

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, MARCH 21, 2013

Re-Organizational Meeting - 7:30 PM

Sandown North Elementary School
23 Stagecoach Road, Sandown, NH

Dr. Earl Metzler, II, Superintendent

Winfried Feneberg, Asst. Superintendent

AGENDA RE-ORGANIZATIONAL MEETING

1. Call to Order – Dr. Metzler
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Department Report – Sandown North
5. Election of Officers
 - a. Chair
 - b. Vice Chair
 - c. School District Clerk
 - d. School Board Recording Secretary
 - e. Treasurer
 - f. Assistant Treasurer
 - g. Attendance Officer
 - h. School Counsel
 - i. Bonding
 - j. Bank Depository
 - k. School Board Ethics Statement
6. Meeting Dates, Time and Place

Regular meeting to immediately follow organizational session.

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.

TIMBERLANE REGIONAL SCHOOL BOARD

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Regular Meeting - Immediately following
re-organizational meeting

Sandown North Elementary
23 Stagecoach Road, Sandown, NH

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

AGENDA

1. **Call to Order – Chair**
2. **Approval of Minutes**
 - a. March 7, 2013 (public and nonpublic)
3. **Delegations or Individuals**
4. **Current Business**
 - a. Review of Election Results – INFORMATIONAL (5 minutes)
 - b. District Website – INFORMATIONAL (15 minutes)
 - c. District Report Card – ACTION (5 minutes)
 - d. Policies – ACTION (10 minutes)
 - e. Committee Assignments – INFORMATIONAL (5 minutes)
 - f. School Board Training – INFORMATIONAL (10 minutes)
 - g. School Board Venue – ACTION (5 minutes)
5. **Administrator’s Report**
 - a. Update on School Activities – INFORMATIONAL
6. **Personnel Report**
7. **Committee Report/Reports of the School Board**
8. **Correspondence Folder**
9. **Vendor and Payroll Registers**
10. **Other Business**
 - a. Non-public (if needed)
11. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
March 27	SAU Board Meeting	SAU	7:00 pm
April 4	Regular School Board Meeting	SAU	7:30 pm
April 17	SAU Board Re-organizational Meeting	SAU	7:00 pm
April 18	Regular School Board Meeting	SAU	7:30 pm
May 2	Regular School Board Meeting	SAU	7:30 pm
May 16	Regular School Board Meeting	SAU	7:30 pm
June 6	Regular School Board Meeting	SAU	7:30 pm
June 20	Regular School Board Meeting	SAU	7:30 pm

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ADMINISTRATOR'S REPORT

To: *Timberlane Regional School Board Members*
From: *Dr. Earl Metzler, Superintendent of Schools*
Date: *March 15, 2013*
Re: *Administrator's Report for March 21, 2013 School Board Meeting*

ORGANIZATIONAL MEETING

The organizational meeting will be opened by the superintendent per TRSD policy BDA.

1. Call to Order

2. Pledge of Allegiance

3. Department Report

Sandown North principal and students to present.

4. Election of Officers

Dr. Metzler will call for nominations from the floor for the chair and vice chair offices. In the event more than one person is nominated for an office, he will initiate the voting by show of hands process.

- a. Chair – nominations from the floor*
- b. Vice Chair – nominations from the floor*

Newly appointed chairman to call for nominations of the following:

- c. School District Clerk – Lorna Walker is seeking re-appointment*
- d. School Board Recording Secretary – Nancy Danahy is seeking re-appointment*
- e. Treasurer – Paul Sullivan is seeking re-appointment*
- f. Assistant Treasurer – Lori Parrillo is seeking re-appointment*
- g. Attendance Officer – none at this time*
- h. School Counsel – recommendation to appoint Soule, Leslie and Kidder as District counsel.*
- i. Bonding – recommendation to bond the treasurer and assistant treasurer in the amount \$100,000.*
- j. Bank Depository – recommendation to appoint BankNorth as the District bank.*
- k. School Board Ethics Statement – to be reviewed and signed by all members on annual basis in accordance with Board policy BCA.*

5. Meeting dates and times

Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:30 pm at the Superintendent's office, waive the July and August meetings (unless needed), and to reserve the right to amend the meeting schedule as needed. Proposed calendar included in packet.

6. Adjournment

REGULAR MEETING AGENDA

1-,3. OPEN MEETING

Self-explanatory.

