

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JUNE 20, 2013

Regular Meeting - 7:30 PM

Superintendent's Office
30 Greenough Road, Plaistow, NH

Dr. Earl Metzler, II, Superintendent
Winfried Feneberg, 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. June 6, 2013 meeting (public and nonpublic)
5. **Delegations or Individuals**
6. **Current Business**
 - a. Nomination of Director of Student Services (formally Dir.PPS) – ACTION
 - b. Nomination of Director of Special Education (formally Asst. Dir. PPS) – ACTION
 - c. Nomination of Attendance Dean – ACTION
 - d. Introduction of High School Athletic Trainer - INFORMATIONAL (10 minutes)
 - e. Special Education Policies/Procedure Manual – INFORMATIONAL (10 minutes)
 - f. School Board Goals – ACTION (10 minutes)
 - g. Summer Projects List – INFORMATIONAL (10 minutes)
 - h. Math Program – ACTION (10 minutes)
 - i. Honor Society Ceremonies Improvement Plan – INFORMATIONAL (10 minutes)
 - j. Policies – ACTION (10 minutes)
 - k. Exit Interview Report – INFORMATIONAL (10 minutes)
 - l. Administration Nominations – ACTION (5 minutes)
 - m. Reschedule August 15th Meeting – ACTION (5 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
June 26	Last Day of School for Students		
June 27	Last Day of School for Teachers		
August 15	Regular School Board Meeting	SAU	7:30 pm
August 26	First Day of School for Teachers		
August 28	First Day of School for Students		

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: June 14, 2013
Re: Administrator's Report for June 20, 2013 School Board Meeting
1-3. OPEN MEETING Self-explanatory.

4. APPROVAL OF MINUTES

Two sets: June 6th regular and nonpublic sessions.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Introduction/Nomination of Director of Student Services – 5 minutes

Dr. Wilson to introduce and recommend the nomination of (TBD 6/17/13) to the position of Director of Student Services. ACTION

b. Introduction/Nomination of Director of Special Education – 5 minutes

Dr. Wilson to recommend the nomination of Beth Rincon to the position of Director of Special Education. ACTION

c. Introduction/Nomination of Attendance Dean – 5 minutes

Mr. Strainge to introduce and recommend the nomination of Bill Mealey to the position of Attendance Dean at the high school. ACTION

d. Introduction of High School Athletic Trainer – 5 minutes

Mr. Fantasia to introduce Amanda Canning as the new high school athletic trainer as contracted through Access Sports Medicine. INFORMATIONAL

e. Special Education Process and Procedure Manual – 5 minutes

Dr. Wilson to present first reading of Special Education Process and Procedure manual. INFORMATION

f. School Board Goals – 10 minutes

Chairman Collins to present final version of school board goals for adoption. ACTION

g. Summer Projects List– 10 minutes

Mr. Hughes to present list of scheduled summer projects. INFORMATIONAL

h. Math Program – 10 minutes

Mrs. Killen and Mr. Strainge to respond to any questions the board has relative to the previously presented math pilot program. ACTION

i. Honor Society Ceremonies Improvement Plan –10 minutes

Mr. Woodworth to present improvement plan on ceremony protocol. INFORMATIONAL

j. Policies– 5 minutes

Michael Mascola to present policies for first reading. ACTION

k. Exit Interviews Report –10 minutes

Dr. Metzler to present summary of exit report interviews and survey. INFORMATIONAL

l. Administration Nominations – 5 minutes

Dr. Metzler to present and make recommendation to nominate Timberlane administrators for the 2013-14 school year. ACTION

m. Reschedule August 15th Meeting – 5 minutes

Recommend rescheduling the August 15th meeting to August 29th. 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.*

AUGUST 15, 2013	
Policies	<i>Second reading</i>
Ratify Summer Hiring	
Summer Projects Update	
Assessment Update	<i>AP, SAT, College enrollment stats</i>
Food Service Update	
Summer PD	
Opening of School Plan	
LEA Plan (SPED policies/procedures)	<i>2nd reading/adoption</i>
Student Rep	
SERESC Update	

