

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JANUARY 17, 2013

Regular Meeting - 7:30 PM

Atkinson Academy

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

Robert Collins, Chair
Lori Aubrey, Vice Chair

AGENDA

1. **Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
 - a. January 3, 2013 (public and nonpublic)
 - b. January 10, 2013 (public hearing and following mtg)
5. **Delegations or Individuals**
6. **Current Business**
 - a. Department Report – Atkinson Academy – INFORMATIONAL (30 minutes)
 - b. Public Hearing on Donation – ACTION (15 minutes)
 - c. Policies – ACTION (5 minutes)
 - d. Superintendent’s Entry Plan – INFORMATIONAL (45 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
January 23	SAU Board Meeting	SAU	7:00 pm
January 23	First Day of Filing Period for Candidates	SAU	8:30-4pm
January 31	School Board Meeting	SAU	7:30 pm
February 1	Last Day of Filing Period for Candidates	SAU	8:30-5pm
February 7	Deliberative Session	PAC	7:00 pm
February 21	Regular School Board Meeting		CANCELLED
March 7	Regular School Board Meeting	Pollard	7:30 pm
March 21	Re-organizational/Regular Meeting	Sandown N	7:00 pm
April 4	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: January 11, 2013

Re: Administrator's Report for January 17, 2013 School Board Meeting

1-3. OPEN MEETING Self-explanatory.

4. APPROVAL OF MINUTES

Four sets: January 3rd public and nonpublic, public hearing on budget, and meeting immediately after.

5. DELEGATION OR INDIVIDUALS

6. CURRENT BUSINESS

a. Department Report - ACTION - 30 minutes

Atkinson Academy presentation by principal, teachers and students. *INFORMATIONAL*

b. Public Hearing on Donation - 15 minutes

Pursuant to RSA 198:20-b and District Policy KCD, the Timberlane Regional School Board will conduct a public hearing on a donation of a two phase improvement project to the High School JV Baseball Field with an estimated value of \$39,700. Jack Sapia and Angelo Fantasia to present. *ACTION*

c. Policies - 5 minutes

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

d. Superintendent's Entry Plan - 45 minutes

Dr. Metzler to present entry plan. *INFORMATIONAL*

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.*

January 31, 2013	
Policies	<i>Second Reading</i>
NEWEA Data	<i>Kelli & Scott</i>
2013-14 School Calendar	<i>Dr. Metzler to present</i>
Committee Evaluation	<i>Follow up from 1/7 meeting</i>

February 7, 2013	
Deliberative Session	<i>PAC</i>
Meeting immediately following	<i>To review and amend (if needed) recommendations on each article</i>

March 7, 2013	
2013-14 School Calendar	
Policies	<i>First Reading</i>
Math Pilot	<i>Materials distributed at 12/6 mtg</i>
Department Report	<i>Pollard School</i>

Back-Burner List

Standards-based Report Card	<i>11/15, 2/7, 4/18, & 6/20</i>
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TIMBERLANE POLICY COMMITTEE

FIRST READING

1. **KCB – COMMUNITY INVOLVEMENT IN DECISION MAKING**
 - proposed language to SB in May but sent back to PC to incorporate more of original language
 - re-presented to SB at 12/6 meeting and sent back to PC again
 - PC incorporated SB recommendation
2. **AF – COMMITMENT TO ACCOMPLISHMENT**
 - last updated in 2005
 - no such policy on file with NHSBA
 - recommend repealing
3. **AFA – EVALUATION OF BOARD OPERATIONAL PROCEDURES**
 - last updated in 2005
 - no such policy on file with NHSBA
 - recommend repealing
4. **BAAA – BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**
 - last updated in 2005
 - no new language from NHSBA proposed
 - recommend reaffirming
5. **BBA – BOARD POWERS AND DUTIES**
 - last reviewed in 2001
 - no new language from NHSBA proposed
 - recommend reaffirming
6. **KED – PUBLIC COMPLAINTS ABOUT FACILITIES OR SERVICES**
 - last re-affirmed in 2005
 - current language is up to date with NHSBA
 - recommend reaffirming

Timberlane Regional School Board	Policy Code: KCB
Adopted: 10-04-90 Reaffirmed: 09-08-95 Revised: 12-03-98 Revised:	Page 1 of 1

COMMUNITY INVOLVEMENT IN DECISION MAKING

The Board shall encourage the involvement of citizens to fulfill the mission of the schools through such means as hearings, surveys, informational meetings, etc., where the Board may hear and evaluate community opinions as it conducts its responsibilities.