4. APPROVAL OF MINUTES

Recommendation to accept two sets of minutes: 03/07/2013 public and nonpublic meetings.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Review of Election Results – INFORMATIONAL – 5 minutes

To review and announce elected positions as well as warrant articles.

b. District Website – INFORMATIONAL – 15 minutes

Dean Zanello to present changes to district website.

c. District Report Card – ACTION – 5 minutes

Rob Collins to present. Review and approval required

d. Policies – ACTION – 10 minutes

6 policies up for first reading; Michael Mascola to present.

e. Committee Assignments – INFORMATIONAL – 5 minutes

Members to consider serving on board committees with assignments to be confirmed at next board meeting.

f. Board Training Options – INFORMATIONAL – 10 minutes

Options are to attend NHSBA training session in Concord or hold in-house training session led by Superintendent, Board Chair and District Atty.

g. Board Venue – ACTION – 5 minutes

Schedule school board meeting locations.

7-9. REPORTS

7. *Administrator's Report – Dr. Metzler to present*

8. *Personnel Report – Dr. Metzler to present*

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.*

APRIL 4, 2013	
Renominations	
Policies	<i>2nd reading</i>
Set Graduation Date	
Committee Assignments	<i>Assignments</i>
Food Service Contract	<i>Review</i>
School Board Goals Review	
School Board Training	
Instructional Technology Presentation	<i>John Holland</i>
School Board Self Evaluation	
Athletic Trainer Services Contract	
Math Pilot	<i>Informational (15)</i>

APRIL 18, 2013	
Policies	<i>1st reading</i>
Standards-based Reporting	<i>Update</i>
French Exchange Program	<i>Beth Runnells</i>
NECAP/NWEA	<i>Informational (30)</i>

Back-Burner List

Standards-based Report Card	<i>11/15, 2/7, 4/18, & 6/20</i>
SERESC Follow up	
TTA Flex Day Request	

Timberlane Regional School Board	Policy Code: BCA
Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 09-20-01	Page 1 of 1

ETHICS POLICY STATEMENT

The Board will adopt a member code of ethics statement and annually each member will read, review and sign a copy of the statement to indicate agreement with the statement.

Appendix BCA-R

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

SCHOOL BOARD MEMBER ETHICS

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 MEETING DATES FOR 2013-14

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

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
15	5 19	3 17	7 21
DECEMBER	JANUARY	FEBRUARY	MARCH
5 19	2 16	6 20	6 20
APRIL	MAY	JUNE	
3 17	See school calendar	5 19	

Meetings will convene at 7:30 pm at the
Superintendent's Office, 30 Greenough Road, Plaistow, NH.

The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Log on to www.timberlane.net for more information.

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Approved _____

TIMBERLANE REGIONAL SCHOOL DISTRICT 2013 ANNUAL MEETING VOTING RESULTS

#1: Election of Officers	Atkinson	Danville	Plaistow	Sandown	
School Board (3 year term)	----	<i>Nancy Steenson</i> 482	<i>Richard Blair</i> 477	<i>Kelly Ward</i> 566	
Budget Committee (1 year term)	<i>Raymond Fournier</i> 5 (write in)	----	----	----	
Budget Committee (2 year term)	----	<i>Michelle O'Neill</i> 13 (write in)	<i>Dennis Heffernan</i> 97 (write in)	----	
Budget Committee (3 year term)	----	----	<i>Dennis Heffernan</i> 59 (write in)	<i>Cathy Gorham</i> 57 (write in)	--- no vacancy

		Atkinson	Danville	Plaistow	Sandown	Total		Pass/Fail
#2: Operating Budget \$64,442,418	YES	720	335	464	433	1952	62.07%	PASS
	NO	374	307	207	305	1193		
#3: Capital Reserve Fund up to \$200,000	YES	675	322	444	397	1838	58.57%	PASS
	NO	412	324	223	341	1300		
#4: Collective Bargaining Agreement (TTA)	YES	622	298	384	342	1646	52.30%	PASS
	NO	471	349	285	396	1501		
#5: Authorization for Special Meeting Cost Items	YES	744	400	472	457	2073	67.52%	PASS
	NO	319	228	191	259	997		
#6: Fund Balance Retention (Surplus)	YES	722	368	448	417	1955	64.56%	PASS
	NO	333	250	202	288	1073		
#7: General Acceptance of Reports	YES	891	484	560	568	2503	83.02%	PASS
	NO	157	137	88	130	512		
#8: SAU Budget on Warrant Citizens Petition	YES	597	291	362	462	1712	59.51%	PASS¹
	NO	382	286	258	239	1165		

¹ This article required the majority vote of both Timberlane and Hampstead combined. Total combined votes: 2544 YES; 2072 NO. The article passed.

