

# TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, MAY 16, 2013

Regular Meeting - 7:30 PM

Timberlane Regional Middle School  
44 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 – Bryce Whittaker
4. Approval of Minutes
  - a. May 2, 2013 meeting (public and nonpublic)
5. Delegations or Individuals
6. Current Business
  - a. Department Report – TRMS – INFORMATIONAL (30 minutes)
  - b. Eagle Scout Project Update – ACTION (10 minutes)
  - c. Spain Trip Request – ACTION (10 minutes)
  - d. Food Service – ACTION (10 minutes)
  - e. Standards-Based Grading – INFORMATIONAL (45 minutes)
  - f. Policies – ACTION (10 minutes)
  - g. Tuition Rate & Request – 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
May 21	Board Training Session	SAU	7:00 pm
May 22	SAU Board Meeting	SAU	7:00 pm
May 29	SAU Board Meeting	SAU	7:00 pm
June 5	Retirement Celebration	Granite Rose	6:00 pm
June 6	Regular School Board Meeting	SAU	7:30 pm
June 15	Graduation	Football Field	10:00 am
June 20	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: May 10, 2013  
Re: Administrator's Report for May 16, 2013 School Board Meeting  
**1-3. OPEN MEETING** Self-explanatory.

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

Two sets: May 2<sup>nd</sup> regular and nonpublic sessions.

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

### **6. CURRENT BUSINESS**

#### **a. Department Report - 30 minutes**

Mike Hogan and students to present. *INFORMATIONAL*

#### **b. Eagle Scout Project - 10 minutes**

Bryce Whittaker to present Eagle Scout Project update of greenhouse at Pollard School and to solicit funds from the board as his fundraising efforts fell short of about \$200. *ACTION*

#### **c. Spain Trip Request - 10 minutes**

Lauren Marsden to present request for 2013-14 Spanish trip. See policy IJOA. *ACTION*

#### **d. Food Service - 10 minutes**

Dr. Metzler to provide update on the food service contract and make recommendation. *ACTION*

#### **e. Standards-Based Grading - 45 minutes**

Scott Strainge and Deb Armfield to present results of survey and provide update on the report card. *INFORMATIONAL*

#### **f. Policies - 10 minutes**

Michael Mascola to present 6 policies for first reading. Recommend the waiving the second reading of GBGA relative to bus drivers requiring TB tests as part of their pre-employment physical. *ACTION*

#### **g. Tuition Rate and Requests - 5 minutes**

George Stokinger to present recommended tuition rates for the 2013-14 school year and Dr. Metzler to present update on tuition process. *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.*

<b>JUNE 1, 2013</b>	
Retreat	<i>CIP and BCA-X</i>

<b>JUNE 6, 2013</b>	
Math Program	<i>(15)</i>
Policies	<i>2<sup>nd</sup> reading</i>
Suspension Authorization	<i>Annual</i>
ATC Transition Plan	<i>AF and EM – 5 minutes</i>
Administration Renominations	
2013 Spanish Trip Presentation	<i>Lauren Marsden</i>
Standards-Based Report Card Pilot	<i>Action</i>
School Board Goals	
SERESC follow up	<i>Dr. Wilson</i>

<b>JUNE 20, 2013</b>	
End of Year Financial Report	<i>G. Stokinger</i>
Exit Interviews Report	

### **Back-Burner List**

TTA Flex Day Request	
----------------------	--

# MADRID AND BARCELONA 8 DAYS



**DAY 1:**  
Departure Flight.

**DAY 2: MADRID**

Arrive at Madrid airport, greet your Teach by Travel tour manager, and transfer to your hotel for check-in. Orientation briefing, then time to explore on your own before dinner and overnight in Madrid.

**DAY 3: MADRID - TOLEDO**

Guided city tour of Madrid, where you will see the Puerta del Sol, Plaza Major, the Cervantes Memorial, and more, including entrance to the Prado, where you will view masterpieces by Velazquez, Goya and El Greco. Afternoon guided tour of Toledo, the capital of

medieval Spain. Enjoy the 11th century Cathedral, the Church of Santo Tome, and the El Tránsito Synagogue, a testament to Toledo's Jewish heritage. Return to Madrid for a Spanish speciality, a Paella Dinner.

**DAY 4: MADRID -SEGOVIA**

A full day excursion today to visit Segovia, the palace of El Escorial, and the Valley of the Fallen. In Segovia visit the architectural wonder of the Roman Aqueduct, the Alcazar, and the 16th-century Cathedral. Return to Madrid, and learn the passion and drama of the famous Flamenco, with included dance lessons, followed by a Flamenco Show with dinner.

**DAY 5: MADRID - BARCELONA**

Transfer to the train station and board your train bound for Barcelona. Arrive in the capital of Catalonia, Barcelona. Free time to visit the Spanish Village, Puerto Olimpico or the Gothic Quarter, or immerse yourself in the Picasso Museum.

**DAY 6: BARCELONA**

Morning guided city tour, including Parc Montjuic, City Hall, the Cathedral, the Gothic Quarter, Gaudi's Sagrada Familia and more. Free time to experience lively Las Ramblas boulevard, or eclectic Parc Guell.

