Orientation	January 18	Civil Rights Day
August 24-25	Professional Development	January 19	Professional Development
August 26	▲ First Day of School	Feb 22-26	Winter Break
September 7	Labor Day	March 23	Professional Development
October 12	Columbus Day	April 25-29	Spring Break
November 11	■ Veterans Day Observed	May 30	■ Memorial Day Observed
November 25-27	Thanksgiving Break	June 10	Last Day of School **
December 10	Professional Development	June 13-24	Make Up Days
Dec 24 -Jan 1	Holiday Break		<b>180 + 5PD + 2 FLEX = 187</b>

▲ Per TRSD Policy IC/ICA: Instructional days will begin the day after Labor Day when Labor Day falls on September 1, 2, or 3 and will begin the week before Labor Day when Labor Day falls on September 4, 5, 6 or 7.

■ Required day out of school per RSA 288:4 \*\* Subject to change due to school closures

Early Release days: November 10, February 19, April 22 and May 27.

Approved by the Timberlane Regional School Board \_\_\_\_\_.

SALEM SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT #57  
Salem, New Hampshire  
**SCHOOL CALENDAR 2014-15**

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
AUGUST 3	<b>T</b>	<b>T</b>	27	28	29	FEBRUARY 15	2	3	4	5	6
SEPTMBER 21	<b>X</b>	2	3	4	5	9	10	11	12	13	14
	8	9	10	11	12	16	17	18	19	20	21
	15	16	17	18	19	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	22	23	24	25	26	MARCH 20	2	3	4	5	6
	29	30				9	10	11	12	13	14
OCTOBER 22			1	2	3	16	17	18	19	20	21
	6	7	8	9	10	<b>T/S</b>	<b>T/S</b>	25	26	27	28
	<b>X</b>	14	15	16	17	30	31				
	20	21	22	23	24	APRIL 18			1	2	3
	27	28	29	30	31	6	7	8	9	10	11
NOVEMBER 16	3	4	5	6	7	13	14	15	16	17	18
	<b>T</b>	<b>X</b>	12	13	14	20	21	22	23	24	25
	17	18	19	20	21	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	24	25	26	<b>X</b>	<b>X</b>	MAY 19					<b>X</b>
DECEMBER 17	1	2	3	4	5	4	5	6	7	8	9
	8	9	10	11	12	11	12	13	14	15	16
	15	16	17	18	19	18	19	20	21	22	23
	22	23	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	26	27	28	29	30
	<b>X</b>	<b>X</b>	<b>X</b>			JUNE 11	1	2	3	4	5
JANUARY 18				<b>X</b>	<b>X</b>	8	9	10	11	12	13
	5	6	7	8	9	15*	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
	12	13	14	15	16	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S/T</b>
	<b>X</b>	<b>T</b>	21	22	23	<b>S/T</b>					
	26	27	28	29	30						

**180 DAYS FOR INSTRUCTIONAL PURPOSES**

September through January - 97 days

February through June - 83 days

**IMPORTANT DATES**

August 25 & 26	<b>Teacher In-Service</b>	February 23-27	Winter Vacation
August 27	First Student Day	March 23-24	<b>Teacher In-Service</b>
September 1	Labor Day		<b>or Make-up Day if necessary</b>
October 13	Columbus Day	April 27 – May 1	Spring Vacation
November 10	<b>Teacher In-Service</b>	May 25	Memorial Day
**November 11	Veterans' Day	*June 15/last student day	Early Release Day for Students
November 27 & 28 (November 27 Thanksgiving Day)	Thanksgiving Recess	June 29	<b>Make-up Day or</b>
December 24-			<b>Teacher In-Service if necessary</b>
January 2	Holiday Vacation		
January 19	Martin Luther King Day		
January 20	<b>Teacher In-Service</b>		

○ = *Delayed opening. Represents professional development dates when school start time will be delayed by 90 minutes (no a.m. kindergarten or a.m. SEED programs).*

□ = *Early dismissal. Salem High and Woodbury dismiss at 12:30p.m.-Elementary dismiss at 1:30p.m. (no p.m. kindergarten or p.m. SEED programs).*

\*\*By statute (RSA 288:4) this day is a required day out of school.

Adopted 2/11/14

REF:wpdocs/calendar/cal14-15traditional

# Pinkerton Academy 2014-2015 School Calendar

**FINAL**

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
	<u>NT</u>	<u>NT</u>	<u>NT</u>	<u>NT</u>	<u>NT</u>
<b>August</b> 2	TW	TW	FO	28	29
<b>September</b> 21	X	2	3	4	5
	8	9	10	11	12
	15	16	17	ER	19
	22	23	24	25	26
	29	30			
<b>October</b> 22			1	2	3
	6	7	8	ER	10
	X	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
<b>November</b> 16	3	ER	5	6	7
	10	X	12	13	14
	17	18	19	20	21
	24	25	X	X	X
<b>December</b> 17	1	2	3	4	5
	8	9	10	ER	12
	15	16	17	18	19
	22	23	X	X	X
	X	X	X		
<b>January</b> 17				X	X
	5	6	7	8	9
	12	13	14	15	16
	X	20	21	22	23
	TW	TW	28	29	30

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
<b>February</b> 15	2	3	4	5	6
	9	10	11	ER	13
	16	17	18	19	20
	X	X	X	X	X
<b>March</b> 22	2	3	4	5	6
	9	ER	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
<b>April</b> 18			1	2	3
	6	7	8	ER	10
	13	14	15	16	17
	20	21	22	23	24
	X	X	X	X	
<b>May</b> 19					X
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	X	26	27	28	29
<b>June</b> 11	1	2	3	4	5
	8	9	10	11	12
	15	TW	X	X	X
	X	X	X	X	X

**Semester 1: August 27 – January 23 = 92 days**

Aug 27	Freshman Orientation
Aug 28	First Day of School
Sep 1	Labor Day
Oct 13	Columbus Day
Nov 11	Veterans' Day
Nov 26-28	Thanksgiving Recess
Dec 24-Jan 2	Christmas Vacation
Jan 19	Martin Luther King Jr. / Civil Rights Day
Feb 23-27	Winter Vacation
Apr 27-May 1	Spring Vacation
May 25	Memorial Day
June 15	Last Day of School (if no snow days)
June 16-26	Makeup days

**Marking Periods \*Subject to change**

Term 1	Aug 27 – Oct 31 (45 days)
Term 2	Nov 3 – Jan 23 (47 days)
Term 3	Jan 28 – April 3 (43 days)
Term 4	April 6 to end of 180 days (45 days)

**Semester 2: January 28 – End of 180 days = 88 days**

**Professional Development Days:**

Aug 20, 21, 22	New Teachers' Meetings (3 days)
Aug 22	Management Team Meeting
Aug 25 & 26	Teacher Workshop
Jan 26 & 27	Teacher Workshop
Sept 18	Early Release
Oct 9	Early Release – Open House 1-3:00 p.m. 5-7:00 p.m.
Nov 4	Early Release
Dec 11	Early Release
Feb 12	Early Release
Mar 10	Early Release
Apr 9	Early Release
June 16	Teacher Sign Out Day

**\*Early Release (ER) (students dismissed at 12:30 p.m.)**

**Other Dates of Interest:**

Appreciation Dinner – May 7, 2015

# TIMBERLANE POLICY COMMITTEE

## FIRST READING

### 1. **FJ – SCHOOL CONSTRUCTION AND IMPROVEMENT PROJECTS PERFORMED BY VOLUNTEERS**

- New policy drafted by district counsel to address school projects completed by volunteers. Mr. Kelly Ward was instrumental in bringing this matter to the attention of the district.
- The proposed policy provides a procedure whereby such volunteer project work will require the recommendation of the superintendent who will then ascertain the approval of the school board.
- Final approval will require a written agreement between the sponsor of the project and the school district.