SEPTEMBER 5, 2013	
Opening of School Report	
Summer Projects Report	

Back-Burner List

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BILL MEALEY – NOMINATION TO ATTENDANCE DEAN AT TRHS

Mr. William Mealey graduated from Timberlane Regional High School in 1992, and went on to receive his Bachelor of Arts degree in Psychology from UNH and a Master's of Education in Special Education from Rivier University. He is currently enrolled in a Certificate of Advanced Graduate Studies program at Plymouth State University. Bill has made a career of working with at-risk students including stops at The Harbor Schools and Family Services in Newbury, Massachusetts and The Learning Skills Academy in Rye, NH. He has taught at Timberlane for 13 years as a tutor for emotionally handicapped students, a case coordinator for learning disabled students and most recently as the coordinator for the Transition and Alternative Education Program, while also serving as the special education department's teacher leader for the last 4 years. He has long run the district's extended school year program for our most severe emotionally handicapped students and is one of three teachers who oversee the GED-Option program. Bill was a long time coach at the high school, having coached 14 years of girls and boy's soccer, and 5 years as Mike Sorter's assistant in softball, before taking over the tennis program for 5 years.

Personally, Bill is an avid outdoorsman, having hiked every mountain in NH over 4,000 feet, many of them in the dead of winter. He is an experienced ice climber, mountain biker and skier and has kayaked significant whitewater rivers all over New England, including such well known rivers as the Swift and East Branch of the Pemigewasset (along the Kancamagus Highway) and the Kennebeck and Dead Rivers in Maine, all the way up to the Jacques Cartier in Quebec.

Bill looks forward to bringing his work "to scale," where as an administrator he will be afforded the opportunity to positively impact a much larger population of students than he has worked with in the past.

Summer Projects 2014

 Includes accounts **4200-430** & 4600-450

School	Project	Site Visit	Bid due	Budgeted	Quoted	Contractor
		date	date	Estimate	Proposal	
Atkinson Academy	1803 basement VFD pump system	9-May	16-May	\$26,000	\$22,300	Uptack Plumbing & Heating
	Replace old Main door (5th grade wing)	7-May	16-May	\$6,100	\$5,962	N. E. School Services
	Reroof over classrooms 112-115	8-May	16-May	\$24,600	\$24,600	Lambert Roofing
	PM roofing system 87 wing T/M			\$5,500		Lambert Roofing
	Paint exterior café wall	8-May	16-May	\$1,950	\$1,800	C. K. Landmark Construction
	Tree & brush removal, seeding	6-May	16-May	\$5,100	\$4,500	Busby Construction
Danville Elementary	Door #2 replacement	7-May	16-May	\$5,500	\$5,478	N. E. School Services
	Awning over Kindergarten entrance	6-Jun	14-Jun	\$6,500	\$11,000	Morgan Awning
	Roof over Courtyard entrance	6-Jun	14-Jun	\$30,000	\$30,000	Morgan Awning
High School	Extend Water line to consession stand	6-May	16-May	\$21,850	\$14,975	Busby Construction
	Phase1 campus paving (5280 sqy)	6-May	16-May	\$110,350	\$104,160	Busby Construction
	Sidewalk along Greenough Road	6-May	16-May	\$21,750	\$15,530	Busby Construction
	Athletic Pressbox & Storage			\$50,000		
	Rebuild ramps to Mods 1 & 2			\$5,500		In-House
	Paint exterior of Gym & Cafe	8-May	16-May	\$4,100	\$4,100	C. K. Landmark Construction
	Paint interior Mini Gym	8-May	16-May	\$4,500	\$4,300	C. K. Landmark Construction
	Paint underside of walkway canopy	8-May	16-May	\$2,800	\$2,800	C. K. Landmark Construction
	Replace door #2 (PAC entrance)	7-May	16-May	\$5,000	\$4,858	N. E. School Services
	Replace outside exitdoor to rm 402	7-May	16-May	\$2,400	\$2,320	N. E. School Services
	Replace slider with window unit	7-May	16-May	\$3,500	\$3,410	N. E. School Services
	New counters & cabinets in rm 402	3-Jun	14-Jun	\$28,000		In-House/
	Gym Bleacher repairs			\$7,300		In-House
	Automate gym bleachers	7-Jun	20-Jun	\$18,000		
	Storage Shed For wood shop (12 x 24)			\$8,400		TBD

