

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, NOVEMBER 1, 2012

Regular Meeting - 7:30 PM

SAU Office Plaistow, New Hampshire

Dr. Earl Metzler, II, Superintendent
Winfried Feneberg, Asst. Superintendent

Robert Collins, Chair
Lori Aubrey, Vice Chair

AGENDA

1. **Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. October 18, 2012 (public and nonpublic)
5. **Delegations or Individuals**
6. **Current Business**
 - a. Public Hearing on Donations – ACTION REQUIRED (15 minutes)
 - b. Assessment Update – INFORMATIONAL (20 minutes)
 - c. Budget Update – INFORMATIONAL (10 minutes)
 - d. Policies – ACTION REQUIRED (10 minutes)
 - e. Superintendent’s Goals ACTION REQUIRED (10 minutes)
7. **Administrator’s Report**
 - a. Update on School Activities – INFORMATIONAL
8. **Personnel Report**
9. **Committee Report/Reports of the School Board**
10. **Correspondence Folder**
11. **Vendor and Payroll Registers**
12. **Other Business**
 - a. Non-public (if needed)
13. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
November 14	SAU Board Meeting (public hearing)	SAU	7:00 pm
November 15	Regular School Board Meeting	Danville	7:30 pm
December 6	Regular School Board Meeting	SAU	7:30 pm
December 20	Regular School Board Meeting	SAU	7:30 pm
January 3	Regular School Board Meeting	SAU	7:30 pm
January 8	Deadline for Citizen’s Petition	SAU	4:00 pm
January 10	Public Hearing on Budget	PAC	7:00 pm
January 17	Regular School Board 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

To: Timberlane Regional School Board Members
From: Dr. Earl Metzler, Superintendent of Schools
Date: October 25, 2012
Re: Administrator's Report for November 1, 2012 School Board Meeting

REGULAR MEETING AGENDA

1-,3. OPEN MEETING

Self-explanatory.

4. APPROVAL OF MINUTES

Two sets: October 18 public and nonpublic

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Public Hearing on Donations – 15 minutes

Kathy Dayotis to present donation from the Atkinson Night Owls to construct a shade structure at Atkinson Academy with a value of \$8,500. Michelle Gaydos to present donation of \$6,500 from the Pollard PTA for the funding of field trips. ACTION (see policy KCD)

b. Assessment Update – 20 minutes

Dr. Metzler to provide update on the activities of the Curriculum and Assessment Committee as well as the assessment tools used by the District. INFORMATIONAL

c. Budget Update – 10 minutes

Dr. Metzler or George Stokinger to provide update of the budgeting process. INFORMATIONAL

d. Policies – 10 minutes

Michael Mascola to present one policy for second reading and adoption (JRA) and six policies for first reading. ACTION

e. Superintendent's Goals – 10 minutes

Board to review goals for submission to the SAU Board. TRSB approval sought. 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 – Mr. Metzler to present (if needed)

9. Committee Reports and Reports of the School Board

10. CORRESPONDENCE

11. VENDOR AND PAYROLL REGISTERS

12. OTHER BUSINESS

Non-public (if needed)

13. FUTURE DATES

UPCOMING REGULAR MEETING AGENDAS

*This information is provided for informational purposes only. Agenda items are subject to change.
The official agenda will be distributed one week prior to its scheduled meeting.*

November 15, 2012 on location at Danville Elementary	
Policies	<i>Second Reading</i>
Common Core Standards	<i>Tentative</i>
Present awards for Education Week Contest	<i>Dr. Metzler</i>
Department Report	<i>Danville Elementary</i>
Budget Update	
Student Trip to London	<i>Eric Constantineau</i>
Student Council Leadership Conference	<i>Jen Libby-Barth request overnight to Washington, DC</i>
Family/School/Community Engagement Proposal	<i>Kate Delfino</i>

December 6, 2012	
Standards-Based Report Card Update	<i>Following end of 1st quarter/Dr. Metzler to present</i>
Budget/Warrant Update	
Policies	<i>First Reading</i>
Florida Trip	<i>Tony DiBartolomeo</i>

December 20, 2012	
Program of Studies	<i>Annual approval (tentative)</i>
TTA Contract	<i>Finalize for warrant (tentative)</i>

Back-Burner List

Committee Self-Evaluations	<i>Waiting on online evaluation/results</i>
Standards-based Report Card	<i>11/15, 2/7, 4/18, & 6/20</i>

Timberlane Regional School District	Policy Code: KCD
Adopted: 10-16-08	Page 1 of 1

PUBLIC GIFTS AND DONATIONS

Gifts from organizations, community groups and/or individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the Building Principal or the Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's goals, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 198:200-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the district. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update inventory and to notify the donor of acceptance or rejection of a gift.



PROPOSAL FOR ATKINSON ACADEMY FOR 16'X24' SHADE
STRUCTURE

JEFF ROUSSEAU CARPENTRY
18 COVENTRY ROAD. ATKINSON, NH 03811
603-362-6343 CELL 978-987-3087
CSL#059647 HIC#150905

Proposal

Jeff Rousseau
18 Coventry Road
Atkinson, NH 03811

Printed Date: 9/23/2012

For: ATKINSON ACADEMY 17 Academy Ave Atkinson NH 03811

This Agreement For Professional Services is entered into by and between Jeff Rousseau Carpentry or "Contractor", and the party signing below, hereinafter called Atkinson Academy c/o Kathie Dayotis, governing work to be performed on the property and building located at 17 Academy Ave, Atkinson, NH

FOR: Construction of a 16'x24' Shade structure in the play ground area.

