



Thursday, November 21, 2024 AGENDA

Regular Business Meeting
SAU 106 Boardroom

Justin Krieger, Superintendent
Katie Knutsen, Chair
Mark Sherwood, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Minute Taker
3. Pledge of Allegiance
4. Student, Staff, Family Share
5. Student Representative
6. Delegates and Individuals
7. Approval of Minutes
8. Current Business
 - a. FY26 Default Budget – INFORMATIONAL
 - b. Student Overnight Travel to Montreal – ACTION
 - c. Touchscreen Chromebooks RFP Recommendation – ACTION
 - d. Policies – ACTION
 - e. Warrant – INFORMATIONAL
9. Administrator's Report
10. Personnel Report
11. Committee Reports/Reports of the School Board
12. Other Business
13. Nonpublic Session – if required.

<i>DATE</i>	<i>TIME</i>	<i>LOCATION</i>	<i>COMMITTEE</i>
12/3/24	4:00 PM	SAU Boardroom	Curriculum & Assessment
12/5/24	5:00 PM	SAU Boardroom	Policy
12/5/24	5:00 PM	Top Floor Conference Room	Early Childhood
12/16/24	7:00 PM	TRHS Café	Joint Budget Committee/School Board Meeting

DRAFT – NOT APPROVED

Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting
November 7, 2024
7:00 PM**

**Superintendent's Office
30 Greenough Road
Plaistow, NH**

Call to Order

Board Members Present

Katie Knutsen, Mark Sherwood, Kim McCormick, Shauna Manthorn, Brienna Woodworth, Jack Sapia, Donald Woodworth, Paul LeCain

Excused Absence: Alyssa Kowalczyk

Seated at the Board Table

Justin Krieger, Superintendent
Sandra Allaire, Assistant Superintendent
Abigail Robinson, Student Representative

Administrators Present

Mark Pedersen, Director of Secondary Education
Fran DeCinto, Director of Human Resources
Kim Rivers, Early Childhood Coordinator

STUDENT, STAFF, AND FAMILY SHARE

Mrs. Rivers who is the building leader at TLC, invited a family to come in to speak on an initiative from a parent's perspective. This is a special education program and is open to the public and registration is up on the website. It is meant for families with students who are 2 ½ to 5 yrs. of age who aren't ready to make the full commitment to have their child go to school for the 2 ½ hours but who want to learn some things about being a parent and having their child interact with some other kids their age. This has been going really well.

Mr. and Mrs. Bleisch from Atkinson, along with their young son who has been diagnosed with autism, spoke about the program. The explained the challenges they face raising a child with his diagnosis. Mrs. Bleisch described the benefits and how much their son has progressed in such a short time at TLC. They stated having the NECC program has been a tremendous help and proves the importance of early intervention.

DRAFT – NOT APPROVED

STUDENT REPRESENTATIVE

Abigail Robinson presented her school-wide report and highlighted certain events going on in the District. The first show of “Our Town” was tonight at the high school. The National Honor Society had their first day of Kindness at the high school yesterday morning. She provided a recap of Spirit Week and provided a sports update. The elementary schools had their Halloween parades. Parent/Teacher conferences took place. After-school enrichment sessions continue. The Atkinson Fire Department visited the school on November 7th and 8th to discuss fire safety. The student council is holding a food drive on November 4th through November 14th. She described some of the student clubs that are offered. The Middle School Social Studies classes are excited to show their appreciation for the local veterans and will be working on a flag display outside the Middle School. A Spooky Concert was performed by the High School and Middle School orchestras.