### 2. **IBDB – ONLINE PUBLICATIONS**

- New language proposed to update online publications of the school district.
- Language reviewed and approved by Technology Director.

### 3. **IFA – INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT TALENTS**

- Last updated in 2010
- Still most recent language as recommended by NHSBA
- Committee recommends re-affirming

### 4. **IHAD – OCCUPATIONAL EDUCATION**

- The committee recommends repealing this policy as its provisions are embedded in the Common Core State Standards.
- No such policy exists on file with NHSBA

### 5. **IHBAA – SPECIFIC LEARNING DISABILITY EVALUATION**

- The recommended changes have been drafted by the Director of Special Education in an effort to clarify the evaluation obligations of the district.

### 6. **IHBF – HOMEBOUND INSTRUCTION**

- Although this policy is not of file with NHSBA, the committee recommends keeping it and revising as it relates to other district policies.

### 7. **IJJ – INDIVIDUALIZED INSTRUCTION**

- No such policy on file with NHSBA
- The committee recommends repealing as these items are covered under special education policies as well as advanced placement.

# TIMBERLANE POLICY COMMITTEE

## 8. JJIC – ATHLETICS/CO-CURRICULAR ACTIVITIES ELIGIBILITY

- This policy was remanded back to the PC after first reading of the board on 12/5/13.
- The committee re-inserted item #10 back into the policy (3<sup>rd</sup> paragraph).

## 9. IK – EARNING OF CREDIT

- The committee inserted a new paragraph regarding high school credit and students who have completed the 8<sup>th</sup> grade and recommends striking language referencing credit for high school courses by middle school students.

## 10. CCCB – ADMINISTRATIVE SABBATICAL LEAVES

- Last updated in 2005
- No such policy on file with NHSBA
- Recommend revising to be at the discretion of the superintendent with notification to the board.

## 11. CFA – SCHOOL BUILDING ADMINISTRATION

- Last updated in 2001
- NHSBA language proposed with slight modification by the PC relative to the written report provision
- CFA-R is language directly from the NH Ed Laws

## 12. CFB – EVALUATION OF ADMINISTRATORS

- Last updated in 2001
- NHSBA language proposed with slight modification by the PC relative to the term “administrator”

## 13. CFBA – EVALUATION OF PROFESSIONAL STAFF

- The committee recommends repealing this policy as its provisions are covered under policy GCO

## 14. CHA – DEVELOPMENT OF REGULATIONS

- The committee recommends repealing this policy as its provisions are covered under policy BDD

## 15. CHD – ADMINISTRATION IN POLICY ABSENCE

- The committee recommends repealing this policy as its provisions are covered under policy BFE

## 16. CLA – TREATMENT OF OUTSIDE REPORTS

# TIMBERLANE POLICY COMMITTEE

- Last updated in 2001
- Still most recent language as recommended by NHSBA
- Committee recommends re-affirming

## 17. DFD GATE RECEIPTS AND ADMISSION

- Last updated in 2005
- No such policy on file with NHSBA
- Committee recommends revising

## 18. DI – FISCAL ACCOUNTING AND REPORTING

- Last updated in 2001
- NHSBA language proposed

## 19. DIE – AUDITS

- Last updated in 2005
- Still most recent language as recommended by NHSBA
- Committee recommends re-affirming

<b>Timberlane Regional School District</b>	<b>Policy Code: FJ</b>
<b>Adopted:</b>	<b>Page 1 of 2</b>

**SCHOOL CONSTRUCTION AND IMPROVEMENT PROJECTS  
PERFORMED BY VOLUNTEERS**

The Board appreciates the fact that, from time to time, individuals, organizations and/or businesses volunteer to assist the district in constructing or improving specific school facilities or property. Any volunteer project which includes construction, renovation, repair or improvement of any structure, fixture or grounds on TIMBERLANE REGIONAL SCHOOL DISTRICT property must comply with the requirements of this policy and be approved in advance by the Superintendent and the Board.

A project is considered a “volunteer project” subject to this policy when it is funded and performed by individuals and/or groups (“sponsors”) that are not financially supported by TIMBERLANE REGIONAL SCHOOL DISTRICT including, but not limited to, booster clubs, parent groups, school foundations, service clubs, nonprofit organizations or local businesses.

- A. Any volunteer project proposed on school property shall be submitted to the Superintendent with the following information: a) a written description of the sponsor(s), the project and its purpose; b) proposed timeline; c) design drawings; d) project cost; e) funding sources; f) list of contractor(s) or proposed workforce for the project; e) projected costs and proposed plan for ongoing maintenance of the project; f) evidence that the sponsor has or can obtain appropriate insurance; g) in the case of contractors, that they are appropriately licensed or in the case of others, that they are qualified to do the work; and h) agreement that any individuals working on the project will be considered designated volunteers who will pay for and undergo a criminal background check.
- B. The Superintendent and appropriate staff will review the proposed project to assess: a) whether there is a long-term benefit to the district; b) whether it complies with applicable building and safety codes; c) whether appropriate materials and supplies are proposed; d) whether the design meets district needs and standards; e) whether any fundraising is consistent with any applicable Board policies; f) the suitability of the proposed sponsor and g) acceptability of the project by TIMBERLANE REGIONAL SCHOOL DISTRICT’s insurer. The Superintendent is authorized to request any further information or documentation needed to make a decision as to whether to recommend the project to the Board for approval.
- C. If the Superintendent recommends the project to the Board for approval, he/she will provide the Board with appropriate documentation on the proposed project. The sponsor is required to attend the Board meeting when the project is discussed to answer questions.
- D. The Board may reject the project, require further information or revisions to the project, or provide preliminary approval for the project.

<b>Timberlane Regional School District</b>	<b>Policy Code: FJ</b>
<b>Adopted:</b>	<b>Page 2 of 2</b>

- E. Final approval of any project is contingent upon the project sponsor signing a written agreement prepared by the Board's legal counsel which outlines the scope and specific requirements for the project; releases TIMBERLANE REGIONAL SCHOOL DISTRICT from liability for any accidents or injuries incurred during the course of the project; allows final inspection and acceptance of the project by TIMBERLANE REGIONAL SCHOOL DISTRICT and specifies that the project will be the property of TIMBERLANE REGIONAL SCHOOL DISTRICT.
- F. The Superintendent and his/her designees are responsible for monitoring volunteer projects, ensuring that all requirements are met and keeping the Board informed about project status.