TIMBERLANE POLICY COMMITTEE

FIRST READING

1. **IKFAA – GRADUATION CEREMONY**

- this is a new policy relative to the handing out of diplomas at graduation
- outlines current practice that allows employees and board members to hand out diplomas as well as provides discretion of Superintendent to allow others
- it also includes a provision about expectations of students to be able to participate in the graduation ceremony; students must meet graduation requirements which include payment/material/disciplinary obligations

2. **GBGA – PHYSICAL EXAMINATION FOR EMPLOYEES**

- last updated in 2005
- updated language proposed
- policy requires physical examinations of employees upon hiring with the provision that additional examinations may be required at the discretion of the Superintendent

3. **BBBA – BOARD MEMBER QUALIFICATIONS**

- last updated in 2005
- NHSBA language proposed
- Lists specific qualifications and includes note about the significant time and effort required to serve

4. **BBBD – BOARD MEMBER REMOVAL FROM OFFICE**

- last updated in 2005
- NHSBA language proposed
- Cites specific NH law relative to removal of office

5. **BBBE – UNEXPIRED TERM FULFILLMENT**

- last updated in 2005
- NHSBA language proposed
- Cites specific NH law

6. **BBBC – BOARD MEMBER RESIGNATION**

- last updated in 2005
- NHSBA language proposed
- recode as appropriate
- provides qualifying reasons for resignation as well as procedure to resign

Timberlane Regional School District	Policy Code: IKFAA
Adopted:	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. Requests to hand out diplomas must be submitted in writing to the Superintendent of Schools for consideration no less than 30 days prior to the date of the graduation ceremony. The Superintendent's decision will be at his/her sole discretion and will be final.

Timberlane Regional School District	Policy Code: GBGA
Adopted: 01-01-85 Revised: 04-04-91 Revised: 02-24-05	Page 1 of 2

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.

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 inimical 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

~~A Physical Examination shall be required of all employees prior to employment and as required by the Superintendent of Schools, thereafter. Supplementary screening of custodians and cafeteria personnel, by the school nurse shall be conducted at least every two years. Bus drivers will be examined by the school physician or at their own expense, by their family physician and annually, thereafter, in accordance with New Hampshire RSA 200:37 and contractual agreement with the transportation provider.~~

~~All bus drivers must meet the physical and medical requirements of US DOT Regulation A9 CFR 391.41. 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.~~

~~The Superintendent may require a medical examination for any employee if s/he has reason to believe that the employee's health is injurious to the welfare of pupils or other employees. The cost of such examination shall be borne by the district.~~

Timberlane Regional School District	Policy Code: GBGA
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[The school district recognizes its obligation under New Hampshire RSA 200:36 and 275:3.](#)

Timberlane Regional School Board	Policy Code: BBBA
Adopted: 12-03-98 Revised: 09-20-01 Reaffirmed: 02-24-05 Revised:	Page 1 of 1

BOARD MEMBER QUALIFICATIONS

In order to be eligible to hold any School District office, one must be a registered voter in the District. No person holding office as a member of a School Board shall at the same time *hold the office of school district moderator, treasurer, or auditor*~~act as district treasurer or auditor~~. No person employed on a salaried basis by a school administrative unit or by any school district within a school administrative unit shall be a school board member in any district of the school administrative unit. Salaried positions shall include, but are not limited to, the following: teacher, custodian, administrator, secretary, school lunch worker, teacher aide, and school bus driver (if paid by the district).

Candidates for the School Board should be mindful that the position requires significant time, effort and commitment to the school and community. Individuals who do not feel they will be able to provide significant time, effort and commitment are discouraged from seeking candidacy.

The same qualifications shall exist when the School Board seeks to fill vacancies.

Statutory Reference:

RSA 197:26, Vacancies

RSA 671:14, School District Elections: Qualifications

RSA 671:18-19, School District Elections: Nominations

RSA 671:33, Vacancies

Timberlane Regional School Board	Policy Code: BBBB
Approved: 02-24-05 Revised:	Page 1 of 1

BOARD MEMBER REMOVAL FROM OFFICE

School Board members may only be removed from office as provided in RSA 32:12 and RSA 42:1-a. RSA 32:12 prohibits School Board members from violating the provisions of RSA 32 relating to the expenditures of school district money. RSA 42:1-a prohibits school board members from breaching confidentiality standards. Violations of either of these statues may result in the board member being removed from office.