DELEGATES AND INDIVIDUALS – No speakers

MOTION: Mr. Sherwood motioned to move the remaining 30 minutes for Delegates and Individuals to the end of the meeting. Seconded by Mrs. Manthorn
Motion passed: 8-0-0

APPROVAL OF MINUTES

MOTION: Mrs. Woodworth motioned to accept the regular public meeting minutes of October 17, 2024. Seconded by Mrs. McCormick Motion passed: 6-0-2 (Mr. LeCain and Mr. Woodworth abstained)

MOTION: Mr. Sapia motioned to approve the non-public minutes of October 17, 2024. Seconded by Mrs. Woodworth Motion passed: 6-0-2 (Mr. LeCain and Mr. Woodworth abstained)

CURRENT BUSINESS

a. TRHS Psychology Curriculum Revisions

Mr. Pedersen spoke to this. He explained the TRHS Social Studies Department is proposing a curriculum revision for the 11th/12th Grade Psychology elective. He is looking for the Board to approve this as a Second Read and there have been no changes from the First Read.

DRAFT – NOT APPROVED

MOTION: Mrs. Woodworth motioned to accept and adopt the TRHS Psychology Curriculum Revisions as a Second Read. Seconded by Mrs. McCormick Motion passes: 8-0-0

b. Medicaid Billing Provider

Mr. Krieger referred to Dr. Martin's Executive Summary regarding the request for Board approval to drop our current Medicaid billing provider, Medicaid School Billing (MSB). They would like to engage with Relay to bill and collect Medicaid funds. For many years they had great success with MSB. However, since it was sold and under new management, they adopted a new reporting platform. This platform continues to be difficult to manage with frequent loss of data and crashes. Collected Medicaid revenue has been greatly reduced. This prompted them in 23/24 to look at another vendor.

They would like to go with Relay, a Medicaid billing company who charges 7% of what they bill, as opposed to MSB, who charges 8%. Relay also offers the same services with a more user friendly platform.

There is a fee to us for being relieved from the MSB contract which would be no more than \$24,299.58.

MOTION: Mr. Sherwood motioned to terminate TRSD's contract with MSB and engage Relay as our new Medicaid billing provider. Seconded by Mrs. Manthorn Motion passed: 8-0-0

c. BCBA Budget Transfer

Mr. Krieger referred to an Executive Summary prepared by Mrs. Watkins. He explained they had a position in the salary line for a psychological intern and it has been very difficult for them to find someone like that. They were hoping to have someone like that to train some staff and to write some BCBA plans and behavior plans for non-identified students. They would like to take those funds out from that position and propose moving them into a contracted service provider, SERESC, who is currently our provider. In doing so, we can get 160 hours of professional training in here with a trainer/trainer model and we can educate some folks at the school level so then we can build out the capacity and provide the behavior supports for the non-identified students primarily at the elementary level.

MOTION: Mrs. Manthorn motioned to accept the budget transfer request in the amounts and accounts specified in the Special Education budget transfer request dated November 7, 2024. Seconded by Mr. Sherwood. Motion passed: 8-0-0

DRAFT – NOT APPROVED

d. Position Title Change

Mrs. DeCinto explained they hire high school students to help during the summer. We have one student who would like to work during the school year. Mrs. DeCinto is requesting a title change from Facilities Summer Help to Youth Custodian Assistant.

It was suggested to include Facilities in the title also.

MOTION: Mr. Sherwood motioned to accept the title change of Facilities Summer Help to Youth Facilities/Custodian Assistant. Seconded by Mrs. Woodworth Motion passed: 8-0-0

d. Policies

Mrs. Manthorn presented Policy EG – District Communication Plan as a Second Read. There have been no revisions since the First Read.

MOTION: Mr. Sapia motioned to accept Policy EG: District Communication Plan as a Second Read/Adoption. Seconded by Mrs. Manthorn Motion passed: 8-0-0

e. Draft Warrant

Mrs. Knutsen explained the draft warrant articles are before them for informational purposes only.

Mr. Krieger shared with the Board some initial feedback he received from Drummond & Woodsum regarding the petition warrant articles.

Article #9 regarding the 2.5% tax cap is a lawfully written petition. It can be modified at the Deliberative Session in terms of the degree of percentage. There are a few districts in New Hampshire who operate under a tax cap and he has made contact with one. He and Mrs. Watkins will spend some time talking through their experience and what it has looked like practically for them. They will need to have some sort of connection between legal and the Board so they can have some clear understanding of what impact certain numbers would have in that percentage for the District moving forward.