*Cross Reference: KHB - Advertising in the Schools*

<b>Timberlane Regional School District</b>	<b>Policy Code: IBDB</b>
<b>Adopted: 02-29-00</b> <b>Revised:</b>	<b>Page 1 of 3</b>

## **WEBSITE PUBLISHING-ONLINE PUBLICATIONS**

### **General**

~~Official school district Web sites will be hosted and maintained on the district's computer networks. Web sites that are hosted outside of the school district that contain references to any students, staff, or facilities of the Timberlane Regional School District are not considered official Web sites, and the school district will not be responsible for their content.~~

### **Organizational Responsibility**

~~School district Web sites are official publications and must follow similar guidelines as other district publications. For district wide Department Web sites, the Department Director has primary responsibility for the content of the Web site. For individual school Web sites, the Principal has primary responsibility for the Web site. All information published on the school district Web sites must be approved by these individuals or their designees. The Superintendent's Office acts as the final authority when issues arise concerning potentially sensitive content.~~

~~All postings to the Web Sites will be performed by authorized individuals only. These individuals must have been provided with secure access by the Technology Department and have been given approval by the district Department Head or Principal. Technology Department Staff reserve the right to remove any publication that adversely affects the operation of the school computer networks.~~

### **Publishing Standards**

~~Publishing privileges are provided to students and staff through individuals who have been authorized by the building principals or Department Directors. Creators of Web pages need to familiarize themselves with and practice the following standards and responsibilities, or pages will not be published.~~

- ~~● All publications must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property and use of computers.~~
- ~~● All content must be appropriate, decent, in good taste, and not intended to harass, demean or offend individuals or groups. Offensive content includes, but is not limited to materials, which offend religious and racial groups, constitute sexual harassment, or contain violence and profanity.~~
- ~~● Correct grammar and spelling should be used, documents should be of high quality in both style and presentation. Any unedited work by students will be identified as such.~~
- ~~● Publications must include a statement of copyright, when appropriate, and indicate that permission has been secured to include copyrighted materials.~~
- ~~● Factual information must be able to be documented.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: IBDB</b>
<b>Adopted: 02-29-00</b>	<b>Page 2 of 3</b>

- ~~Publications must identify affiliation with the Timberlane Regional School District.~~
- ~~All publications must provide a link to the school or Department's home page, and contain clear navigational links.~~
- ~~Commercial use (advertisements, business logos, etc.) is prohibited.~~
- ~~All publications must comply with the School Board policies, administrative regulations, these Web Publishing Guidelines, and other district guidelines provided for specific levels of publishing.~~
- ~~The viability of links from Web pages that were not created by the district cannot be guaranteed.~~
- ~~No unlawful copies of copyrighted material may be produced or transmitted via the district's equipment, including its Web server.~~
- ~~Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to the school discipline code.~~
- ~~The use of a Web page for political lobbying activities is prohibited. Engaging in non-school related fund-raising is also prohibited.~~
- ~~No student Email addresses, whether a personal or district account, may be listed on any Web page.~~
- ~~Web pages shall not contain personal student information other than directory information as described in School District Policy JO-E, unless prior permission has been granted. The building principal is to be contacted as the consultant in special circumstances where awards or events warrant publicity of this nature.~~
- ~~Web pages may contain pictures of students and staff involved in school-related activities only. Students identifiable as receiving Special Education services must have parent or guardian permission regardless of whether they are identified by name.~~
- ~~Non-school related student work shall not be published.~~

*Official Timberlane Regional School District websites, webpages, social media accounts, and other online publications will be managed by authorized district and school personnel as designated by the Superintendent and Technology Director. Official Timberlane Regional School District publications will follow guidelines as other district and school publications.*

*All publications must comply with all policies and regulations of the district and all state, federal and international laws concerning copyright, intellectual property and use of computers.*

<b>Timberlane Regional School District</b>	<b>Policy Code: IBDB</b>
<b>Adopted: 02-29-00</b> <b>Revised:</b>	<b>Page 3 of 3</b>

*While the Timberlane Regional School District encourages its employees to utilize websites, webpages, social media accounts, and other online publications to maximize the education of students, the Timberlane Regional School District is not responsible for the content of online publications that are not considered official district and school online publications.*

*Reference:*

*GBEBD Employee Use of Social Networking Websites*

*JICE Student Publications*

<b>Timberlane Regional School District</b>	<b>Policy Code: IFA</b>
<b>Adopted: 03-04-10</b> <b>Re-affirmed:</b>	<b>Page 1 of 1</b>

## **INSTRUCTIONAL NEEDS OF STUDENTS WITH DIFFERENT TALENTS**

The Board recognizes that each student has unique and distinctive learning styles, and that not all students will excel in traditional classroom settings. To that end, the administration will design the district’s instruction and curricular program to meet the instructional needs of students with different talents, interests, and development.

Administrators and teachers should collaborate to consider and address students’ different talents, interests and academic development when planning the district’s educational programs and curriculum.

In order to meet the instructional needs of students with different talents, administrators and staff should explore alternative learning programs such as extended learning opportunities, alternative learning plans, distance education, vocational/technical education, and others.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 306.04(a)(6), Instructional Needs of Students With Different Talents*  
*NH Code of Administrative Rules, Section Ed 306.04(j), Instructional Needs of Students With Different Talents*

<b>Timberlane Regional School District</b>	<b>Policy Code: IHAD</b>
<b>Adopted: 06-16-83</b> <b>Revised: 05-02-91</b> <b>Reaffirmed: 02-24-05</b>	<del>Page 1 of</del> <del>2</del> <b>REPEALED</b>

**OCCUPATIONAL EDUCATION**  
(Career Education)

*This policy was repealed by the Timberlane Regional School Board on \_\_\_\_\_.  
Occupational education is embedded in the Common Core State Standards.*

~~The Board embraces the concept that career education is the totality of learning experiences through which a person learns about and prepares to engage in work as part of her or his way of living. Such education should start in early childhood and continue throughout a person's life. It may be viewed as consisting of the following phases:~~

- ~~• career awareness~~
- ~~• career exploration~~
- ~~• career decision-making~~
- ~~• career preparation~~
- ~~• career guidance and counseling~~
- ~~• career placement, follow-up, and advancement~~

~~The Board believes that the District should develop career education programs that provide experiences, occupational preparation, and services that will assist individuals to develop an understanding of the world of work, make decisions about careers, prepare for them, find them, and advance in them. For example:~~