**DAY 7: BARCELONA - MONTSERRAT EXCURSION**

Enjoy stunning views of the Pyrenees, as your coach climbs winding roads to the sacred mountain of Montserrat, where you will visit the Basilica and the Black Madonna. Afternoon return to Barcelona, with free time to visit the Museum of City History, a full size replica of the 'Santa Maria,' or Mount Tibidabo, for spectacular views of the Mediterranean coast.

**DAY 8:**

Transfer to the airport for your return flight.



**HIGHLIGHTS :**

Round-trip Airfare, All Breakfasts and Dinners, Guided City Tour of Madrid, Flamenco Dance Lessons, Flamenco Performance, Prado, Toledo, Church of Santo Tome, El Tránsito Synagogue, Segovia, El Escorial and the Valley of the Fallen, Special Paella Dinner, Guided City Tour of Barcelona, Gaudi's Sagrada Familia, Montserrat Excursion with Black Madonna

**OVERNIGHTS :**

Madrid 3  
Barcelona 3

**GROUP ORGANIZER:**  
Señora Marsden

**DEPARTURE CITY:**  
Boston

**DEPARTURE DATE:**  
February Vacation, 2014

Valid until June 15, 2013

**PRICES\* :**  
\$2,829 based on 25+

\$2,899 based on 20-24  
\$2,989 based on 15-19

Deduct \$50 if registered by June 15, 2013



\*Prices based on total number of travelers. A deposit of \$295 is due with application. An additional \$200 is due by September 15, 2013. Final payment is due on November 15, 2013 (Unless on TBT Budget Plan). All prices are subject to TBT 2013/14 Terms and Conditions. A passport is required to travel.

# WHAT'S INCLUDED



- Roundtrip Airfare from USA - Spain
  - Airport/Hotel Transfers
- 6 Nights in 3-Star Superior/4 star Class Centrally Located Hotels
  - Triple Room Accommodations
- Included Breakfast and Dinner Daily
- First Class Motor Coach Transportation To and From All Historical Sites
- English Speaking Indigenous Tour Manager Services 24 hrs. a day
  - Guided Tour of Madrid

- Guided Tour of Prado Museum
- Flamenco Lessons and Performance
- Guided Tour of the Holy City of Toledo
  - Church of Santo Tome & El Transito
  - Guided Tour of Segovia
- El Escorial & The Valley of the Fallen
  - Paella Dinner & Tapas Dinner
- Guided City Tour of Barcelona
  - Picasso Museum
  - Sagrada Familia
- Montserrat Excursion



**NO ADULT FEES**  
**NO MEMBERSHIP FEES**  
**NO 'UNDETERMINED' FEES**  
**NO SURPRISES**



## TBT Offers:

- Round-the-clock Customer Service
- Budget Plans to extend published final payment date
  - Luggage Tags
- Optional Pre-Trip Cancellation and On-Trip Insurance premium policy

## Prices do not include:

- Meals not noted on the itinerary
- Beverages during included meals
  - Personal effects
- Optional Travel Insurance

# TIMBERLANE POLICY COMMITTEE

## FIRST READING

1. **IKFAA – GRADUATION CEREMONY**
  - Added sentence to clarify procedure.
2. **IKAB – STUDENT PROGRESS REPORT TO PARENTS**
  - Last updated in 2005
  - Requires teachers to report pupil’s progress
  - Parents of failing students must received notice of failure at least two weeks
3. **BDA – ANNUAL ORGANIZATIONAL MEETING OF THE SCHOOL BOARD**
  - last updated in 2005
  - updated language from NHSBA proposed
  - outlines order/agenda of annual organizational meeting
  - added review of policy DFA per request of BA (and auditors)
4. **BDB – BOARD OFFICERS**
  - last updated in 2005
  - NHSBA language proposed
  - Outlines duties of chair and vice chair
5. **BEC – NONPUBLIC SESSION**
  - last updated in 2001
  - NHSBA language proposed
  - Outlines provisions of statute
6. **GBGA – PHYSICAL EXAMINATION FOR EMPLOYEES**
  - Recently amended by board
  - Recommend removing reference of bus drivers having to undergo TB tests as part of their pre-employment physical
  - Recommend waiving second reading and adopting

## PREVIOUSLY REVIEWED POLICY STATUS

- **JH – STUDENT ABSENCES AND EXCUSES (BACK TO PC)**
- **BDE – BOARD STANDING COMMITTEE (BACK TO PC)**
- **BDEA – SUPERINTENDENT LEADERSHIP TEAM’S STANDING COMMITTEES (BACK TO PC)**

<b>Timberlane Regional School District</b>	<b>Policy Code: IKFAA</b>
<b>Adopted: 05-02-03</b> <b>Revised:</b>	<b>Page 1 of 1</b>

## 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.

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

## STUDENT PROGRESS REPORTS TO PARENTS

The School Board believes it is essential that parents be regularly and fully informed of their children’s progress in school.