		Site Visit	Bid due	Budgeted	Quoted	
		date	date	Estimate	Proposal	Contractor
Middle School	Paint exterior - 7th Grade courtyard	8-May	16-May	\$9,800	\$9,800	C. K. Landmark Construction
	Glasswall in Café annex	7-May	16-May	\$9,900	\$9,851	N. E. School Services
	MAU w/RTU A/C and heating coil (Café)	20-May	3-Jun	\$36,460		Brookline Mechanical
	Replace Gym AHU (unit #1)	20-May	3-Jun	\$36,000		Brookline Mechanical
PAC	Chalk & Paint exterior of building	8-May	16-May	\$15,000	\$15,000	C. K. Landmark Construction
Pollard Elementary	Awning over main entrance	6-Jun	14-Jun	\$6,500	\$8,900	Morgan Awning (combined)
	Awning over door #5 entrance	6-Jun	14-Jun	\$1,600		Morgan Awning
	Windows in Café/Gym	7-May	16-May	\$8,500	\$8,405	N. E. School Services
	Door #5 replacement	7-May	16-May	\$7,500	\$7,466	N. E. School Services
SAU	Install fire alarm system	7-Jun	14-Jun	\$9,500	\$6,064	Reinhold Security
	Replace lower level AHU	20-May	3-Jun	\$7,100		Brookline Mechanical
Sandown Central	Vinyl soffit - 87 wing			\$5,000		TBD
	Roof repairs - 87 wing T/M			\$6,000		Lambert Roofing
	Door #2 replacement	7-May	16-May	\$4,300	\$4,271	N. E. School Services
	Door #9 replacement	7-May	16-May	\$2,500	\$2,429	N. E. School Services
	Classroom 322 exterior exit door	7-May	16-May		\$2,704	N. E. School Services
Sandown North	Exhaust dishwasher room			\$5,000		TBD
	Internet based Bldg Mgt System			\$25,000		Control Tech
	Gym/Café A/C unit			\$40,000		Brookline Mechanical
TRSD	District window replacement			\$16,500		

Honor Society Protocol Improvement Plan:

Evaluation of Honor Society Protocols:

Academic honor society membership qualifications

Expectations of students in honor societies (regularity of meetings, community service components and academic performance)

Induction Process (timing, notification process)

Celebrations and ceremonies

Funding of honor society activities

Advisor Expectations

Goals:

Consistency and quality of formal honor society ceremonies

Consistency in membership qualifications in academic honor societies

Adherence to organizational protocols in honor societies that are affiliated with national organizations (such as National Honor Society)

Consistent and reasonable expectations of student time commitments, fund raising responsibilities, and community service expectations

Consistent responsibilities, expectations and compensation for honor society advisors

Process:

Analysis of Existing Protocols and Guiding Documents

Analysis of Present Practice

Analysis of Organizational Expectations of Nationally affiliated societies

Creation of List of Common Expectations of Academic Honor Societies

Implementation/Transition plan for 2013-2014 School Year

TIMBERLANE POLICY COMMITTEE

FIRST READING

1. CA - ADMINISTRATION GOALS

- last updated in 2001
- NHSBA language proposed
- Outlines major goals of the administration

2. CB – SCHOOL SUPERINTENDENT/CHIEF EXECUTIVE OFFICER

- last updated in 2001
- NHSBA language proposed
- Statement of Superintendent’s authority and general responsibilities

3. CB-R – DUTIES OF THE SUPERINTENDENT/CEO

- last updated in 2001
- NHSBA language proposed with updated ED law
- Outlines specific duties of the superintendent

4. BDE – BOARD/SUPERINTENDENT LEADERSHIP TEAM STANDING COMMITTEES

- this was sent back from board to be reconsidered as newly presented
- Includes new Board/SLT organization

5. ADA – SPECIAL EDUCATION PHILOSOPHY STATEMENT

- last updated in 1998
- updated language drafted by PPS that will satisfy specific grant requirements

6. CBB – APPOINTMENT OF SUPERINTENDENT

- last updated in 2001
- NHSBA language proposed

7. BCA-R and X – SCHOOL BOARD ETHICS STATEMENT

- review requested by board member citing not all items listed qualify as ethics
- PC recommends calling the items listed “expectations.”