Jeff Rousseau Carpentry shall furnish all labor and materials to perform the work described in the following specifications and attached drawings, and incorporated by reference as part of this Contract and any Addendum attached hereto.

It is understood and agreed by and between the parties to this agreement, that the work included in this Contract is to be done under the direction of Jeff Rousseau Carpentry and that decision as to the selection of materials and specialty contractors, method of construction and meaning of the drawings and specifications shall be final.

CONTRACTOR will furnish and install six, 10" new concrete piers, with galvanized steel saddles.

The new piers will be set on undisturbed soil, and will be back filled and tamped as needed.

CONTRACTOR will furnish and install a new 6x6 presure treated support posts. The new posts will be installed vertically on new piers with galvanized saddles, including all fasteners as needed.

CONTRACTOR will furnish all necessary 1 3/4x9 1/2 LVL load bearing beam in the ceiling area of the shade stucture. The new support beam will be approximately 24' lineal feet in length, and will extend from corner to corner.

Installation of the new load bearing beam will include all necessary structural framing materials, bracing and fasteners as needed.

CONTRACTOR will furnish and install new 2x8 ceiling joists at 16" O.C. The new ceiling framing will have an approximate area of 384 square feet and will tie to the adjacent structure as needed to meet existing code requirements.

CONTRACTOR will furnish and install approximately 128 lineal feet of gable end exterior non load bearing walls, stud spacing at 16" on centers, approximately eight feet in height, with 1/2 zip system exterior plywood sheathing.

CONTRACTOR will furnish and install 480 square feet of new gable style roof framing.

New roof framing will include all necessary rafters 2x8 at 16"oc, ridgeboard, beams, blocking, bridging, or trusses, bird block vents, 1/2 zip system plywood sheathing, fasteners and adhesives and tie in as needed.

CONTRACTOR will furnish and install 480 feet of new certainteed landmark premium shingles on the roof of the shade structure

Installation will include all necessary shingles, felt, , venting, fasteners, ridge, rake, metal, and flashing.

CONTRACTOR will furnish and install new 1x8 fascia board on the rafter tales with 1x2 shaddow board, and 1x8 rake trim with 1x2 shaddow board on the gable ends. All trim will be covered with white coil stock. Soffit to be trimmed out with white vinyl material.

CONTRACTOR will furnish and install approximately 300 square feet of new double 4" white vinyl siding material, on the gable end wall of the shade structure.

Installation will include the siding, vapor barrier, furring, venting, trim, drip metal, caulking and fasteners as needed.

CONTRACTOR will furnish and install approximately 384 square feet of white vinyl soffit material on the ceiling of the shade structure. All beams will be covered in white coil stock.

CONTRACTOR will furnish and install white pvc trim around all supporting posts.

This construction Contract is entered into on September 17, 2012, by and between Jeff Rousseau Carpentry hereinafter called Contractor, and the party signing below, hereinafter called Owner.

The above specifications, conditions, and job material selection sheets are satisfactory and are hereby

accepted. You are authorized to purchase materials and proceed with this job as specified in this proposal. Jeff Rousseau Carpentry shall furnish all labor and materials to do the work described in the above specifications and Owner agrees to pay as follows:

CONTRACT PRICE 8,500.00
DOWN PAYMENT 2,000.00
PROGRESS PAYMENT #1-2,000.00 after plywood is on the roof
PROGRESS PAYMENT #2- 2,000.00 after roof is shingled
PROGRESS PAYMENT #3 - 2,500.00 final balance due at completion
PAYMENT DUE ON DAY OF SUBSTANTIAL COMPLETION
OF THIS JOB.

Jeff Rousseau Carpentry will do only that work which is written in the above specifications for the above agreed amount. The terms and conditions as stated are part of this Contract .

Please be advised that your signature is formal acceptance of the terms and conditions of this agreement and your failure to comply with the terms stated herein will be considered a breach of the contract.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

_____/_____/_____
(Owner's signature)

_____/_____/_____
(Owner's signature)

Owner(s) acknowledge receipt of a copy of this Contract, and that they have read and understand the terms of this Contract and the payment schedule for this job.

_____/_____/_____
Jeff Rousseau

NOTICE OF RIGHT OF CANCELLATION

Notice of Cancellation Date _____/_____/_____

You may cancel this transaction, without any penalty or obligation, within three business days from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, and goods delivered to you under this contract or sale; or you may if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do not agree to return the goods to the seller or if the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation.