Each ~~school~~-teacher will report a pupil’s progress to the student and to his/her parent or guardian. The report will be clear, concise, and accurate, and will provide a basis of understanding among teachers, parents, and students for the administration to develop progress report forms or cards in accordance with this policy.

~~Teachers should make frequent use of Student Progress Reports.~~ Teachers must notify the parents of failing students at least ~~three~~-two weeks before the end of the marking period. No student should fail that has not received a warning. (Sending a warning home a few days prior to the end of the marking period does not satisfy or meet this requirement.) Forms for the report are available in the Guidance office. A copy of the progress report must be sent to the Guidance office. Teachers are encouraged to call parents or have personal conferences as needed.

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

## 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
  - 1. Treasurer
  - 2. Deputy -- Treasurer
  - 2.3. Review of Policy DFA (per district auditors)*
- E. Designating Banks
  - 1. Depository for District Funds
- F. Designating dates and times for regular monthly meetings
- G. Adjournment

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

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code:     BDB</b></p>
<p><b>Adopted:     01-01-83</b>  <b>Revised:     10-03-96</b>  <b>Revised:     12-03-98</b>  <b>Revised:     02-22-01</b>  <b>Revised:     09-20-01</b>  <b>Reaffirmed: 02-24-05</b></p>	<p><b>Page 1 of 2</b></p>

**BOARD OFFICERS**

*The officers of the School Board shall be a Chairperson and a Vice-Chairperson. The officers shall be elected at the annual organization meeting to serve until the next annual organization meeting or until a successor is elected. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting. The Superintendent is the chief executive officer and an ex-officio member of the Board and shall be the Executive Secretary ex-officio.*

*CHAIRPERSON:*

*The Chairperson shall have the right to vote on all matters before the Board. The chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.*

*VICE-CHAIRPERSON:*

*The Vice-Chairperson shall have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.*

- ~~A. The Chairperson shall preside at all meetings of the Board. S/he shall consult with the Superintendent on the preparation of the agenda, execute all documents requiring signatures on behalf of the Board, except as otherwise provided by law or by the Board and shall have such other powers as the Board may from time to time determine. S/he shall have the right to offer resolutions, to discuss questions, and to vote thereon.~~
- ~~B. In the absence of the Chairperson or in the event of his/her disability, the Vice Chairperson shall perform his/her duties.~~
- ~~C. If the Chairperson and the Vice Chairperson are absent at a meeting in which a quorum is present, the senior member of the Board in terms of continuous service on the board, shall preside.~~
- ~~D. In the event a vacancy exists for both the Chairperson and Vice Chairperson the senior member of the Board in terms of continuous service shall perform the duties~~

CURRENTLY UNDER REVIEW BY THE TIMBERLANE REGIONAL SCHOOL BOARD

**BDB - BOARD OFFICERS**

<b>Timberlane Regional School Board</b>	<b>Policy Code: BDB</b>
<b>Adopted: 01-01-83</b> <b>Revised: 10-03-96</b> <b>Revised: 12-03-98</b> <b>Revised: 02-22-01</b> <b>Revised: 09-20-01</b> <b>Reaffirmed: 02-24-05</b>	<b>Page 2 of 2</b>

~~of the Chairperson until the next meeting where a Chairperson and/Vice Chairperson shall be elected.~~

~~E. The officers shall be elected at the annual organizational meeting to serve until the next annual organizational meeting or until a successor is elected. The chairperson and/or vice chairperson may be removed as a board officer by a majority vote of the board members present and voting at a regularly scheduled school board meeting.~~

~~F. The Superintendent is the chief executive officers and an ex-officio member of the Board and shall be the executive Secretary ex-officio.~~

**BDB - BOARD OFFICERS**

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

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

~~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**

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: GBGA</b></p>
<p><b>Adopted: 01-01-85</b>  <b>Revised: 04-04-91</b>  <b>Revised: 02-24-05</b>  <b>Revised: 05-02-13</b></p>	<p><b>Page 1 of 1</b></p>

## **PHYSICAL EXAMINATION FOR EMPLOYEES**

### I. Medical Examination of School Personnel

All school personnel shall be required to have a pre-employment, post offer, medical examination by a licensed physician. Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual. All employees ~~and bus drivers~~ shall be screened for tuberculosis as part of the pre-employment physical examination and at intervals as recommended by the New Hampshire Division of Public Health based on the incidence of tuberculosis in the area of employment.

### II. Additional Examinations

The Superintendent may request a medical examination for any employee, if at any time he/she has reason to believe that the employee's physical or mental health may be detrimental to the welfare of pupils or other employees. The cost of such examination will be borne by the District.

### III. Responsibility

It is the responsibility the Superintendent of Schools or his/her designee to keep accurate records as evidence of compliance with the above policy.

The principal of each School is instructed to take such action as is required to implement this policy and to supervise the necessary record keeping to substantiate test results.

**Legal Reference:**

*RSA 200:36, Medical Examination of School Personnel*  
*RSA 200:37, Medical Examination of School Bus Operators*