The School Board recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped for advisory purposes and to the degree that these resources are involved in supporting the improvement of the local educational program.

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisers and resource people. ~~in ways such as the following:~~

- ~~1. In solving specific problems through positive proactive means and proper communication channels.~~
- ~~2. In extending the instructional services of the classroom teacher in those instances where the specific talents of the lay person or persons complement such services.~~
- ~~3. In serving as advisory people to curriculum development projects.~~
- ~~4. By serving on committees, task forces, volunteering, etc. as solicited by the school board.~~
- ~~5. Become actively involved in the development of school district philosophy, mission, policies, goals and objectives.~~
- ~~6. By keeping themselves informed about school district activities through attendance at meetings, hearings, forums, etc.~~

The advice of the public will be given consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the pupils. The final decision may depart from this advice when in the judgment of the administrative staff and the Board, current educational practice, or within the reach of the financial resources available.

<p>Timberlane Regional School District</p>	<p>Policy Code: AF</p>
<p>Adopted: 10-04-90 Revised: 12-03-98 Reaffirmed: 02-24-05</p>	<p>Page 1 of 1 REPEALED</p>

COMMITMENT TO ACCOMPLISHMENT

~~Because it is accountable to residents of the district, the Board will maintain a program of accountability consisting of the following elements:~~

- ~~1. Clear statements of expectations and purpose as these relate to operations, programs, departments, positions.~~
- ~~2. Provision for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.~~
- ~~3. Evaluation of operations, programs, instructions, and services to determine how well expectations and purposes are being met.~~
- ~~4. Inception of management plan to enable individuals to direct their own efforts to the goals and objectives of the district.~~
- ~~5.1. Evaluation of the efforts of the employees of the Board, and of the Board itself, in line with stated objectives. The first purpose of personnel evaluation will be to help each individual make a maximum contribution to the goals of the school district.~~
~~Repealed by the Timberlane Regional School Board on _____.~~

AF - COMMITMENT TO ACCOMPLISHMENT

<p>Timberlane Regional School District</p>	<p>Policy Code: AFA</p>
<p>Adopted: 10-04-90 Revised: 12-03-98 Reaffirmed: 02-24-05</p>	<p>Page 1 of 1 REPEALED</p>

EVALUATION OF BOARD OPERATIONAL PROCEDURES

~~The School Board shall periodically establish realistic objectives related to Board procedures and relationships and shall, in October of each year, measure its performance against the stated objectives.~~

~~The following areas of Board operations and relationships are representative of those in which objectives may be set and progress appraised:~~

- ~~1. Board meetings~~
- ~~2. Policy development~~
- ~~3. Fiscal management~~
- ~~4. Board role in educational program development~~
- ~~5. Board member orientation~~
- ~~6. Board member development~~
- ~~7. Board officer performance~~
- ~~8. Board-Superintendent relationships~~
- ~~9. Board-Staff relationships~~
- ~~10. Board-Community relationships~~
- ~~11. Legislative and governmental relationships~~ *Repealed by the Timberlane Regional School Board on _____.*

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AF - EVALUATION OF BOARD PROCEDURES

Timberlane Regional School Board	Policy Code: BAAA
Adopted: 02-24-05 Reaffirmed:	Page 1 of 2

BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Generally

The policies of the Board are intended to establish the general and overall rules within which day-to-day operations of the School District are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the district community are expected to comply with both Board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the administration to comply with policy shall not invalidate any lawful action taken.