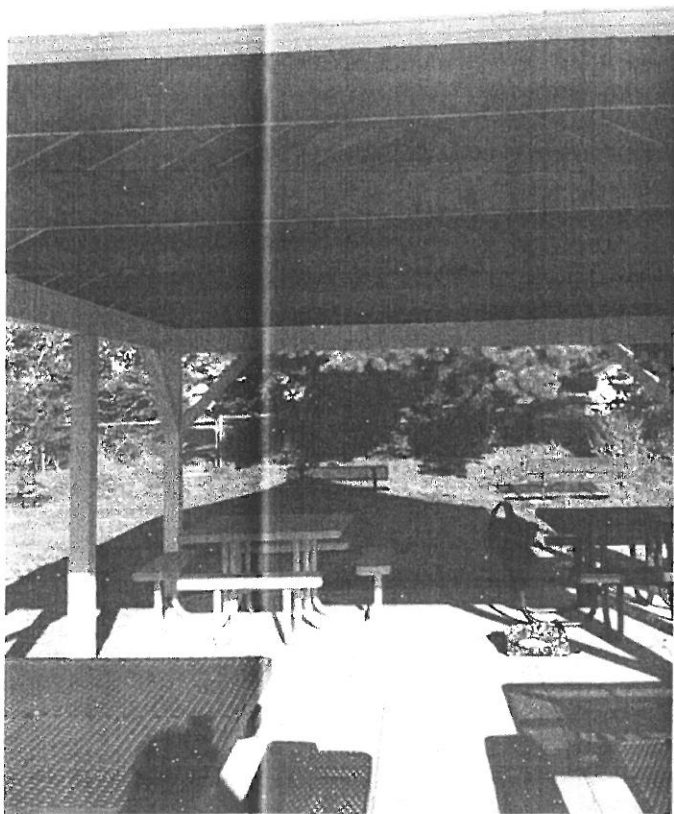
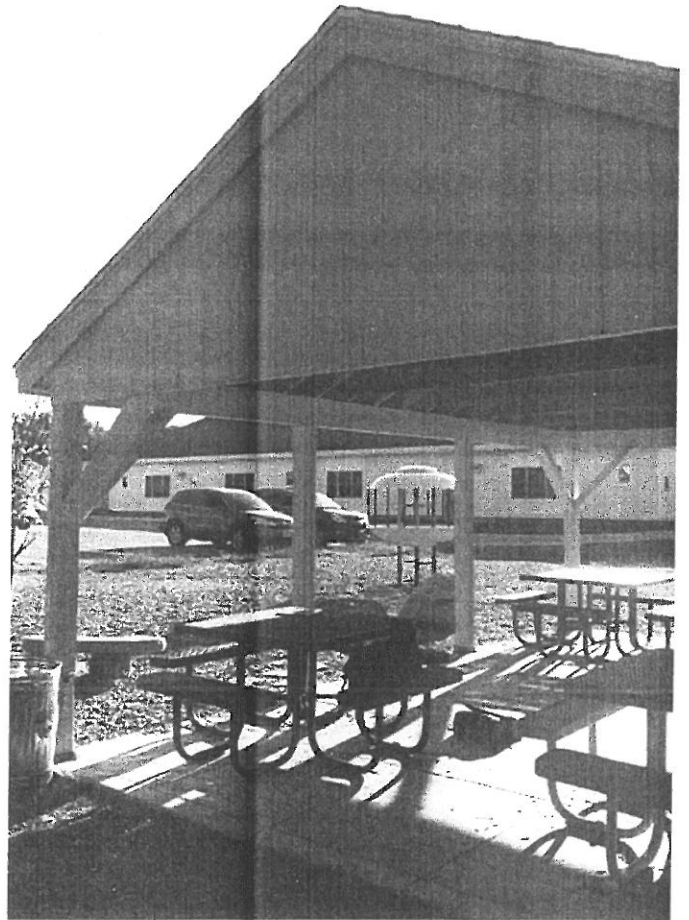
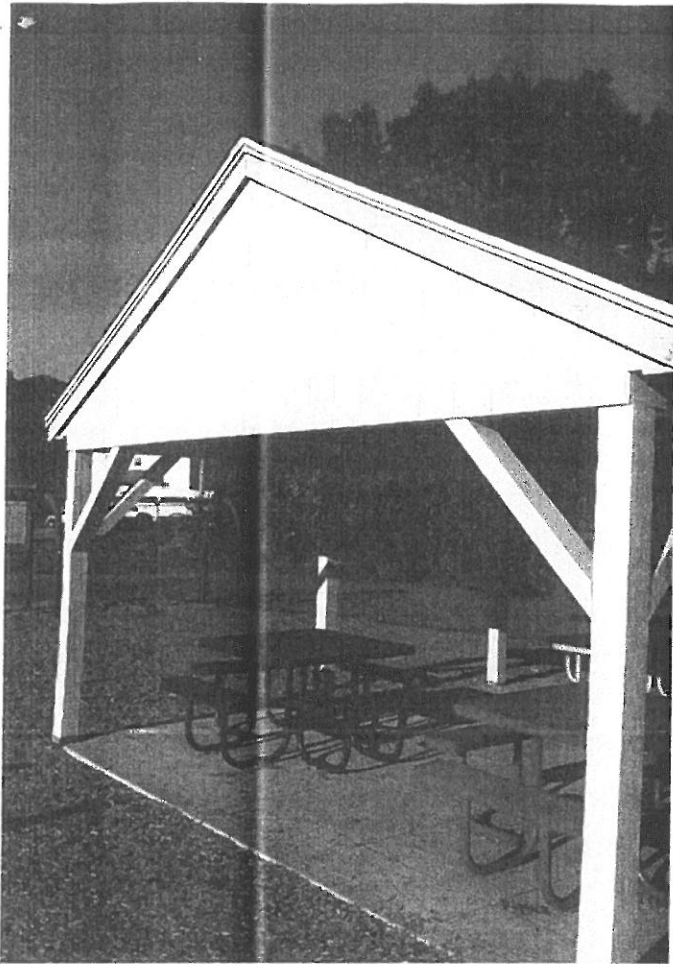
To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a email.