- ~~1. Career awareness should be woven into early childhood and elementary school programs to develop and enlarge children's understanding of the working world, to promote a positive attitude about the personal and social significance of work, and to help children think about their own interests and abilities and aspirations. Only after children develop self-awareness can they begin to think about themselves in relation to work and careers.~~
- ~~2. Career exploration should begin in the Middle School and may continue much longer. Students should be provided with information about careers and some first-hand experiences in the world of work. Learning experiences should included examination of careers, observation of work, and actual work experiences; and then evaluation by the individual of his or her own interests, abilities, and aptitudes in relation to these experiences.~~
- ~~3. Career decision-making takes place when the student has examined the career information and experiences provided and has considered them in the context of his/her own values, interests, abilities, and aptitudes. At this time, students should~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: IHAD</b></p>
<p><b>Adopted: 06-16-83</b>  <b>Revised: 05-02-91</b>  <b>Reaffirmed: 02-24-05</b></p>	<p><b>Page 2 of 2</b></p>

~~feel ready to make some tentative choices and consider alternatives as to their career and/or career area.~~

- ~~4. Career preparation begins in high school. Students should be prepared to move more deeply into their career choice and to leave the school system for entry into a program of further education and training or with an entry-level employment skill. This can be accomplished through various educational programs and occupational/vocational training. Students should be given an opportunity to participate in work-study experience programs designed to give on-the-job training.~~
- ~~5. Career guidance and counseling should be an on-going part of career education in order to give adequate assistance to students involved in making a decision about careers. Counseling should help the student combine a knowledge of alternatives for education and training. Guidance should involve the participation of teachers, professional counselors, and parents.~~
- ~~6.1. Career placement, follow-up, and advancement are critical in career education. Efforts must be made to follow-up our students to discover how well their schooling has served them in their jobs and career preparation. Through adult programs, the schools should provide re-training and career advancement, for advances in technology continually require new skills and society continually demands new services. We can only make guesses about job needs in the future but change is certain. Therefore, students should be encouraged to view career education as a lifelong process requiring continuing study and training.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: IHBAA</b>
<b>Adopted: 10-15-09</b> <i>Revised:</i>	<b>Page 1 of 1</b>

## SPECIFIC LEARNING DISABILITY EVALUATION

It shall be the policy of the Timberlane Regional School District to evaluate students suspected of having a specific learning disability in accordance with the New Hampshire Rules for the Education of Children with Disabilities.

*When evaluating a student for a specific learning disability, the district will permit the use of a process based on the child's response to scientific, research based intervention. For those students who have not participated in scientific research based intervention, a discrepancy model between intellectual ability and achievement may be used along with other alternative research based procedures for determining whether a child has a specific learning disability. For students who have not participated in scientific research based intervention (RTI), a discrepancy model between intellectual skills and achievement will be used in the evaluation of a student. For a student who has participated in scientific research based intervention (RTI), the student's response to the intervention will be considered in evaluating the student.*

*When evaluating a student for a specific learning disability, the IEP evaluation team must determine whether there is a disorder in one or more of the basic psychological processes. The IEP evaluation team will consider multiple sources of data to identify a child's pattern of strengths and weaknesses in performance, achievement, or both, relative to age and/or grade, intellectual development and state approved grade-level standards. A specific learning disability will be determined through the professional judgment of the IEP evaluation team using evidence from multiple sources, including the manner in which a student responds to scientific research based instruction and intervention.*

*In evaluating the existence of a specific learning disability, the IEP evaluation team must determine whether there is a disorder in one or more basic psychological processes. Beyond there being a disorder in one or more basic psychological processes, the procedures to determine the existence of a specific learning disability will consider multiple sources of data to identify a child's pattern of strengths and weaknesses in performance, achievement, or both, relative to age, intellectual development, and state approved grade-level standards. A specific learning disability will be determined through professional judgment of the IEP evaluation team using evidence from multiple sources. The manner in which a student responds to instructions and interventions will also be considered in the determination of eligibility as a child with a specific learning disability.*

***Legal References:***

- 20 U.S.C. § 141414 (b) (6) (2004)
- 34 C.F.R. §300.8(a) (10), 300.307-300.311 (2006)
- RSA 186-C: 16
- NH Code of Administrative Rules, Section Ed. 1106.01(b), (d)-(e), 1107, 01(a), 1107.02, 1107.04(a)-(b), Tale 1100.1 (2008)

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

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:    IJ</b></p>
<p><b>Adopted:    06-16-83</b>  <b>Reaffirmed: 05-02-91</b>  <b>Reaffirmed: 02-24-05</b></p>	<p><b>Page 1 of</b>  <b><del>1</del> REPEALED</b></p>

**INDIVIDUALIZED INSTRUCTION**

~~The Board will encourage those programs, instructional arrangements and forms of class organization which provide opportunities for each student to progress in school at his/her own pace and attain the highest educational achievement possible for him/her as an individual.~~

~~It believes that such programs must necessarily provide for a high degree of individualized instruction and a wide variety of teaching-learning materials.~~

~~Further, the Board recognizes that individualized instruction becomes meaningless in the long run, unless it is accompanied by means through which a child's progress can be evaluated and measured in relation to his/her own abilities and the progress he/she, alone, has shown. If uniform programs for all students cannot be justified, neither can uniform evaluation.~~

~~The Board will support and encourage its staff to examine, study, and try out new programs, as described above, to individualize instruction and learning. Repealed by the Timberlane Regional School Board on \_\_\_\_\_.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: JJIC</b>
<b>Adopted: 01-01-83</b> <b>Revised: 05-22-91</b> <b>Revised: 02-24-05</b> <b>Revised: 06-04-09</b> <b>Revised: 04-07-11 (Effective 07-01-11)</b>	<b>Page 1 of 5</b>

## ATHLETICS / CO-CURRICULAR ACTIVITIES ELIGIBILITY

The Timberlane Regional School District strives to offer challenging learning experiences and opportunities which will meet the needs, abilities, and desires of each student.

Committed to the development of a well-rounded student, Timberlane fosters intellectual, emotional, physical, social and civic development. Emphasizing these skills, the District provides a large number and variety of co-curricular ~~and extra-curricular~~ activities.

In order to participate in any athletic ~~or after-school activity~~ *or co-curricular activities*, students in the Timberlane Regional School District must meet the following standards:

*Co-curricular and extra-curricular activities identified by a building committee that meet no more than once per week such as intramural sports and special interest clubs are not subject to eligibility requirements for high school students.*

### HIGH SCHOOL ATHLETIC/*Co-Curricular Activities* ELIGIBILITY

Students who lose their academic eligibility as defined below while participating in any identified athletic / co-curricular ~~/extra-curricular~~ activities in which the activity extends beyond the marking period will not be allowed to continue participating. Students participating in all identified athletic / co-curricular ~~/extra-curricular~~ activities who do not meet academic requirements will lose eligibility at the time the report card is issued.