Mr. Sherwood asked if Mr. Krieger was able to ferret out the question that 2.5% is inclusive of current obligations we have with our unions. Mr. Krieger said he was and it would be fully inclusive. Mr. Sherwood questioned if we are contractually obligated to have a 3% increase in salaries and provide them with health insurance, which we know is going to increase 11%, that is a huge delta to make up.

DRAFT – NOT APPROVED

Mr. Krieger explained the conclusion is the 2.5% would make it impossible to have the District function. The next step is to educate what those numbers mean and the way to do that is talk with legal counsel and get some sense about mapping out the impact to particular numbers.

Mr. Sherwood stated perhaps they could have that at the PAC so people who are interested in wanting to understand the ramifications of it will be able to attend.

Mrs. Knutsen explained that anytime the public can come and speak with the experts on this, it would be a very good idea.

Mr. Krieger referred to the upcoming joint Budget Committee meeting on December 16th. That could be an opportune time to hear all the information together.

Mr. Krieger spoke to petition Article #10 regarding the lease purchase agreement. This is a lawfully written petition. It raises a lot of questions for legal counsel. One of the things that is most concerning, is that anytime a voting body would rescind a lease purchase agreement, there is language in there that states the equipment that was purchased needs to be returned. They need to understand what that would cost the District in the end.

Mr. Krieger spoke to petition Article #11 regarding the fund balance retention. This is a straightforward lawful petition warrant. The law allows for districts to retain up to 5% and the Board had decided to accept that. This is a vote to rescind the adopted 5% fund balance retention.

Mrs. Knutsen explained as they continue to get figures for the warrant articles, they will continue to review the warrants at upcoming Board meetings.

ADMINISTRATORS' REPORT

Mr. Krieger presented his administrators report. This past Tuesday was Professional Development Day. There were 19 individual sessions throughout the day.

He finished meeting with all the Boards of Selectmen. They were at Atkinson this past Monday with Mr. Woodworth and Mr. Sapia.

The School Board will be meeting in the PAC at their December 5th meeting. The New Hampshire School Funding Project will be joining them to talk about the New Hampshire School funding model. Every Board of Selectmen, members of every Budget Committee and Administration Team were invited. Members of the public are also invited.

The joint meeting with the Budget Committee will be on December 16th to discuss the impact of the warrant articles.

DRAFT – NOT APPROVED

It is tentatively slated for December 19th to have the Early Childhood ad hoc committee present their findings to the Board.

Some robotics grants have come in for Atkinson Academy, Sandown North, and the Middle School. Between them they are looking at \$25,000 of federal and state money to run robotics with our kids at no cost to the taxpayers in the District.

Mr. Krieger provided a handout to the Board regarding proposed position reductions. This is in response to the request of him by the Board to look at open positions. We have assessed our current needs with students as best as we can. As they look at those open and vacant positions, he feels comfortable recommending they be eliminated. There are 13 support staff positions and 5 professional staff positions that will result in a cost savings of \$727,522.00. With a vote of the Board tonight, he would be able to bring that adjusted cost to the Budget Committee when he and Mrs. Watkins present the personnel budget report later in the coming week. These are not slated for contractual services for this year or next year.

Mr. Sapia asked if we were to find someone after we removed the position, would we have the ability to hire them and get away from the contracted service. Mr. Krieger stated we could but it is common to have language in the contract that there would be a penalty for breaking that.

MOTION: Mrs. Manthorn motioned to reduce the number of staffing positions by job code listed on the summary graphic page at the close of FY 25. Seconded by Mr. Sherwood. Motion passed: 8-0-0

Mr. Krieger asked from some direction from the Board regarding the CIP with regard to the upcoming budget recommendations through Budget Committee. The CIP line currently stands at \$1.8 million. What will be coming out of the CIP group is recommended projects for FY 26. Those projects include the high school bathrooms at \$500,000, the Atkinson Academy belfry project which is a little less than \$700,000 with a pending LCHIP grant. The other project is the replacement of the exterior metal fencing here on the main campus with black metal fencing. He asked the Board what number would they want him to bring to the Budget Committee in the CIP line.