SECOND READING / ADOPTION

8. IKFAA – GRADUATION CEREMONY

- sent back from board with question regarding the addition of the sentence “in writing
- added to clarify appropriate process

TIMBERLANE POLICY COMMITTEE

9. BEC – NON-PUBLIC SESSION

- sent back from the board with the directive to remove the paragraph relative to no official action to be taken in non-public session

10. BDA – ANNUAL ORGANIZATION MEETING OF THE SCHOOL BOARD

- sent back from the board for slight revision to remove reference of Policy DFA and add reference to RSA 197:23-a

PREVIOUSLY REVIEWED POLICY STATUS

- **JH – STUDENT ABSENCES AND EXCUSES (BACK TO PC)**

<p>Timberlane Regional School District</p>	<p>Policy Code: CA</p>
<p>Adopted: 05-05-83 Revised: 12-06-90 Revised: 12-03-98 Revised: 09-20-01</p>	<p>Page 1 of 2</p>

ADMINISTRATION GOALS

Proper administration of the schools is most vital to a successful education program. The general purpose of the superintendent, assistant superintendent(s), principals, assistant principals, directors, associate/assistant directors, coordinators, and department heads, shall be to coordinate and supervise, under the policies of the School Administrative Unit #55 and the Timberlane Regional School Board, the creation and operation of an environment in which students learn most effectively. ~~Administrative duties and functions will be appraised in terms of the contribution made to improving instruction and learning. The Board will rely on the Superintendent to provide the necessary professional administrative leadership. The Board shall rely on its chief executive officer, the Superintendent, to provide at the district level, the professional administrative leadership demanded by such a far-reaching goal. Vision, initiative, resourcefulness, and wise leadership as well as consideration and concern for staff members, students, parents, and others are essential for effective administration.~~

The Superintendent, each Principal, and all other administrators shall have the authority and responsibility necessary for his or her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of the Administration shall be:

1. To manage the district's various departments, units, and programs effectively.
2. To provide professional advice and counsel to the School Administrative Unit #55 and Timberlane Regional School Board and to advisory groups established by Board action. Preferably, where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs; (c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials; ~~and~~ (d) providing access to the decision making process for improvement ideas of staff, students, parents, and others, *and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.*

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Legal References:

- N.H. Code of Administrative Rules Section Ed 302, Duties of School Superintendents*
- N.H. Code of Administrative Rules Section Ed 303, Duties of School Boards*
- N.H. Code of Administrative Rules Section Ed 304, Duties of School Principal*

Timberlane Regional School District	Policy Code: CB
Adopted: 05-05-83 Revised: 12-06-90 Revised: 10-05-95 Revised: 12-03-98 Revised: 09-20-01	Page 1 of 1

SCHOOL SUPERINTENDENT/CHIEF EXECUTIVE OFFICER

The duties of the Superintendent are defined in his/her contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

- 1. The execution of board policies*
- 2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign*
- 3. The observance of all board policies by all those persons employed by the district*
- 4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.*

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Appendix CB-R

~~The administration of the school system in all its aspects shall be delegated to the Superintendent/CEO who shall carry out his/her administrative functions in accordance with the policies adopted by the Board.~~

~~The Superintendent/CEO shall be the chief executive officer of the school system and shall have, under the direction of the Board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the school system. The Superintendent/CEO is responsible for the management of the schools under the Board's policies and is accountable to the board. Further, the Superintendent/CEO is accountable to the Commissioner of Education for carrying out duties specified by the State Board of Education/and or the Commissioner.~~

~~The Superintendent/CEO, in his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent/CEO by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent/CEO of responsibility for the action taken under such delegation.~~

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DUTIES OF THE SUPERINTENDENT/CEO

PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer.