Jeff Rousseau 18 Coventry Road Atkinson, NH 03811

Not later than midnight of _____/_____/_____

I hereby cancel this transaction:

_____/_____/_____
(Buyer's signature)



Data Collection, Interpretation, and Use

Timberlane Regional School District 2010-2011

Data Sources	Collection (Who collects it? How often? When?)	Analysis (Who analyzes it? What is the process?)	Decision Making (What is the information being used for? How are results reported and to whom?)
<p>NECAP</p> <ul style="list-style-type: none"> • Reading • Math • Writing • Science 	<p>Collected by district and building administration.</p> <p>January and August of each year</p> <p>Grades 3-11</p>	<p>district and building administration school staff</p> <p>During staff meetings and PLC meetings</p>	<p>Curriculum Growth GLE's</p> <p>Results reported to school board, staff, parents, and in annual town report.</p>
<p>DIBELS or like assessment</p>	<p>Collected by district, building admin. and staff.</p> <p>September February May</p> <p>Grades K-5, SPED</p>	<p>district and building administration school staff</p> <p>during plc and target team meetings</p>	<p>Benchmark Growth Phonics Fluency Vocabulary Comprehension Progress monitor Tier 2</p> <p>Data is used by teachers to guide differentiated instruction and to inform flexible grouping in Tier 2.</p>
<p>Reading Street Core Reading Program</p> <ul style="list-style-type: none"> • Baseline • Fluency • Weekly test • End of unit • End of year 	<p>Collected by district, building admin. and staff.</p> <p>September 3 times a year Weekly</p> <p>Every 5-6 weeks June</p> <p>Grades Pre K-5</p>	<p>district and building administration school staff</p> <p>during plc and target team meetings</p>	<p>Screening Placement Benchmark Growth Fluency Vocabulary and strategies Comprehension skills Phonics Grammar Grade level goals of the program</p> <p>Data is used by teachers to guide differentiated</p>

<ul style="list-style-type: none"> • Draw and Write book • Cumulative writing records • Booklets • Conferring notes 	<p>Every 4-5 wks</p> <p>3 times a year</p> <p>Weekly</p> <p>Weekly</p> <p>Grades K-3</p>	<p>administration school staff</p> <p>during plc and target team meetings</p>	<p>Growth</p> <p>Grade level goals of the program</p> <p>Data is used by teachers to guide differentiated instruction and to inform flexible grouping in Tier 1</p>
<p>6 Traits Rubric</p> <ul style="list-style-type: none"> • End of unit writing prompt from RS • Independent writing conference data 	<p>Every 5 wks (after Unit 4 for 3rd grade)</p> <p>Weekly</p> <p>Grades 3-5</p>	<p>district and building administration school staff</p> <p>during plc and target team meetings</p>	<p>Benchmark</p> <p>Growth</p> <p>Grade level goals of the program</p> <p>Data is used by teachers to guide differentiated instruction and to inform flexible grouping in Tier 1</p>
<p>Enrichment Battery</p> <p>SAGES</p> <p>TOMAGS</p> <p>Gates-McGinatie</p>	<p>Every 3 years</p>	<p>Enrichment teachers</p> <p>During spring placement screening</p>	<p>Placement</p> <p>Data used by enrichment teachers to guide differentiated instruction for Tier 2</p>
<p>Kindergarten Screening Battery</p>	<p>Every spring</p> <p>Incoming kindergarten students</p>	<p>District, building administration, guidance, and kindergarten staff</p> <p>During spring</p>	<p>Placement</p> <p>Readiness for kindergarten</p> <p>Data used by kindergarten teachers to guide instruction and inform flexible grouping in Tier 1</p>
<p>Child Find</p>	<p>Every spring</p> <p>Ages 3-5</p>	<p>Preschool and SPED administration and staff</p> <p>During the spring</p>	<p>Placement</p> <p>Determine support needed for specialized instruction</p>
<p>Read 180</p>	<p>Grades 6-9</p>	<p>Reading Specialists</p> <p>SPED personnel, Classroom Teachers</p>	<p>Benchmark</p> <p>Growth</p> <p>Progress Monitoring</p> <p>Data is used by teachers</p>

			to guide differentiated instruction.
Common Assessments	Classroom teachers Grades 6-12	Classroom Teachers During PLC meetings	Grade level goals of the program and course competencies. Data is used by teachers to guide differentiated instruction. Classroom Teachers/Grade Level Teachers in PLCs Curriculum Coordinators Administration
Course Competency Summative Assessment	Classroom teachers Grades 9-12	Classroom Teachers During PLC meetings	Grade level goals of the program and course competencies. Data is used by teachers to guide differentiated instruction. Classroom Teachers in PLCs Curriculum Coordinators Administration
Advanced Placement Exams	Grades 11 & 12	AP Board	Determination of credit by colleges. Guidance/Classroom Teachers
Nova Net Credit Recovery	Grades 9-12	Excel Study Teacher	Benchmark Growth Classroom Teachers
SAT, PSAT, ACT	Grades 9-12	The College Board	To assess college eligibility. Guidance/Curriculum Coordinators
Accuplacer	Various Courses Grades 9-12	On-line Assessment	Placement at Community Colleges in NH