Mr. Sapia believes what drives the CIP amount should be the amount of work that needs to be done. He likes the \$1.8 million. Once that amount of work gets addressed, he could see that amount going down.

Mrs. Knutsen said the CIP is a list of things that aren't failing, but they would like to improve them. We have a Facilities budget they should be looking at for the maintenance of the buildings and look down the road and put money in their budget to do that. She understands what the CIP has been used for, but if it has been used the right way.

DRAFT – NOT APPROVED

Mrs. McCormick asked when was the last time they saw the list of items on the CIP. Before she can recommend giving the dollar amount, she would like to see what is on the list and what the priorities look like.

Mr. Krieger said they don't have to make a decision tonight, and he can get them the information and the CIP list they need and this can be brought up again in the next two weeks.

PERSONNEL REPORT

a. Personnel Report

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Lisa Peterson, Social Studies Teacher, TRSD Middle School and Jaimie Dupuis, Special Education Teacher, Sandown North. Seconded by Mr. Sherwood Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Jeffrey Petry, PE Teacher, TRSD Middle School. Seconded by Mr. Sherwood Motion passed: 8-0-0

COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD

Mr. Woodworth is looking forward to presenting the ad hoc information.

Mrs. Knutsen said the Budget Committee met two weeks ago. The Middle School, High School, Athletics, and Performing Arts presented their budgets. They will be talking about the positions at the next meeting and Special Education will present to the Budget Committee on November 25th.

Mr. Sherwood stated the Facilities Committee met on October 28th. They talked about the next phase of the lease. The Insurance Committee met on October 31st and members representing the TTA and TSU attended. They had their first meeting on October 28th with the Food Service and Custodian unions. Their upcoming meetings are on November 13th, November 21st, and December 5th.

Mr. Sapia referred to the storage shed. He said this could be another potential item that could be put on the CIP. He heard there is a lack of manpower to get the fields put to sleep for the winter. He recommends calling the Lawrence Labors Union and explore that option.

Mrs. Manthorn stated the next Wellness meeting is in January. Policy met today and there will be 3 policies coming before the Board at the next meeting.

DRAFT – NOT APPROVED

Mrs. McCormick said Curriculum and Assessment met this week. She is involved with the union negotiations with Mr. Sherwood, as well as the ad hoc committee.

Mr. LeCain said he understands the December 5th meeting will be a tight agenda, however, he would like the Board to review the Program of Studies ahead of time and possibly be ready to vote on it on December 5th.

Mrs. Woodworth said the CIP will meet on November 18th and Strategic Planning will be on November 21st.

OTHER BUSINESS

Mr. Sapia referred to the RFP process. He said last year an RFP was put out in March for the care of the grounds. By that time, companies have their business slated for the summer. He would like that RFP to go out again, but much earlier. He said for any possible project they are looking at, they should get budget numbers for it and put out RFP's in a timely fashion.

Mrs. Woodworth also suggests doing the same for the CIP list.

There was no further public business before the Board.

MOTION: Mrs. Manthorn motioned to enter non-public under RSA 91-A:3, Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mr. Sherwood Motion passed 8-0-0

The Board was polled:

D. Woodworth – yes Knutsen – yes Sherwood – yes Sapia – yes Manthorn – yes
McCormick – yes B. Woodworth – yes LeCain - yes

Motion passed 8-0-0 to enter non-public at 8:40 pm.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on



EXECUTIVE SUMMARY

Overnight trip - Students travel to Montreal

The World Language department at the high school and the middle school are proposing a spring trip to Montreal, Canada to provide the opportunity for students to use their French language skills and immerse themselves in history and culture. If approved, chaperones will continue to work with the travel company to fine tune their planning, advertise to their French students, and fundraise to lower the per person cost.