1. A student ~~is expected to~~ *must* pass all courses in the prior marking period in order to be eligible for all identified athletic / co-curricular ~~/extra-curricular activities~~. Summer courses are not considered when determining eligibility unless they correct a failure from the previous quarter. For the purposes of eligibility incomplete courses are equivalent to a failing grade.
- ~~2. A student who is failing a class before the end of the quarter may still be eligible to participate in athletic/co-curricular/extra-curricular activities as provided in District procedure JJIC-R.~~
- ~~3.~~2. Students will not be eligible for all identified athletic / co-curricular ~~/extra-curricular~~ activities unless they have earned the following minimum credits (all credits approved by Administration can be used).
  - Beginning of 10<sup>th</sup> grade = 5 credits
  - Beginning of 11<sup>th</sup> grade = 10credits
  - Beginning of 12<sup>th</sup> grade = 156 credits
- ~~4. Students will not be eligible for all identified athletic / co-curricular / extra-curricular activity if he/she has failed or received an "incomplete" within the prior grading period.~~

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~~5.—Students are ineligible to participate, compete, practice, or perform while suspended. A student receiving a first or second suspension will be ineligible for the length of the suspension, which may include weekends.~~

6.3. On a third or subsequent suspension, a student will remain ineligible until such time an eligibility hearing is conducted and a decision is rendered.

~~7.—Activity Eligibility Committee: This is a committee of professional staff having the responsibility of hearing cases of appeal for those students deemed ineligible by existing standards, yet can show that there may have been extenuating circumstances that contributed to the ineligibility. The Activity Eligibility Committee will hear evidence of extenuating circumstances which may have contributed to the ineligibility. The Activity Eligibility Committee will consider each case individually and will make a recommendation to the principal for or against the granting of an exception to the eligibility standards. The final authority regarding eligibility rests with the principal.~~

4. A student’s eligibility may be reviewed and denied at any time for unacceptable behavior, poor academic performance or poor attendance.

~~8.—Any student who does not meet NHIAA academic eligibility standards is ineligible to participate in athletics. until the next report card is issued.~~

9. Any activity for which a grade is given, or which is part of the curriculum of a graded subject is not governed by the eligibility standards i.e., a student is participating in band, orchestra, chorus, drama and performs after school hours. *However, while a student is suspended they may not participate in any school activity.*

~~10. Co-curricular and extra-curricular activities identified by a building committee that meet no more than once per week such as intramural sports and special interest clubs are not subject to eligibility requirements for high school students.~~

~~11. Eligibility requirements for high school and co-curricular and extra-curricular athletic/co-curricular/extra-curricular activities shall be outlined in the high school handbook as amended by the Timberlane Regional School Board (Policy CHCA).~~

*Appeals*

1. *The Activity Eligibility Committee is a committee of professional staff having the responsibility of hearing cases of appeal for those students deemed ineligible by existing standards, yet can show that there may have been extenuating circumstances that*

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*contributed to the ineligibility. The Activity Eligibility Committee will hear evidence of extenuating circumstances which may have contributed to the ineligibility. The Activity Eligibility Committee will consider each case individually and will make a recommendation to the principal for or against the granting of an exception to the eligibility standards. The final authority regarding eligibility rests with the principal.*

### MIDDLE SCHOOL ELIGIBILITY

In keeping with the Timberlane Regional School District's recognition that middle level students are at a unique state in development, middle school eligibility standards are differentiated for middle level students. Eligibility requirements apply only to interscholastic athletics and specific organizations such as National Junior Honor Society and Student Council which have academic and behavioral standards as part of their charters except as noted below. Any activity for which a grade is given, or which is part of the curriculum of a graded subject is not governed by the eligibility standards. Co-curricular and extra-curricular activities such as intramural sports and special interest clubs are not subject to eligibility requirements for middle school students.

1. Any student receiving one or two failing grades on a report card will be ineligible for inter-scholastic sports and other activities governed by eligibility requirements until evidence of raising those grades to passing is provided to the principal. Passing grades must be maintained by the student for the remainder of the quarter. Bi-weekly evidence of such shall be provided to the coach/advisor upon request.
2. Any student receiving more than two failing grades in a quarter is ineligible to participate in inter-scholastic sports and other activities subject to the eligibility standards for the following quarter. Students receive a fresh start each year, with all students eligible first quarter.
3. Any student receiving an in or out of school suspension shall be ineligible for all school activities outside the regular school day (including social events and those not otherwise governed by these eligibility standards, except activities directly required for a graded course) for the period of the suspension, including any intervening weekends. Upon receiving a third suspension during the year, the student is ineligible for the interscholastic sports and activities governed by the eligibility standards for the remainder of the school year.
4. An eligibility appeal board made up of professional staff from the middle school has the responsibility of hearing appeals of ineligibility for those students judged ineligible for inter-scholastic sports and other activities by the academic and/or behavioral standards stated above. This board will hear evidence of extenuating

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circumstances which may have contributed to the ineligibility. The board will consider each case individually and will make a recommendation to the principal for or against the granting of an exception to the eligibility standards. The final authority regarding eligibility rests with the principal.

5. A student’s eligibility to participate in any school activity may be reviewed and suspended by the principal at any time for unacceptable behavior and/or poor academic performance.

**MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR/EXTRA-CURRICULAR PARTICIPATION**

In view of the fact that few, if any, guidelines exist at the state or regional level regarding participation in extra-curricular activities, including inter-scholastic athletics at the middle school level, the Timberlane Regional School Board adopts the following policy which shall apply in all cases except those exempted by the Superintendent:

1. Students in Grades 6, 7, and 8 are not eligible to participate in high school extra-curricular activities (clubs, drama, etc.) or to be on high school athletic teams.
2. Students in Grades K-5 are not eligible to participate in middle school extra-curricular activities (clubs, drama, etc.) or to be on middle school athletic teams.
3. Middle school inter-scholastic sports seasons are limited to the maximum number of games allowed by the NHIAA at the high school level. One post-season tournament is allowed beyond this maximum number of games.

*Appendix JJIC-R*

**ABOVE IS TIMBERLANE SPECIFIC LANGUAGE; BELOW FROM NHSBA.**

The School Board encourages all students to achieve to their fullest academic potential. While school athletics provide an opportunity for students to develop other skills and knowledge outside the classroom, the School Board expects students to study and learn to the best of their ability in the classroom and in other instructional environments. The Board, therefore, hereby establishes academic standards that will guide students by directly influencing their eligibility to participate in designated school athletics.

High school students will be required to meet academic standards established by this policy for participation in school athletics. Eligibility requirements are as follows:

1. All student-athletes are required to maintain at least a 2.0 grade point average (GPA.)

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2. Eligibility for each marking period is determined by grades received in the previous grading period. Semester and/or yearly grades have no affect on eligibility.
3. Student-athletes must have received passing grades in a minimum of four (4) classes per grading period.
4. Summer school grades will be averaged in accordance with current School Board policy.
5. Students who lose their academic eligibility while participating in an athletic activity in which the season extends beyond the semester will not be allowed to continue participating. Students participating in athletic activities who do not meet academic requirements will lose eligibility at the time that the report card is issued.
6. Transfer students' academic eligibility for participation in an athletic activity will be determined initially by their incoming GPA. These eligibility criteria will apply through and include the student's first semester of attendance in the school district. Transfer students whose incoming GPA does not meet the academic requirements will be denied academic eligibility during their first semester in the school district. After their first semester as a student in the school district, the GPA requirements in item No. 1 shall apply.
7. A special education student who is working toward a special diploma/certificate must make standard progress in those courses taken as determined by the student's Individualized Educational Program (IEP). A special education student who is working toward a standard diploma must meet the same academic standards for participation in athletic activities.