			Classroom Teachers
BASI	Grade 8 and 9 special education students	Director of SPED at HS and SPED teachers at MS Winter	Placement in math To inform teachers, students, parents of the appropriate math course placement at the HS
Special Education Battery	Special Education Team Given at initial evaluation and every three years Grades PreK-12	Evaluation team during team meetings. Analysis required by specific assessment used.	To inform instructional decisions for individual students and determine eligibility for special education.
Report Cards	Classroom teachers Quarterly for grades 6-12. Trimester for grades PreK-5	Teachers, Administration, students and parents	Benchmark Growth Grade level goals of the curriculum Results reported on report card document to parents and students.
Parent/Teacher Conferences	Classroom teachers Once in the fall As needed in the spring	Teachers and parents	Growth Grade level goals of the curriculum Results reported with face to face meeting.
Attendance	Daily by teachers	Teachers, Administration, guidance, students, and parents	Check for absence and tardy patterns Make connections to student growth

Assessment Work to be completed for 2012-2013

1. Subcommittee of administrative team
 - a. Will review and update the comprehensive list
 - b. Each level and each school will also have a chart
 - c. All will be reviewed for duplications, appropriateness, purpose

2. Curriculum and Assessment Committee
 - a. Will have the role of “data team” for the district
 - b. Will analyze the data from the comprehensive list and communicate out to board and community
 - c. Part of DINI plan

3. Math and Language Arts Committees
 - a. Will set cut scores for achievement in each subject area
 - b. Part of DINI plan

TIMBERLANE POLICY COMMITTEE

SECOND READING / ADOPTION

1. JRA – Student Education Records and Information
 - a. Last updated in 1991
 - b. New language required by FERPA laws (Family Educational Rights and Privacy Act)
 - c. Language drafted by district counsel in accordance with federal law
 - d. A procedure to this policy will be approved by the Policy Committee once the policy is adopted by the Board.

FIRST READING

2. FL – Retirement of Facilities
 - a. This policy outlines the practice as well as the protocol for closing district buildings and was last updated in 1998
 - b. Policy Committee split the policy into a policy and a procedure (stricken text to be drafted into a procedure
 - c. Reviewed by NHSBA Policy Atty who added the last two paragraphs
3. GEA – Athletic Team Coaches
 - a. This policy outlines the provisions and criteria for the employment of athletic coaches in the District and was flagged for additional review although it was adopted in 2011
 - b. Reviewed by Superintendent, Athletic Director and Policy Committee with recommendations for amendments.
4. AB – The People and Their School District
 - a. A basic statement of the public school district in relation to the constitutional rights of the local legislative body
 - b. Last updated in 2005
 - c. No longer a policy with the NHSBA; however, the Policy Committee recommends it remain on the District books.
 - d. Minor changes recommended.
5. ADC – Tobacco Products Ban
 - a. Prohibits the use and possession of tobacco products on school grounds and school sanctioned trips.
 - b. Last updated in 2005
 - c. Current language is consistent with most recently proposed NHSBA language.
 - d. No changes were recommended by the Policy Committee
6. GBED – Tobacco Products Ban (under the Personnel section)

TIMBERLANE POLICY COMMITTEE

- a. Exact same language as in ADC
 - b. Recommended repealing and referencing ADC as this will reduce duplicity in the policies as well as possible errors to updating one policy without the other
7. JICG – Tobacco Products Ban (under the Students section)
- a. Exact same language as in ADC
 - b. Recommended repealing and referencing ADC as this will reduce duplicity in the policies as well as possible errors to updating one policy without the other

Timberlane Regional School District	Policy Code: JRA
Adopted: 06-06-91 Revised:	Page 1 of 4

NOTE: This sample reflects changes made to the FERPA regulations through 2011. All notes should be deleted before the policy is adopted.

STUDENT EDUCATION RECORDS AND INFORMATION

The Timberlane Regional School District shall comply with the Family Educational Rights and Privacy Act ("FERPA") and all other federal and state laws and regulations concerning confidentiality and maintenance of student records and information.

NOTE: Drummond Woodsum generally recommends that school districts restrict directory information to the categories listed in Paragraph A. Schools may adopt a shorter listing of categories of information. FERPA regulations include the following additional categories that may be included at their discretion (but we recommend discussing this with legal counsel first): student address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, grade level, most recent educational agency or institution attended, and student ID number or other unique identifier other than a Social Security number (but only if the identifier cannot be used to gain access directly to education records without one or more factors such as a password).

A. Directory Information

The Timberlane Regional School District designates the following student information as directory information: name, participation and grade level of students in recognized activities and sports, height and weight of student athletes, dates of attendance in the school district, honors and awards received, and photographs and videos of student participation in school activities open to the public. The Timberlane Regional School District may disclose directory information if it has provided notice to parents (and eligible students) and has not received timely written notice refusing permission to designate such information as directory information.

NOTE: The FERPA regulations were revised in late 2011 to permit school districts to limit the disclosure of directory information to specific parties or for specific purposes, or both. This may be something that local Boards want to consider. We suggest consulting with legal counsel about appropriate language. In addition, school districts should keep in mind that the federal Protection of Pupil Rights Act limits the collection and disclosure of student information for most commercial purposes, and Boards should have a policy that addresses this (ILD – Student Surveys and Marketing Information). Let us know if you need a sample.

B. Military Recruiters/Higher Education Access to Information

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Under federal law, military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and the Timberlane Regional School District must comply with any such request, provided that parents have been notified that they and secondary school students have the right to request that this information not be released without their prior written consent.