(a) The superintendent shall:

- (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);*
- (2) Be responsible for the overall administrative and leadership services of the SAU; and*
- (3) Perform the duties specified in the section.*

(b) The superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts

(c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent. Such local district services shall include but are not limited to the following areas:

- (1) Personnel;*
- (2) Finance;*
- (3) Communication/community relations;*
- (4) Student service;*
- (5) Maintenance/capital improvement;*
- (6) Curriculum;*
- (7) Instruction;*
- (8) Assessment;*
- (9) Short and long range planning;*
- (10) Governance for student achievement;*
- (11) Policy research;*
- (12) Implementation, and review; and*
- (13) Overall leadership on educational issues.*

(d) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support

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services, subject to statutory requirements, these rules, and the policies of the local districts (s).

- (e) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.*
- (f) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.*
- (g) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.*

Ed 302.02 Substantive Duties. The superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;*
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.*
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;*
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;*
- (e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;*
- (f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;*
- (g) Remove a teacher or other employee of the district in accordance with RSA*

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189:31;

- (h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;
- (i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;
- (j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;
- (k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;
- (l) Direct pupils to assigned classes and grades, consistent with local school board policies;
- (m) Maintain a safe environment for pupils free of hazardous conditions;
- (n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;
- (o) Be responsible for implementation of state board rules, which apply in the area of the superintendents jurisdiction;
- (p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan;
- (q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and
- (r) Be responsible for the implementation and review of school district policies.

~~—Ed 302.01 Executive Officer. The superintendent shall serve as the executive officer of the local school district or districts within the school administrative unit, and shall be responsible for the following duties:~~

- ~~a) The superintendent shall be responsible for planning and administering the activities of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts.~~
- ~~b) The superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services.~~
- ~~c) The superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.~~

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~~d) The superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.~~

~~e) The superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The superintendent may assign duties for the efficient management of the school administrative unit.~~

~~Ed 302.02 Substantive Duties. The superintendent shall:~~

~~a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;~~

~~b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.~~

~~c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the rules of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;~~

~~d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;~~

~~e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;~~

~~f) Be responsible for the development of an educational plan for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;~~

~~g) Remove a teacher or other employee of the district in accordance with RSA 189:31;~~

~~h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;~~

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- ~~i) Provide for temporary staff to fill vacancies and shall provide supplies immediately needed for the operation of the schools;~~
- ~~j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;~~
- ~~k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;~~
- ~~l) Direct pupils to assigned classes and grades~~
- ~~m) Maintain a safe environment for pupils free of hazardous conditions;~~
- ~~n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies; and~~
- ~~o) Be responsible for implementation of state board rules, which apply in the area of the superintendent's jurisdiction.~~

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Revised: 12-03-98 Revised: 02-24-05 Revised:	Page 1 of 1

BOARD/*SUPERINTENDENT LEADERSHIP TEAM* STANDING COMMITTEES

The Board may have the following standing committees as deemed necessary:

1. Facilities
2. Curriculum and Assessment
3. Policy
4. Safety
5. Personnel
- ~~5.6. Community Relations~~

Standing and special committees and delegations shall be appointed by the ~~Chairperson of the Board~~*School Board Chair* and approved by vote of a majority of the Board. Committees will meet as needed on ~~problems-challenges and opportunities~~ pertaining to said committee ~~and will make recommendations for action by the full Board.~~

*The School Board Chair and the Superintendent will work together to appoint members to each committee from both the School Board and the Superintendent Leadership Team and to appoint co-chairs of each committee, one being a School Board member and the other being a member of the Superintendent Leadership Team.**

Only members of the committee may vote on committee matters and at least two members of the committee from the School Board and two members of the committee from the Superintendent Leadership Team must be present to hold a meeting.

*All recommendations of the committees will be presented to the Superintendent's Leadership Team before presentation to the full board for action.***

**The Personnel Committee will be co-chaired by the School Board Chair and the Superintendent*

***The Policy, Personnel and Public Relations Committees are not required to present recommendations to the Superintendent Leadership Team.*

<p>Timberlane Regional School District</p>	<p>Policy Code: ADA</p>
<p>Adopted: 06-20-85 Reaffirmed: 10-04-90 Revised: 12-03-98 Revised:</p>	<p>Page 1 of 3</p>

SPECIAL EDUCATION PHILOSOPHY STATEMENT

The School District’s Philosophy of Education applies to all students of the *(Preschool-grade 12) Timberlane Regional School District*. The Board sets forth this supplemental statement ~~because of due to~~ the nature and complexity of special education to address special considerations relative to ~~educationally handicapped~~ students *with disabilities*.