~~A board member may not be removed from any office except as provided in RSA 32:12 and RSA 42:1-a.~~

Statutory Reference:

RSA 32:12, Municipal Budget Law: Penalty

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

BBBB - BOARD MEMBER REMOVAL

Timberlane Regional School Board	Policy Code: BBBE
Adopted: 02-24-05 Revised:	Page 1 of 1

UNEXPIRED TERM FULFILLMENT

Vacancies on the Cooperative School Board will be filled in accordance with the provisions of RSA 671:33. Appointees will serve until the next Cooperative School District election.

~~The Board shall fill vacancies occurring on the Board by appointment until the next District election.~~

Statutory Reference:

RSA 197:26, School Meetings and Officers: Vacancies

RSA 671:33, School District Elections: Vacancies

BBBE – UNEXPIRED TERM FULFILLMENT

<p>Timberlane Regional School Board</p>	<p>Policy Code: BBC</p>
<p>Approved: 04-21-83 Reaffirmed: 11-01-90 Reaffirmed: 02-24-05 Revised:</p>	<p>Page 1 of 1</p>

BOARD MEMBER RESIGNATION

The Board believes that any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members and the citizen’s intent to serve reflects his or her intention to serve a full term of office.

However, if for reasons of health, change in domicile or any other compelling reason a member does decided to terminate service—, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for ~~this exigency~~ replacement. *A letter of resignation should be sent to the chairman with a copy to the District clerk.*

Vacancies shall be filed in accordance with RSA 197:26 and RSA 671:33, ~~as it may be amended from time to time.~~

Legal References:

- RSA 197:26, School Meetings & Officers: Vacancies*
- RSA 671:33, School District Elections: Vacancies*

BBC – BOARD MEMBER RESIGNATION

TIMBERLANE REGIONAL DISTRICT COMMITTEES

SCHOOL BOARD COMMITTEES

The following is a list of School Board Committees along with a brief explanation of what each committee does and what your responsibility would be as a member of that committee.

FACILITIES

A board member from each town usually serves on this committee. The purpose is to discuss facilities issues, oversee building projects and make recommendations to the full board about facilities issues. All of the building principals, facilities director, business administrator, budget committee members and other administrators make up this committee. It meets as needed now (*approximately every six to eight weeks*) that the latest building project is completed. The meetings usually begin at either 8:30 or 9:30 AM and last for approximately 2 hours. Members tour all the schools at the beginning of every school year – before the budget process begins – to look at issues that may exist and to get an idea of short and long-term building and space needs.

ENERGY

This is a subcommittee of Facilities that is focused on implementation of the Energy Conservation Plan and energy savings.

CURRICULUM & ASSESSMENT

All curriculum and assessment issues are brought to this committee for discussion and input. The committee usually has 2 –3 board members, principals, guidance, the pupil personnel director, the curriculum directors, staff, parents, etc. It will meet on the second Wednesday of the month in the SAU board room from 6:30 – 8:00 PM for the beginning of the school year and 4:00 – 5:30 PM the second half of the school year. It is a very active committee with lots of participation from many different members of our educational community.

PERSONNEL – Negotiations

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

POLICY

This committee meets to review and update school board policies. Review of board policies is an ongoing process. This committee meets as needed. No budget committee member sits on this committee.

SAFETY

The safety committee meets approximately every six weeks to discuss district-wide safety issues, the district risk management plan (in conjunction with our insurance carrier, Primex) and any other safety related concerns. There are quarterly meetings scheduled with community safety personnel from our four towns to discuss community-wide safety issues and coordination. The meeting dates are usually set at the last meeting of the school year for the next school year and are adjusted if conflicts arise. There is a representative from each school, the business manager, board members, the pupil personnel services director, facilities director, food service director, transportation coordinator, our HS SRO, and a representative from Primex on the regular safety committee. The community-wide committee includes representation from fire and police from each of our towns plus Hampstead. A representative from emergency management, local health departments and Rockingham County have also been invited and attend whenever possible or as needed.

BUDGET / FINANCE

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

COMMUNITY RELATIONS & LIAISON

This committee was resurrected this past year to establish conversation and improve relations between the school board and the local community leaders from the four district towns. There is a representative from each of the towns on the committee.

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

There is a representative from the board who attends 2 meetings per year (fall / spring). The meetings are usually on Thursday from 3:30 – 5:00 or 4:00 – 5:30 PM. The Chair usually appoints a representative and an alternate.