C. Health or Safety Emergencies

In accordance with federal regulations, the School District may disclose education records in a health or safety emergency without prior written consent to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

D. Transfer of Student Records

The Timberlane Regional School District sends student education records to a school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled, if the school, school system, or institution or postsecondary education has requested the records, so long as the disclosure is for purposes related to the student's enrollment or transfer. Such records include, but are not limited to, grades and report cards, disciplinary records, attendance records, special education records and health records.

NOTE: Local Boards that want to be able to disclose student education records to school resource officers or their local police district should include the following paragraph in this policy. We also recommend that local Boards adopt a policy on relationships with law enforcement or, if the school unit has SROs, a policy on relationships with SROs and law enforcement.

E. Designation of Law Enforcement Unit

The Board hereby designates [choose one of the following options: its School Resource Officer(s) OR Timberlane Regional Police Department] as the Timberlane Regional School District's law enforcement unit.

F. Administrative Procedures and Notices

The Superintendent is responsible for developing and implementing any administrative procedures and parent notices necessary to comply with the applicable laws and regulations concerning student education records and information. Notices shall be distributed annually to parents and eligible students concerning their rights under these laws and regulations. A copy of this policy shall be posted in each school.

Timberlane Regional School District	Policy Code: JRA
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*Legal Reference: 20 U.S.C. § 1232g; 34 C.F.R. Part 99, as amended
20 U.S.C. § 7908
RSA 189:1-e, 193-D:8, 194:31-a
N.H. Code of Administrative Rules Ed 1119*

*Cross Reference: JRA-E – Annual Notice of Student Education Records and Information Rights
JRA-R – Student Education Records and Information Administrative Procedure
ILD – Student Surveys and Marketing Information
EHB – Records Retention Policy*

STUDENT RECORDS

~~The School Board is intent upon maintaining an adequate individual student record system designed to benefit the education of every student and to assist school staff in this process.~~

~~It is the responsibility of school personnel to collect and maintain data to assure such benefit and data required by statute and/or State Department regulations. This data shall be presented in a format which meets the needs of the student. Emphasis is placed upon accuracy in reporting.~~

~~Where the parents of a student are separated or divorced, or for some other reason the student is not in the joint custody of both of his parents, information concerning the student shall be disclosed to both natural parents or persons having legal custody of the student, and to a person having written authority from the legal custodian of the student.~~

~~Student records are to be kept in the custody of the principal of the school the child attends and may not be transferred outside the district without written permission of the parent in accordance with state and federal laws.~~

~~An eligible student and his/her parent, or either one, as applicable, shall have access to the student record, and may have copies of any information in the record payment of a reasonable fee. Authorized school personnel shall have access the student records. Except for Directory Information released in accordance with state guidelines, no information in a student record shall be disseminated with the specific informed written consent of the eligible student and his/her parent, or either one, as applicable. A log shall be kept to record the dissemination of any information in the student record.~~

~~The eligible student and his/her parent, or either one, as applicable, shall have the right to add information or other relevant material to the record. They shall have the right to request deletion or amendment of any information in the record which is inaccurate, misleading, or otherwise in violation of the student's rights to privacy under the Buckley Amendment. The principal, or his designee, will make a decision which may be appealed first to the Superintendent and then to the School Board.~~

Timberlane Regional School District	Policy Code: JRA
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~~If a parent or legal guardian wishes to review his/her child's school records, he must complete the appropriate forms available at the guidance office. The counselor will then supervise the gathering of records and meet with the parents to review the contents. The parent/guardian must give a minimum of 5 days notice before reviewing records.~~

Appendix JRA-R

Timberlane Regional School District	Policy Code: FL
Adopted: 05-19-83 Revised: 03-07-91 Reaffirmed: 12-03-98 Revised:	Page 1 of 2

RETIREMENT OF FACILITIES

A school will be considered for a comprehensive closing study if any of the following conditions apply:

1. The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be brought up to the current educational standards.
2. The school has been substantially under capacity for a two-year period and is projected to remain so. "Substantially under capacity" is the difference between program capacity and student membership, such that the students in that grouping could be housed in one school less.

(Instructional programs drawing the majority of students from outside of the regular boundary area of the group of schools will not be considered for this purpose.)

Although use for local community students will be the primary function of a school, unusual circumstances may prevail which will require alternate use of a particular location or building. A closing study of such a school may be authorized by the Board and should be done in a timely manner.

~~A closing study will include direct involvement by those communities considered in the study and will be concerned with the following factors:~~

- ~~1. Review of the in-depth demographic studies and grouping, and consideration of alternatives.~~
- ~~2. Age and current physical condition of the building, its operating systems and program facilities.~~
- ~~3. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.~~
- ~~4. Reassignment of children, including alternative plans, according to Board policy.~~
- ~~5. Transportation factors including numbers of children bused, time, distance, and safety.~~
- ~~6. Alternate uses of the building.~~
- ~~7. Costs/Savings: a) Personnel b) Plant Operation c) Transportation~~

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~~d) Capital Investment e) Alternate Use~~

~~8. Continuity of instructional and community programs.~~

The School Board will make a decision on whether or not to retire a facility after full and careful review of the closing-study's findings.

If the Board decides to retire a facility, the Superintendent will prepare an implementation plan for Board approval. The effective date of implementing the decision will be determined by the circumstances and time required to prepare the community and students for the change.