The Superintendent or his/her designee to monitor the academic performance of student-athletes will evaluate the eligibility process annually.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: IK</b></p>
<p><b>Adopted: 06-16-83</b>  <b>Revised: 05-02-91</b>  <b>Reaffirmed: 02-24-05</b>  <b>Revised: 08-19-10</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

## EARNING OF CREDIT

Students can earn course credit with prior approval of the principal *or designee* by demonstrating mastery of the required coursework and material. Mastery is defined as: sufficient evidence of attainment of the required content, concepts, and skills of a particular course. Student assessment of mastery is the responsibility of the building principal *or designee*.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may ~~also~~ be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

*Course work completed by middle school students serves as criteria for placement at the high school. However, students may earn high school credit after completion of their 8<sup>th</sup> grade school year by successfully completing TRHS course offered during the summer or through an alternative setting in accordance with Policy IMBC – Alternative Credit Options.*

~~Courses taken prior to high school enrollment shall also be granted credit if they meet the mastery requirement above. This includes such classes as those offered at the middle school that meet high school mastery requirements, such as foreign language and Algebra I, those offered by online schools that meet high school mastery requirements and those offered by other high schools meeting those requirements.~~

~~In the case of those classes taken at virtual online or other out-of-district schools, the high school Principal or his/her designee shall determine if sufficient mastery is met to grant credit. In the case of high school classes taken prior to high school enrollment, evidence of successful mastery shall cause the class to count toward high school graduation requirements, shall be shown on the high school transcript and shall count towards the student's GPA.~~

**Legal References:**

- NH Code of Administrative Rules, Section Ed 306.04(a)(14), Earning of Credit
- NH Code of Administrative Rules, Section Ed 306.14(f), Awarding of Credit
- NH Code of Administrative Rules, Section Ed 306.27(d), Mastery of Required Competencies

<b>Timberlane Regional School District</b>	<b>Policy Code: CCCB</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 04-04-91</b> <b>Revised: 02-24-05</b>	<b>Page 1 of 1</b>

## **ADMINISTRATIVE ~~STAFF SABBATICAL~~ LEAVES AND ABSENCES**

### ~~Sabbatical Benefit—Administrators~~

- ~~1. Administrators, who served seven (7) years in the Timberlane Regional School District shall be eligible for a working sabbatical benefit only which will pay expenses, the total of which, as approved by the board, shall not exceed one-half (1/2) of the annual salary of that year when the sabbatical benefit commences.~~
- ~~2. Preliminary application for a sabbatical benefit shall be made no later than November 1 in the year preceding proposed commencement of such sabbatical and final detailed application shall be made no later than the following May 1.~~
- ~~3. The sabbatical benefit may be extended over a period not to exceed three (3) years.~~
- ~~4. Following completion or termination of the sabbatical program, the administrator shall be obligated for one (1) year of service to the school district.~~
- ~~5. An administrator terminating employment prior to completion of obligated service shall pay the district the amount of money equal to the sabbatical expense received. Payment may be prorated when a portion of service obligation has been met.~~
- ~~6. Allowable Documented Expenses:
 
  - ~~a. Tuition—minimum quality point average grade of “B” required~~
  - ~~b. Normal fees~~
  - ~~c. Books, supplies~~
  - ~~d. Dormitory for required residence~~
  - ~~e. Additional leave time~~~~
- ~~7. Course reimbursement will not be paid to the administrator during the period of sabbatical benefit.~~
- ~~8. This benefit shall be restricted to one (1) administrator at any given time.~~
- ~~9. Decisions of the Timberlane Regional School Board relative to the award of sabbatical benefit shall be made on the needs, advantages to and best interest of the Timberlane Regional School District.~~
- ~~10. Department heads shall be eligible for the benefit as above.~~

~~Sabbatical Benefit—Teachers—See TTA—Timberlane Regional School Board Agreement  
Subject to Superintendent approval and School Board notification.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: CFA</b>
<b>Adopted: 05-05-83</b> <b>Reaffirmed: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised:</b>	<b>Page 1 of 3</b>

## SCHOOL BUILDING ADMINISTRATION

### Appointment of Principals

*The principals shall be elected by the Board following nomination by the Superintendent. Should the Board fail to accept the nomination of the Superintendent; the Superintendent will be directed to present another name in nomination.*

*Candidates for position of principal will file a formal application consistent with district procedure.*

### Functions

*All building principals shall be responsible for the school buildings and grounds to which they are assigned. They shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.*

*All principals shall keep the Superintendent informed of activities in their buildings by whatever means the Superintendent deems appropriate.*

*Principals will file a written report, as requested by the Superintendent.*

*The principal shall attend Board meetings if requested by the Superintendent or the Board.*

### Legal Reference

*N.H. Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals*

*Appendix CFA-R*

~~The School Board reaffirms the rights and responsibilities of the building principals for the administration of their various programs and buildings within the broad scope of the adopted Board policies.~~

~~Specifically, the principal as the educational leader of the individual school is responsibilities for the education program, the improvement of instruction, and the coordination of all support services. He/she is responsible for interpreting the school mission, program, regulations and procedures to the community. He/she will see that the district policies; rules and regulations; the directives of district officers; and the guidelines of the instructional program are observed. The principal is charged with the supervision and direction of the staff and the students assigned to his/her building, and with the care of the school facility and its equipment. All personnel will work through and under the direction of the Principal in the performance of their duties within his/her school.~~

~~See also ECA, Building and Grounds Security.~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: CFA</b></p>
<p><b>Adopted: 05-05-83</b>  <b>Reaffirmed: 12-06-90</b>  <b>Revised: 12-03-98</b>  <b>Revised: 09-20-01</b>  <b>Revised:</b></p>	<p><b>Page 2 of 3</b></p>

1. Appointment:

~~The Principal shall be elected by the School Board following the nomination of the Superintendent. Should the School Board fail to accept the nomination of the Superintendent, the Superintendent will be directed to present another name in nomination.~~

~~Candidates for position of Principal will file a formal, written application with the Superintendent of Schools. All applications will be screened by the Superintendent and a number selected for interview by the Superintendent and the School Board or its designated committee.~~

~~All applications will be available to the School Board for its review and candidates selected by them for interview will be included in the interview process.~~

~~The Superintendent and School Board will consider promotion of local candidates when such a promotion is in the best interest of the school. All such candidates must meet the requirements as established by the Superintendent and School Board, and meet state certification requirements.~~

2. Employment:

~~Principals shall be employed on an 11, 11.5 or 12 month basis, depending on scope of responsibility as determined by the School Board.~~