The South Eastern Regional Education Service Center (SERESC), Inc. was established in 1974 to help school districts in southeastern New Hampshire meet a variety of challenges. Through collaboration, SERESC's years of service have been filled with growth and opportunity. Under the guidance of board members and school superintendents, SERESC continues to be a responsive and cost-efficient service provider.

SERESC and partners have long been deeply committed to the free flow of information, knowledge and resources throughout New Hampshire and elsewhere. Through projects such as WINGS (Wide-area Interconnectivity for Networking the Granite State) and The New Hampshire Education Connection Plan, the vision is being achieved.

As an educational consortium, SERESC has both a regional and statewide focus that enables us to serve all educational communities. SERESC pilots innovative practices and creativity, technological sophistication and professional development that contribute to accountability, improved student learning and excellence in the teaching profession.

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

Today SERESC is an agency known for its services and collaborations with education, business, local and federal governments. These partnerships enable us to provide quality services to our schools and a professional development center where both educators and business professionals gather to work, learn and be inspired. Businesses who take advantage of SERESC's new high-tech facility enjoy not only highly competitive pricing and outstanding, personalized service...but also the satisfaction of knowing that their meeting expense dollars will ultimately be used in support of our children's education.

NHSBA DELEGATE

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

STRATEGIC PLANNING / FUTURE PLANNING

The District implements a strategic plan that includes facilities as well as educational needs for our district. The superintendent and board chair establish a strategic planning committee that will include

community members, board members, budget committee representation, administrators, students, teachers, etc, who will develop and monitor the plan.

The following are not School Board committees but a member of the board serves on each committee.

PROFESSIONAL DEVELOPMENT COMMITTEE

There are staff representatives from each school, one para-professional representative, administrator from SAU, and board member. This committee meets the first Tuesday of each month 3:15 –5:00 PM in the SAU boardroom. The committee prepares the professional development day, the professional development manual approved by the state, the guidelines of No Child Left Behind legislation, professional development courses and surveys as to what is needed, library, and other professional development as needed. The committee requests a board member to serve. The committee sets meeting times.

TECHNOLOGY – PROFESSIONAL TECHNICAL STUDIES PROGRAM

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

TRANSITION COMMITTEE

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

VENDOR REGISTER

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

OTHER

There are other committees that may ask for a school board representative and appointments may be made at that time. Ad hoc committees may be created to deal with a specific issue and appointments will be made at that time, as well. There are also ad hoc SAU level committees that members may be asked to serve on and will be appointed by the SAU chair.

OTHER DISTRICT COMMITTEES

The following is a list of district committees with a brief explanation of the work that the committee will be engaged in for the 2010-2011 school year. Committees are either standing committees of the school board, curriculum specific committees, or committees designed for specific programs. All committee work is aligned with the Timberlane Regional School District Strategic Plan and Mission. All committees also follow the Timberlane Regional School District policies BDE, Board Standing Committees; IGA, Curriculum Development; and IGE, Curriculum Guides and Course Outlines.

CURRICULUM COMMITTEES

MATHEMATICS

One focus of the district committee will to become familiar with the NH Numeracy Plan and assess our district's math programs from PreK to 12 according to that plan.

SCIENCE

This committee will be overseeing the implementation of the new science curriculum and offering suggestions for any revisions. The elementary subcommittee will be completing the Understanding by Design templates for the science units for grades K-5.

LANGUAGE ARTS

One focus of the district committee will be to become familiar with the NH literacy Plan and continue the assessment of our literacy program PreK to 12 according to that plan.

SOCIAL STUDIES

This committee will be overseeing the implementation of the new social studies curriculum and offering suggestions for any revisions. The elementary subcommittee will be completing the Understanding by Design templates for the social studies' units for grades K-5.

MUSIC

This committee will be overseeing the implementation of the new music curriculum and offering suggestions for any revisions.

ART

This committee will be overseeing the implementation of the art curriculum and offering suggestions for any revisions.

TECHNOLOGY EDUCATION

The committee will work collaboratively on curriculum and supporting documents. We will be clarifying the goals and troubleshooting. The bulk of the work will be to continue the skills grid and revision of the curriculum.

WORLD LANGUAGES

Committee members for this committee are mostly middle school and high school teachers of world languages. This year the committee will be working on:

- Finalize the German and French curriculum.
- Adapting the materials checklist.
- Choosing teacher and student materials.
- Visiting schools working with language labs
- Implement and monitor world languages curriculum

PE/HEALTH

The committee is made up of nurses and teaching staff to communicate and share ideas and practices in terms of curriculum and protocol.