Contents of Board Policy and Administrative Procedure

The policies of the Board shall be composed of the policies contained in this policy manual; the contents of administrative job descriptions adopted by the Board, all formal student handbooks and all formal employee handbooks not part of Board policy and may be altered by the administration without Board action.

Limitations of Policy

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or pre-empt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all Board policies and administrative procedures shall be given both an interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the Board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give any individual a cause of action not independently established in law. Enforcement of Board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not pre-empt, create, supplant, expand or restrict the rights or liabilities of students, employees, taxpayers, or others within the School District beyond those that are established in law and are not intended to restrict or limit students, employees or other members of the School District community from pursuing any claims or defenses available under law.

Timberlane Regional School Board	Policy Code: BAAA
Adopted: 02-24-05 Reaffirmed:	Page 2 of 2

Exceptions

Exceptions to any policy or in the application of any policy may be made if requested or recommended in accordance with the following procedures:

- a. Any person may request an exception to any Board policy or the application of the same by submitting a letter to the Superintendent. The request shall identify 1) the name, address and telephone number of the person making the request; 2) the policy for which the exception is being requested; 3) the action that the requesting individual desires, and 4) the rationale supporting the need for an exception.
- b. The Superintendent, or his/her designee, shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior request for exceptions to the same or similar policies.
- c. Following the Superintendent’s investigation, the Superintendent may place the request for the exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.
- d. The Board shall have final and exclusive authority to determine whether to grant request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
- e. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

Timberlane Regional School Board	Policy Code: BBA
Adopted: 04-21-83 Reaffirmed: 11-01-90 Revised: 12-03-98 Revised: 09-20-01 Reaffirmed:	Page 1 of 1

BOARD POWERS AND DUTIES

School Boards exercise all the powers and duties prescribed to them by applicable state and federal laws and rules of the State Board of Education.

Regulatory References:

N.H. Code of Administrative Rules-Section Ed. 303.01

RSA 189:1-a, Duty to Provide Education

RSA 195:5, Cooperative School Districts: School Board Powers and Duties

Appendix BBA-R

BBA - BOARD POWERS AND DUTIES

<p>Timberlane Regional School District</p>	<p>Policy Code: KED</p>
<p>Adopted: 08-18-83 Reaffirmed: 08-08-91 Reaffirmed: 02-24-05 Reaffirmed:</p>	<p>Page 1 of 1</p>

PUBLIC COMPLAINTS ABOUT FACILITIES OR SERVICES

Grievance Procedure

1. Any qualified handicapped person or persons who feel subject to discrimination with respect to Section 504 of the Rehabilitation Act of 1973 have the right to file a formal grievance.
2. Any qualified handicapped person, or persons, who have a grievance, shall discuss it first with the appropriate building principal in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party within five (5) school days, the aggrieved party shall set forth the grievance in writing to the principal. The principal shall communicate his decision to the aggrieved party in writing within five (5) days of receipt of the written grievance.
4. The aggrieved party, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Section 504 Coordinator. The appeal to the Coordinator must be made in writing reciting the matter submitted to the principal and the aggrieved party's dissatisfaction with decisions previously rendered. The Coordinator shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days. The Coordinator shall communicate his decision in writing to the aggrieved party and the principal not later than five (5) school days after the meeting.
5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five (5) school days after receipt of the Coordinator's decision may submit a written request for a hearing with the local School Board regarding the alleged discrimination through the Superintendent of Schools. The hearing will be held within thirty (30) calendar days of the written request. The School Board must provide the aggrieved party with a written decision on the appeal within ten (10) calendar days after the hearing.
6. Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the school district may continue to negotiate. If the school district and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be canceled.
7. The decision of the local school board is final pending any further legal recourse as may be described in current local district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

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	TBD	
	18	TBD	
May	2	TBD	
	16	TBD	
June	6	TBD	
	20	TBD	

Please designate locations for all TBDs.