3. Terms of Contract:

~~All appointments will be on a one-year basis.~~

4. Function:

~~The Principal shall act as the chief administrative officer for the school buildings and grounds. He/she shall be responsible for and shall have authority over the actions of students, teachers and support staff employees, visitors, and persons hired to perform special tasks.~~

~~The Principal shall become familiar with and carefully fulfill all Powers and Duties of Principals, Regulations of the State Board of Education.~~

~~The Principal shall keep the Superintendent informed of activities in the building by whatever means the Superintendent deems appropriate.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: CFA</b>
<b>Adopted: 05-05-83</b> <b>Reaffirmed: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised:</b>	<b>Page 3 of 3</b>

~~The principals shall attend School Board meetings if requested by the Superintendent or the School Board.~~

<b>Timberlane Regional School District</b>	<b>Procedure Code: CFA-R</b>
<b>Adopted: 05-05-83</b> <b>Reaffirmed: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## **DUTIES OF SCHOOL PRINCIPALS**

### *Ed 304.01 Substantive Duties ; School Principals and Associate Principals.*

- (a) *The school principal shall be responsible for promoting the success of all students by:*
- (1) *Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the community, school board, and superintendent of schools;*
  - (2) *Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;*
  - (3) *Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;*
  - (4) *Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources ; and*
  - (5) *Having the knowledge and skills to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts.*
- (b) *The school principal shall evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local school board policy, or as directed by the superintendent.*
- (c) *The school principal shall assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent.*
- (d) *The school principal shall perform any duty assigned by the superintendent in accordance with local school board policy, state statutes, and rules of the state board of education.*
- (e) *The school associate principal shall be responsible for assisting and supporting the school principal in promoting the success of all students as stated in the above duties.*

<b>Timberlane Regional School District</b>	<b>Procedure Code: CFA-R</b>
<b>Adopted: 05-05-83</b> <b>Reaffirmed: 12-06-90</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Revised:</b>	<b>Page 2 of 2</b>

- (a) ~~The school Principal shall be responsible for the internal organizational structure of the school, all the programs of the school, the governance of the total student body, the utilization of technology and the utilization of the facility in accordance with local School Board policy and/or as directed by the Superintendent of Schools.~~
- (b) ~~The school Principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and non-professional positions with the school administrative unit in accordance with local School Board policy or as directed by the Superintendent of Schools.~~
- (c) ~~The school Principal shall assign, direct, and evaluate all personnel employed within the school in accordance with local School Board policy, administrative regulations, and as directed by the Superintendent of Schools.~~
- (d) ~~The school Principal shall perform any other duties assigned by the Superintendent of Schools in accordance with local School Board policy, state statutes and regulations of the State Board of Education.~~

**Statutory Authority:**

*NH Code of Administration Rules Ed. 304.01*

<b>Timberlane Regional School District</b>	<b>Policy Code: CFB</b>
<b>Adopted: 10-05-95</b> <b>Revised: 09-20-01</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## EVALUATION OF ADMINISTRATORS

*The Superintendent shall conduct an ongoing process of evaluating administrators on their skills, abilities, and competence. Annually, the Superintendent or designee will formally evaluate the administrators.*

*The goal of the formal evaluation process is to ensure the education program for the students is carried out, promote growth in effective administrative leadership for the school district, clarify the administrator's role as the board and the superintendent see it, ascertain areas in need of improvement, and focus the immediate priorities of the administrator's responsibilities.*

*The formal evaluation shall include written criteria related to the job duties. The administrator may make comments responding to the formal evaluation.*

*The formal evaluation shall also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation shall be completed by the Superintendent or designee, signed by the administrator and filed in the administrator's personnel file.*

*This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.*

### Legal References

*Littkey v. Winchester School District, 219 NH 626 (1987)  
NH Code of Administrative Rules Section 302, Duties of Superintendents  
NH Code of Administrative Rules Section 304, Duties of School Principals*

*Appendix CFB-R*

~~Through the evaluation of the administration, the Board will strive to accomplish the following:~~

~~Clarify for all Board members the role of the Administrator as determined by the job description, the policies of the school district, the regulations of the State Board of Education, and the statutes of the State of New Hampshire.~~

~~Clarify for the Administrator his/her role in the school district.~~

~~Encourage a harmonious working relationship between the Board, the Superintendent and the Administrators.~~

~~Provide for effective administrative leadership for the school district.~~

~~Recognize excellence in performance.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: CFB</b>
<b>Adopted: 10-05-95</b> <b>Revised: 09-20-01</b> <b>Revised:</b>	<b>Page 2 of 2</b>

~~Identify areas where improvement is needed.  
The Superintendent/Assistant Superintendent will inform the Administrator annually of his/her assessment of the Administrator's performance.~~

**Statutory Reference:**

*RSA 189:14a-b*

*LH Key v Winchester SD 219 NH 626 (1987)*

*NH Code of Administrative Rules 302, 304*

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: CFBA</b></p>
<p><b>Adopted: 05-16-85</b>  <b>Revised: 04-04-91</b>  <b>Revised: 02-24-05</b></p>	<p><b>—Page 1 of  1 Repealed</b></p>

**EVALUATION OF PROFESSIONAL STAFF**

Teachers

~~The Board intends to seek and maintain the best qualified staff to provide quality education for students. In keeping with this goal, there will be an on-going appraisal of the performance of staff to provide:~~

- ~~1. A systematic process whereby all staff members may increase the effectiveness of their services, using the available professional resources.~~
- ~~2. Opportunity for all staff members to analyze their strengths and weaknesses as they relate to the teaching-learning process and to discuss objectively the contributions they have made to the school system.~~
- ~~3. Opportunity for the administrative staff to analyze the strengths and weaknesses of individual staff members and to use this knowledge to develop supervisor service to assist individuals in developing objectives to improve their competence. These may relate to the teaching-learning process and/or other professional responsibilities.~~
- ~~4. Effective means by which administrators may make recommendations concerning the continued employment of personnel, the granting of a continuing contract, the granting of performance pay, and/or other recommendations to the School Board.~~

~~The major purpose for supervision and evaluation is the improvement of instruction and increased learning by students.~~

~~Classroom visitations will be made at various times throughout the school year. Those who are expected to make periodic visitations are Department Heads, Assistant Principals, Principals, Coordinators, Directors, the Assistant Superintendent and the Superintendent of Schools.~~

~~After each visitation, the person who visits may discuss aspects of the visitation with the teacher.~~

~~Formal observations and evaluations will be made according to the procedures outlined in current teacher evaluation model.~~

~~Any formal observations will require adherence to the procedures outlined in the Evaluation Document and will include written reports containing the signatures of all parties involved. A file containing these and all other written communications will be kept in the Principal's office and will be available to a teacher upon written request.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: CFBA</b>
<b>Adopted: 05-16-85</b> <b>Revised: 04-04-91</b> <b>Revised: 02-24-05</b>	<b><del>Page 1 of</del></b> <b><i>1 Repealed</i></b>

*In cases of disagreement, the teacher should reference the evaluation document. This policy was repealed by the Timberlane Regional School Board on \_\_\_\_\_. See Policy GCO EVALUATION OF PROFESSIONAL STAFF.*

<b>Timberlane Regional School District</b>	<b>Policy Code: GCO</b>
<b>Adopted: 01-01-83</b> <b>Revised: 10-03-96</b> <b>Revised: 02-24-05</b> <b>Revised: 04-05-12</b>	<b>Page 1 of 1</b>

## **EVALUATION OF PROFESSIONAL STAFF**

The performance and effectiveness of a teacher shall be evaluated through a written evaluation procedure.