FL - RETIREMENT OF FACILITIES

Timberlane Regional School District	Policy Code: GEA
Adopted: 12-15-11 Revised:	Page 1 of 2

ATHLETIC TEAM COACHES

Selection Process

Notices of all vacancies for athletic coach positions will be posted at the school and will be advertised as necessary, to be determined by the Superintendent. The School Board recognizes that provisions of the collective bargaining agreement may give qualified teachers priority in interviews and selection for vacant coaching positions.

The athletic director and/or principal will screen applications for appropriate qualifications, competencies, and experience. The athletic director and principal will conduct interviews. The principal will check references. The Superintendent *or his/her designee* will make the ~~recommendation for hire to the School Board for approval~~ *appointments of athletic team coaches.*

All persons approved by the ~~Board~~ *Superintendent or his/her designee* for coaching positions will be subject to criminal background checks, consistent with Board Policies GBCD and IJOC. Persons who have been selected for coaching positions may be hired on a conditional basis, pending a successful completion of the criminal records check.

Coaches Eligibility

Persons selected for coaching positions must meet the “Coaches Eligibility” criteria established by the New Hampshire Interscholastic Athletic Association (NHIAA). Coaches must also receive ongoing and continuing education and training as required or recommended by NHIAA

Additionally, persons selected for coaching positions must be at least 21 years of age, have a valid driver’s license and have at least a high school diploma.

Compensation

Coaches will be compensated at the rate established in the district’s operating budget and/or collective bargaining agreement, if applicable.

Continuation and Dismissal

All coaching positions will be for one season only. The athletic director and principal will make re-appointment proposals for the following season. ~~The recommendation for re-appointments will be made by the Superintendent or his/her designee and forwarded to the School Board for approval.~~ *Coaching positions not held by District staff may be posted internally annually.*

A coach may be dismissed from his/her duties at any time for unprofessional conduct, violation of School Board policies, violation of expectations and responsibilities, and/or any unethical behavior that places students in danger or places the District in an unprofessional light.

Code of Ethical Conduct

Coaches are required to adhere to all school board policies relative to codes of conduct,

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behavior, and expectations. Additionally, coaches are required to adhere to all standards of sportsmanship established in School Board policies and/or by NHIAA.

Violation of any code of conduct may result in immediate termination and/or dismissal.

Legal References:

RSA 189:13-a, School Employee and Volunteer Criminal History Records Check
<http://www.nhiao.org/PDFs/2147/coacheseligibility.pdf>

Timberlane Regional School Board	Policy Code: AB
Adopted: 10-04-90 Revised: 09-07-95 Reaffirmed: 02-24-05 Revised:	Page 1 of 1

THE PEOPLE AND THEIR SCHOOL DISTRICT

The public schools belong to the people. The people govern the schools under rights guaranteed to them under the *State* Constitution and statutes of New Hampshire. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish--through the Legislature ~~and the Congress~~--the framework of law within which the schools operate. The people elect a local School Board to represent them and to determine local educational plans and policy and to establish long-term educational goals and objectives. The local School Board functions as an agency of the public within this framework.

The School Board is mindful that the people are the ultimate governors of public education and that the Board is directly accountable to the people through the elective process. However, the Board also believes that accountability is a shared responsibility involving students, teachers and other employees, the Superintendent of Schools, and the people themselves, as well as the School Board. The Board, therefore, asserts these beliefs and expectations:

Students should be educated at home and in the schools in order that they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (recognizing individual abilities and differences) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Board should appoint the most capable person available to hold the position of Superintendent of Schools and should hold him or her accountable for providing creative professional leadership and counsel in all aspects of the school district program.

The Board should also hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for electing the most able men and women available to represent them on the School Board and in the State Legislature and U.S. Congress; and for providing the resources necessary for the Board and staff to accomplish the long-term goals and objectives of the school district.

<p>Timberlane Regional School District</p>	<p>Policy Code: ADC</p>
<p>Adopted: 07-21-83 Revised: 02-15-99 Revised: 09-11-02 Revised: 02-24-05 Reaffirmed:</p>	<p>Page 1 of 2</p>

**TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

Use of Tobacco Products Strictly on Prohibited in/on all School Facilities and/or Grounds

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.

“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.

“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Signs shall be placed by the District in all buildings, facilities and School vehicles stating that the use of tobacco products is prohibited.

It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any School vehicle or anywhere on School grounds maintained by the District.

Enforcement of this prohibition shall initially rest with building Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop regulations, which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means

CURRENTLY UNDER REVIEW BY THE TIMBERLANE REGIONAL SCHOOL BOARD

ADC - TOBACCO PRODUCTS BAN

Timberlane Regional School District	Policy Code: ADC
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deemed appropriate by the Principal. In addition to disciplinary actions taken by the School, criminal penalties for fines may result from violations of this policy.

Employees

No employee shall use any tobacco product in any facility in any School vehicle or anywhere on School grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate this policy are subject to disciplinary action, which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.

All Other Persons

No visitor shall at any time use tobacco products in any facility, in any School vehicle, or anywhere on School grounds maintained by the District.

Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.

(See also GBED, JICG, KH)

Statutory References:

RSA 155:64 - 77, Indoor Smoking Act

RSA 126 - K:6, Possession and Use of Tobacco Products by Minors

RSA 126 K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Timberlane Regional School District	Policy Code: GBED
Adopted: 07-21-83 Revised: 02-15-99 Revised: 09-11-02 Revised: 02-24-05	Page 1 of 2 REPEALED

**TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

See policy ADC.