The goal of education is to develop successful members of society. “Success” is defined as the ability to live a satisfying, self-sufficient, and productive life, contributing to society in accordance with one’s unique talents and abilities. To this end, the District offers a variety of learning experiences designed to encourage students to become successful citizens and to develop their full potential.

~~Educationally handicapped s~~Students *with disabilities* have a wider range of learning needs than their non-~~handicapped-disabled~~ peers. The District, therefore, provides more highly specialized programs of instruction so that ~~handicapped~~ students *with disabilities* will ~~have be afforded~~ the same degree of *full educational* opportunity to reach their potential as non-~~handicapped-disabled~~ students.

As with non-~~handicapped-disabled~~ students, the Board recognizes that the outcome of participation in appropriate learning experiences is based in part on the degree to which a student chooses to take advantage of those opportunities to learn and grown.

The School District recognizes and willingly accepts responsibility for educating ~~handicapped-~~ students *with disabilities*. Its goal is to provide an *Free appropriate Appropriate Public eEducational (FAPE)-program* to each ~~of the handicapped~~ students *with disability* under its jurisdiction. “Appropriate” is defined as the type, level, and amount of service determined to be necessary by each student’s ~~Special ServicesIEP (Individual Education Plan)~~ Team acting in accordance with the policies and procedures set forth by Federal, State, and District authorities.

Just as with its regular educational programs, the District is dedicated to providing quality special education programs and services.

~~Quality, however, must be judged within the parameters of “appropriate” as determined by the Team for each student. More costly programs, programs that offer more service than a student requires, and privately-operated programs are not necessarily more appropriate for a particular student, or of higher quality.~~

CURRENTLY UNDER REVIEW

Timberlane Regional School District	Policy Code: ADA
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The heart of the special education planning process is each student's ~~Special Education~~ IEP Team, which has the responsibility for making diagnostic and individual program planning decisions for each ~~handicapped~~ student *with a disability*. The Team, considering information from a variety of sources, determines the meaning of "appropriate" programming, and sets ~~of~~ the balance between remedial instruction and the development of compensatory skills. The ~~professionals on the Team~~ District strives to set forth a *collaborative* ~~the~~ tone ~~for of~~ communication between the parents and the School District during the often complicated process of diagnosing a student's special education needs and planning to meet those needs. Because the parents of ~~a handicapped~~ students *with disabilities* are members of their child's ~~Special Services~~ IEP Team, Team meetings are a major setting for interaction with the School District. The Board is, therefore, committed to the development of responsible, well-trained, and professionally competent ~~Special Service~~ IEP Teams.

In its efforts to achieve the goal of providing appropriate learning experiences for each ~~handicapped~~ student *with a disability*, the Board also recognizes the importance of:

- Consistency in identification, *evaluation*, programming and placement ~~standards~~ procedures;
- The provision of a continuous program of information for parents with respect to identification, *evaluation, programming and placement* ~~and classification~~ criteria, local policies, procedures, ~~and~~ programs, ~~and~~ State and Federal requirements, *procedural safeguards, participation in State and District-wide assessment, and the protection of confidential information*
- *Providing students with disabilities full educational opportunities and access to the regular educational curricula in the least restrictive environment (LRE) possible.*
- The provision of a continuous program of teacher training and support to ensure that the professional staff has the skills necessary to meet a wide variety of educational needs ~~commonly found in the handicapped~~ for students ~~population with disabilities~~;
- A continuum of educational ~~alternatives~~ *services* on the local level so that ~~educationally handicapped~~ students *with disabilities* can be educated with non-~~handicapped~~ *disabled* students in typical settings to the maximum extent appropriate.

