

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.