As such, the Timberlane Regional School District Evaluation Program shall focus on the professional enhancement of each educator so that s/he can best facilitate the education of all students, promoting high standards and continuous improvement for students while preparing them to be self-sufficient, contributing citizens.

The District values and supports an evaluation plan that:

- promotes a spirit of professional inquiry;
- encourages collegiality;
- empowers the individual to regularly reflect upon his/her expectations and practices; and
- creates a positive professional atmosphere marked by mutual respect and commonality of purpose.

This evaluation plan shall reflect specific beliefs in assessment and professional development. These include:

- aligning evaluation with goal setting and professional development activities;
- using multiple sources of information to evaluate performance;
- emphasizing self assessment, reflection and collegial support;
- valuing the documentation and presentation by an individual of his/her accomplishments;
- allowing a varied focus in different years by using a three year cycle for assessment;
- maximizing autonomy, collaboration, and accountability; and
- taking a holistic view of an educator's contribution to the District.

The evaluation process shall be a collaboration between a designated evaluator and an educator. The Board and Superintendent shall adopt and implement teacher evaluation procedures, criteria and other necessary components.

**Legal References:**

- RSA 189:14-a, Failure to be Renominated or Reelected*
- N.H. Code of Administrative Rules, Section Ed. 302.02(n), Substantive Duties of Superintendents*
- N.H. Code of Administrative Rules, Section Ed. 304.01(b), Substantive Duties of School Principals*

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: CHA</b></p>
<p> <b>Adopted: 04-21-83</b>  <b>Revised: 10-03-96</b>  <b>Revised: 12-03-98</b>  <b>Revised: 09-20-01</b> </p>	<p style="text-align: center;"> <b>Page 1 of</b>  <b><del>1</del> REPEALED</b> </p>

**DEVELOPMENT OF REGULATIONS**

~~The Board may delegate to the Superintendent the function of implementing appropriate actions to carry out Board policy.~~

*Repealed by the Timberlane Regional School Board on \_\_\_\_\_. See policy BDD.*

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BDD</b></p>
<p><b>Adopted: 04-21-83</b>  <b>Reaffirmed: 11-01-90</b>  <b>Revised: 12-16-10</b></p>	<p><b>Page 1 of 1</b></p>

**BOARD-SUPERINTENDENT RELATIONSHIP**

The Board believes that policy-making is the primary function of a School Board and that the execution of the policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board’s policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and regulations of the State Board of Education.

*Appendix BDD-R*

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: CHD</b></p>
<p><b>Adopted: 05-05-83</b>  <b>Revised: 12-06-90</b>  <b>Reaffirmed: 12-03-98</b>  <b>Reaffirmed: 11-19-09</b></p>	<p><del>—Page 1 of</del>  <b><i>1 Repealed</i></b></p>

**ADMINISTRATION IN POLICY ABSENCE**

~~In the absence of established School Board policy or School Board direction, the Superintendent of Schools shall assume responsibility for whatever decision or action is taken. In such instances, principals or other administrative or instructional personnel shall gain the approval of the Superintendent before taking any action.~~

~~In the situations which arise within the schools where the Board has provided no guides for administrative action, the Superintendent shall have power to act but his decisions shall be subject to review and ratification by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy. The Timberlane Regional School Board repealed this policy on \_\_\_\_\_~~

See ~~also~~ policy BFE.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BFE</b>
<b>Adopted: 05-05-83</b> <b>Revised: 12-06-90</b> <b>Reaffirmed: 12-03-98</b> <b>Reaffirmed: 11-19-09</b>	<b>Page 1 of 1</b>

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See also policy CHD.

<b>Timberlane Regional School Board</b>	<b>Policy Code: CLA</b>
<b>Adopted: 04-21-83</b> <b>Revised: 10-03-96</b> <b>Revised: 12-03-98</b> <b>Revised: 09-20-01</b> <b>Re-affirmed:</b>	<b>Page 1 of 1</b>

### **TREATMENT OF OUTSIDE REPORTS**

Within a reasonable time after receiving reports from such outside agents as the auditor, fire department, health department, and others, the Superintendent shall inform the Board of actions necessary to comply with recommendations made in such reports, assuming such action can be completed within the current budget. Otherwise the Superintendent shall prepare recommendations for Board actions.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:     DFD</b></p>
<p><b>Adopted: 05-05-83</b>  <b>Revised: 01-03-91</b>  <b>Revised: 02-24-05</b></p>	<p><b>Page 1 of 1</b></p>

**GATE RECEIPTS AND ADMISSION –~~HIGH SCHOOL~~FEE**

- ~~1. Admissions receipts and sale of tickets to school events shall be scrupulously controlled and accounted for under the supervision of the high school principal.~~
- ~~2. Admission may be charged for high school activities which are not produced as fund-raising activities for student organizations.~~
- ~~3. A non-transferable, all-seasons activities ticket (season ticket) shall be available for adults and students.~~
- 4.1. All ticket prices shall be ~~established annually~~*approved* —by ~~School Board~~*the Superintendent*.
- ~~5. Children under twelve (12), and senior citizens, 65 and over, shall be admitted free.~~
- ~~6. School district employees will be admitted at student rates.~~
2. Season tickets will not be honored at events sponsored by the New Hampshire Interscholastic Athletes Association.
- ~~7.3. All funds collected shall be under the direct supervision of the Business Administrator.~~

<b>Timberlane Regional School District</b>	<b>Policy Code: DI</b>
<b>Adopted: 05-05-83</b> <b>Revised: 01-03-91</b> <b>Revised: 09-20-01</b>	<b>Page 1 of 1</b>

### **FISCAL ACCOUNTING AND REPORTING**

The District’s accounting system will be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

*The Board shall receive financial reports and statements showing the financial condition of the School District.*

***Appendix DI-R***

<b>Timberlane Regional School District</b>	<b>Policy Code: DIE</b>
<b>Adopted: 02-24-05</b> <b>Re-affirmed:</b>	<b>Page 1 of 1</b>

## **AUDITS**

The books and accounts of the district shall be audited yearly. The audit to be performed will meet the basic audit procedures prescribed by CPA standards.

The Board shall select the auditors after hearing the recommendation from the Superintendent or business administrator. Such audit will be made in accordance with RSA 197:25.

**Statutory References:**

*RSA 197:25, Auditors*

*RSA 671:5, School District Elections: Auditors*