INFORMATION SKILLS

This committee begins its five-year review. During the first year, we will initially look at:

- The nature and needs of the 21st century learner and how those needs can best be met through the library media program and information literacy skills;
- The changing concept of library media center as a learning commons;
- The newly revised AASL national standards for library media programs.

Based on information gained from the above areas, we will then draft a revision of the current information literacy curriculum.

SPECIFIC PROGRAM COMMITTEES

GUIDANCE

This committee will be overseeing the implementation of the new guidance curriculum and offering suggestions for any revisions.

WELLNESS

This committee is dedicated to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

DISCIPLINE

This committee will continue to update and amend the District Code of Discipline in accordance with school board policies, administrative directives, NH and Federal laws, and current best age-appropriate disciplinary practices. This committee will also be working in collaboration with the district's NH Responds committee to build the district RtI system for behavior.

MENTOR/INDUCTION OF NEW TEACHERS

This committee works with the coordinator of the district's induction program to offer suggestions and evaluate the effectiveness of the program.

SCHOOL IMPROVEMENT MONEY

This committee makes decisions on how and what projects the School Improvement Money will be used for during the coming year.

EVALUATION

This committee is in the process of revising the teacher evaluation document and process. The group will be focusing on the professional development portion of the process and will be working collaboratively with the Professional Development Committee to revise Timberlane's Professional Development Plan.

**TIMBERLANE REGIONAL SCHOOL BOARD
COMMITTEE ASSIGNMENTS
2012-2013**

<p><u>Check Registers</u> <i>Lori Aubrey</i> <i>Nancy Steenson</i></p>	<p><u>Personnel</u> <i>Lori Aubrey</i> <i>Rob Collins</i> <i>Liz Kosta</i> <i>Lisa Withee</i></p>
<p><u>Community Relations & Liaison</u> <i>Roger Barczak</i> <i>Peter Bealo</i> <i>Rob Collins</i> <i>Kate Delfino</i></p>	<p><u>Policy</u> <i>Roger Barczak</i> <i>Peter Bealo</i> <i>Liz Kosta</i> <i>Michael Mascola</i></p>
<p><u>Curriculum & Assessment</u> <i>Lori Aubrey</i> <i>Kate Delfino</i> <i>Liz Kosta</i></p>	<p><u>Professional Development</u> <i>Liz Kosta</i></p>
<p><u>Energy</u> <i>Roger Barczak</i> <i>Michael Mascola</i> <i>Lisa Withee</i></p>	<p><u>Safety</u> <i>Lori Aubrey</i> <i>Nancy Steenson</i></p>
<p><u>Facilities</u> <i>Nancy Steenson</i> <i>Lisa Withee</i></p>	<p><u>SERESC</u> <i>Michael Mascola</i></p>
<p><u>Finance</u> <i>Roger Barczak</i> <i>Rob Collins, Alternate</i> <i>Michael Mascola, Alternate</i></p>	<p><u>Strategic Planning</u> <i>Roger Barczak</i> <i>Nancy Steenson</i> <i>Lisa Withee</i></p>
<p><u>General Assembly Delegates</u> <i>Michael Mascola, Alternate</i> <i>Nancy Steenson</i></p>	<p><u>Technology</u> <i>Peter Bealo</i></p>
<p><u>Legislative Advocate</u> <i>Rob Collins</i></p>	<p><u>Transition</u> <i>Kate Delfino</i> <i>Lisa Withee</i></p>

SCHOOL BOARD VENUE SCHEDULE FOR 2012-13 SCHOOL YEAR

<i>MONTH</i>	<i>MEETING DATE</i>	<i>LOCATION</i>	SCHOOLS
August	16	SAU	Atkinson Academy
September	6	SAU	Danville Elementary
	20	SAU	Pollard School
October	4	SAU	Sandown Central
	18	SAU	Sandown North
November	1	SAU	Middle School
	15	Danville Elementary	High School
December	6	SAU	
	20	Sandown Central	
January	3	SAU	
	17	Atkinson Academy	
February	7	PAC – Deliberative	
	21	SAU – To be rescheduled	
March	7	Pollard	
	21	Sandown North – reorganizational	
April	4	SAU	
	18	TBD	
May	2	TBD	
	16	TBD	
June	6	TBD	
	20	TBD	

Please designate locations for all TBDs.