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Finally, the District has goals for ~~handicapped~~ students *with disabilities* in addition to those listed in its general philosophy statement. These are that each ~~handicapped~~ student *with a disability* will be afforded ~~the full educational~~ opportunity and *be* encouraged to acquire:

- A strong sense of dignity and self-worth, coupled with a recognition and respect for the dignity and self-worth of others;
- An understanding of his/her ~~handicap-disability~~ in terms of abilities, *potential and limitations-limitationsand potential*; and
- A desire to achieve as much independence and self-sufficiency as possible.

Timberlane Regional School District	Policy Code: CBB
Adopted: 05-05-83 Reaffirmed: 12-06-90 Revised: 10-05-95 Revised: 12-03-98 Revised: 09-20-01	Page 1 of 1

APPOINTMENT OF SUPERINTENDENT

The Superintendent shall be hired by the School Administrative Unit Board.

Legal Reference:

*RSA 194-C:4, SAU: Superintendent Services
RSA 194-C:5, SAU: Organization and Duties*

~~The School Administrative Unit School Board in keeping with the laws of New Hampshire shall elect the Superintendent of Schools.~~

Statutory Reference

RSA 194-C:5

Timberlane Regional School Board	Procedure Code: BCA-R
Adopted: 09-20-01 Revised: 04-02-09	Page 1 of 1

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

AS A MEMBER OF MY LOCAL BOARD OF EDUCATION, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION, AND, TO THAT END, I WILL STRIVE TO:

Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings.

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.

Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools.

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.

Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.

Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.

Take no private action that will compromise the Board's actions or decisions, and respect and support such actions and decisions as made by the majority vote or consensus of the Board.

Not accept things of material value for personal use or gain from companies or organizations doing business with the school district. Exceptions to this policy are the acceptance of minor items (typically items valued less than \$25) which are generally distributed by the companies through public relations programs.

Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

Timberlane Regional School Board	Procedure Code: BCA-X
Adopted: 04-02-09	Page 1 of 1

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

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School Board Member Signature

Date

Timberlane Regional School District	Policy Code: IKFAA
Adopted: 05-02-13 Revised:	Page 1 of 1

GRADUATION CEREMONY

The conferring of high school diplomas at graduation is the responsibility of the Board of Education. At the graduation ceremony, the chairman of the School Board or his or her designee will partner with the Superintendent of Schools and the High School Principal to confer diplomas to students who have met graduation requirements and other obligations, as certified by the High School Principal (i.e. disciplinary obligations, collection of school materials and paid account balances).

The development of the graduation ceremony program, the presentation of awards, the selection of speakers and vetting of student speeches is the responsibility of the High School Principal. The following individuals will have the option of delivering a speech at graduation: one School Board member chosen by the School Board chairperson, the Superintendent of Schools or his or her designee, and the High School Principal or his or her designee.

Any current district employee or School Board member who is a parent or guardian of a graduating senior, may be granted the opportunity to hand out the diploma to the student at the graduation ceremony. *Written requests shall be made to the High School Principal.* Requests not meeting the current employee or board member criteria must submit a written request to the Superintendent of Schools/or designee for consideration no less than 30 days prior to the date of the graduation ceremony. The Superintendent's/designee's decision will be at his/her sole discretion and will be final.

<p>Timberlane Regional School Board</p>	<p>Policy Code: BEC</p>
<p>Adopted: 04-21-83 Revised: 11- 01-90 Revised: 09-07-95 Revised: 12-03-98 Revised: 09-20-01</p>	<p>Page 1 of 2</p>

NON-PUBLIC SESSION

The Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Upon motion, the vote to enter non-public session will be a recorded roll-call vote made in public session. The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The Board shall record minutes of all non-public sessions. Non-public session minutes will be made publicly available within 72 hours of the non-public session, unless the Board votes to seal the minutes. The Board may seal minutes of a non-public session only by a two-thirds vote. The Board will only vote to seal minutes of non-public sessions if divulging such information would:

- 1. Adversely affect the reputation of a person other than a member of the Board;*
- 2. Render a proposed board action ineffective; or*
- 3. Thwart safety considerations pertaining to terrorism or other emergency functions of the Board.*

Board members should refrain from publicly discussing matters that were discussed in a non-public session.