~~Use of Tobacco Products Strictly on Prohibited in/on all School Facilities and/or Grounds~~

~~No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.~~

~~“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.~~

~~“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.~~

~~Signs shall be placed by the District in all buildings, facilities and School vehicles stating that the use of tobacco products is prohibited.~~

~~It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.~~

Students

~~No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any School vehicle or anywhere on School grounds maintained by the District.~~

~~Enforcement of this prohibition shall initially rest with building Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The Principal will develop regulations which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means~~

Timberlane Regional School District	Policy Code: GBED
Adopted: 07-21-83 Revised: 02-15-99 Revised: 09-11-02 Revised: 02-24-05	Page 2 of 2

~~deemed appropriate by the Principal. In addition to disciplinary actions taken by the School, criminal penalties for fines may result from violations of this policy.~~

Employees

~~No employee shall use any tobacco product in any facility in any School vehicle or anywhere on School grounds maintained by the District.~~

~~Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate this policy are subject to disciplinary action which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.~~

All Other Persons

~~No visitor shall at any time use tobacco products in any facility, in any School vehicle, or anywhere on School grounds maintained by the District.~~

~~Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

See also policies ADC and JICG.

Statutory References:

RSA 155:64—77, Indoor Smoking Act

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

<p>Timberlane Regional School District</p>	<p>Policy Code: JICG</p>
<p> Revised: 10-04-90 Revised: 09-07-95 Revised: 12-03-98 Revised: 09-20-01 Revised: 02-24-05 </p>	<p style="text-align: center;"> Page 1 of 2 REPEALED </p>

**TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES/GROUNDS**

See policy ADC.

~~No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District.~~

~~“Tobacco products” means cigarettes, cigars, snuff, smokeless tobacco, smokeless cigarettes, products containing tobacco, and tobacco in any other form.~~

~~“Facility” is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.~~

~~Signs shall be placed by the District in all buildings, facilities and School vehicles stating that the use of tobacco products is prohibited.~~

~~It is the responsibility of the building Principal(s), or designee, to initially enforce this policy by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using tobacco products in violation of this policy, the Principal or designee may call the local police who shall then be responsible for all enforcement proceedings and applicable fines and penalties.~~

Students

~~No student shall purchase, attempt to purchase, possess or use any tobacco product in any facility, in any School vehicle or anywhere on School grounds maintained by the District.~~

~~Enforcement of this prohibition shall initially rest with building Principals, or their designees, who may report any violation to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The Principal will develop regulations, which cover disciplinary action to be taken for violations of this policy. These regulations will be communicated to students by means~~

<p>Timberlane Regional School District</p>	<p>Policy Code: JICG</p>
<p> Revised: 10-04-90 Revised: 09-07-95 Revised: 12-03-98 Revised: 09-20-01 Revised: 02-24-05 </p>	<p>Page 2 of 2</p>

~~deemed appropriate by the Principal. In addition to disciplinary actions taken by the School, criminal penalties for fines may result from violations of this policy.~~

Employees

~~No employee shall use any tobacco product in any facility in any School vehicle or anywhere on School grounds maintained by the District.~~

~~Initial responsibility for enforcement of this prohibition shall rest with building Principals, or their designees. The Principal may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

~~The Principal will develop and implement the appropriate means of notifying employees of the possible disciplinary consequences of violating this policy. Any employee(s) who violate this policy are subject to disciplinary action, which may include warning, suspension or dismissal. In addition, fines or other penalties may result from enforcement of these prohibitions by other law enforcement officials.~~

All Other Persons

~~No visitor shall at any time use tobacco products in any facility, in any School vehicle, or anywhere on School grounds maintained by the District.~~

~~Responsibility for enforcement of this prohibition shall rest with all School District employees who may report violations to the local police department. In accordance with state law, the police department shall be responsible for all proceedings and applicable fines and penalties.~~

See also policies ADC, GBED and KH.

Legal References:

RSA 155:64-76, Indoor Smoking Act

RSA 126-K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited

PROPOSED 2012-13 GOALS FOR DR. EARL METZLER

ASSESSMENT

- 1
 - *The Superintendent will provide an entry report regarding student achievement by January 2013 with a plan to improve achievement levels by January 2014.*
 - *The Superintendent will develop, implement and evaluate "Action Plans" for schools, programs and the District that link into the current School Board goals and Strategic Plan by May 2013.*

COMMUNITY INVOLVEMENT/ENGAGEMENT

- 2
 - *The Superintendent will attend local selectmen's meetings as requested.*
 - *The Superintendent will incorporate recommendations from the Citizens' Committee in his action plan for the District.*

CAPITAL IMPROVEMENT

- 3
 - *The Superintendent will work with the facilities team to investigate and present plans that both address Timberlane's current needs and are mindful of the current economy.*

PUBLIC RELATIONS

- 4
 - *The Superintendent will post monthly messages on the Timberlane website.*
 - *The Superintendent will post updated Vimeo messages twice a month.*
 - *The Superintendent will make himself available as requested by all stakeholders in the Timberlane School District.*

RETREAT

- 5
 - *The Superintendent will attend an annual retreat by January 2013 with the Board to incorporate suggestions for District improvements in his goals.*
-