The Superintendent or his/her designated representative may attend all non-public sessions at the pleasure of the Board, except those non-public sessions that pertain to the Superintendent's employment.

~~The School Board reserves the right to sit in non-public session, closed to the public and media when a majority of the members present and voting so vote. As required by law, the motion calling for a non-public session will indicate the nature of the items to be discussed and the statutory exception stated.~~

~~The Board may entertain a motion to hold a non-public session only for those purposes which the law recognizes. (For the list of reasons permitted by law, see RSA 91-A 3 I & II.)~~

~~No official, final action may be taken by the Board at a non-public session except as allowed by RSA 91-A:3. In order to act upon most items considered at a non-public session, the Board will reconvene in open session. Minutes of the proceedings in non-public sessions shall be kept, at least to the extent of recording any decisions made therein. Decisions must be publicly disclosed within 72 hours of the meeting, unless 2/3 of the members present believe the release of the information would adversely affect the reputation of any person other than a member of the body itself or render the proposed action ineffective. Board~~

CURRENTLY UNDER REVIEW BY THE TIMBERLANE REGIONAL SCHOOL BOARD

BEC - NON-PUBLIC SESSION

Timberlane Regional School Board	Policy Code: BEC
Adopted: 04-21-83 Revised: 11-01-90 Revised: 09-07-95 Revised: 12-03-98 Revised: 09-20-01	Page 2 of 2

~~members and any persons attending a non-public session are duty-bound not to disclose any details of the discussion held.~~

~~The Superintendent or his/her designated representative may attend all non-public sessions except those which pertain to the Superintendent's employment.~~

Legal References:

RSA 91-A:3, Non-Public Sessions

RSA 91-A:4, Minutes and Records Available for Public Inspection

RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality

BEC – NON-PUBLIC SESSION

Timberlane Regional School Board	Policy Code: BDA
Adopted: 05-03-84 Revised: 11-01-90, 04-18-91 08-27-92, 10-17-96 12-03-98, 02-22-01 09-20-01, 02-24-05	Page 1 of 2

ANNUAL ORGANIZATION MEETING OF THE SCHOOL BOARD

The Board shall organize annually at its first meeting following the District elections. Every member shall be notified of the meeting for organization, in accordance with RSA 91-A:2. This meeting shall be called to order by the Superintendent, who shall preside during and until the election of a Chairperson.

The election of the Chairperson should be based on qualifications for the position. Other methods such as rotation should be discouraged.

Unless changed by a two-thirds vote of those present, the order of business for each annual organization meeting of the Timberlane Regional School Board shall be as follows:

- A. Opening of meeting by the Superintendent or a member of his/her staff.
- B. Elections
 - 1. Chairperson
 - 2. Vice Chairperson
 - 3. Others, if desired
- C. Appointments for the next school year
 - 1. School District Clerk and Board Secretary
 - 2. School Treasurer and Deputy Treasurer (at expiration of term)
 - 3. School Counsel
 - 4. Attendance Officer
 - 5. Others, if desired
- D. Bonding *(RSA 197:23-a)*
 - 1. Treasurer
 - 2. Deputy -Treasurer
- E. Designating Banks
 - 1. Depository for District Funds
- F. Designating dates and times for regular monthly meetings
- G. Adjournment

<p>Timberlane Regional School Board</p>	<p>Policy Code: BDA</p>
<p>Adopted: 05-03-84 Revised: 11-01-90, 04-18-91 08-27-92, 10-17-96 12-03-98, 02-22-01 09-20-01, 02-24-05</p>	<p>Page 2 of 2</p>

With respect to B, C, and E: a plurality vote of the board shall be sufficient to elect school board officers, to appoint school board officials and to designate a depository for district funds.

~~The Annual Organizational Meeting shall be held at the next regular school board meeting following the election of officers or the conclusion of the school district meeting, whichever occurs last.~~

After adjournment of this meeting, the Board shall reconvene in special meeting if it wishes to consider additional matters. The order of business for such special meeting shall be that established for regular meetings.

Legal Reference:

RSA 91-A:2, Public Records and Meetings: Meetings Open to the Public)