Trip Information

What: Trip to Montreal, Canada

Who: 8th grade - 12th grade students who are currently enrolled in French

When: May 17-19th

Length of the trip: 2 nights/3 days

Departure/Arrival: leave around 6am on day 1 and arrive around 10pm on day 3

Number of students: fewer than 30

Number of chaperones: 4

Cost: \$825-\$1075 per student (students will fundraise to offset the cost)

Company: Students Love Travel

Travel: coach bus

Trip Highlights

Explore, dine, and shop in Old Port

Pointe a Calliere Archaeological and History Museum

Tour the Basilique de Notre-Dame

Ride the Grande Roue de Montreal ferris wheel

Breakfast in the Plateau neighborhood

Mount Royal park and trails to the summit

Learn about Canadian and International art at the Musee des Beaux Arts

Lunch at Crescent Street

Olympic Stadium to learn about Canadian flora and fauna at the Biodome and Botanical Gardens and

Tour Olympique

Musee McCord to learn about Montreal's history and indigenous culture

Atwater Market for French language activity and lunch

Respectfully submitted,

Jennifer Puchlopek, Secondary Curriculum Coordinator



EXECUTIVE SUMMARY

RFP for Touchscreen Chromebooks

This executive summary outlines the results and recommendations following the completion of the RFP process for 250 touchscreen Chromebooks. These devices will replace current Chromebooks, which are five years old and used district-wide by our kindergarten students.

The RFP was posted on our website and emailed to vendors on September 30, 2024, with a submission deadline of October 24, 2024. A total of 18 vendors submitted bids. After review, the administration recommends awarding the contract to Archangel, which submitted the lowest-priced bid.

Respectfully Submitted,
Kenneth Henderson
Director of Technology



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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📧 @TimberlaneRSD

📧 @TimberlaneRSD

Bid Opening Record

Bid: 2024 Student Touchscreen Chromebooks

Date: 10/24/2024

Ref. Policy DJE

<u>Bidder</u>	<u>Address</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount</u>	<u>Attended</u>
Y & S Technologies	Brooklyn, NY	\$266 per unit \$29 per license	250		\$73,750	
Aztek Computers	Carrollton, TX	\$243.93 per unit \$31.69 per license	250		\$68,905	
Archangel	Miami Beach, FL	\$237.37 per unit \$31.79 per license	250		\$67,290	
CTL	Beaverton, OR	\$300 per unit \$31 per license	250		\$82,750	
Tech Network Supply	St. Ames, IA	\$298.61 per unit \$31.78 per license	250		\$82,595.50	
RTI	North Sioux City, SD	\$ per unit \$ per license	250		\$91,250	
Vivacity		\$259.00 per unit \$30.00 per license	250		\$72,250	
Connection	Merrimack, NH	\$325.00 per unit \$32.00 per license	250		\$89,250	
CDW Government LLC	Vernon Hills, IL	\$249.00 per unit \$31.00 per license	250		\$70,000	
GCS Imaging Inc.	Maywood, NJ	\$350.00 per unit \$31.00 per license	250		\$95,250	
vCloud Tech	Rolling Hills Estates, CA	\$278.99 per unit \$31.95 per license	250		\$77,735	
Hypertec Solutions	Tempe, AZ	\$333.19 per unit \$36.54 per license	250		\$92,432.50	

Witnesses:

Recorder:

Name

Signature

Low bidder submittal will be reviewed to insure compliance with bid specs.

Reference checks will be completed prior to awarding of bid.

This form will be on file in the District Office for one year and attached to electronic Purchase Requisition.

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.



NH School Administrative Unit 106 | Timberlane Regional School District

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Bid Opening Record

Bid: 2024 Student Touchscreen Chromebooks

Date: 10/24/24

Ref. Policy DJE

<u>Bidder</u>	<u>Address</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Amount</u>	<u>Attended</u>
System Liquidation	Houston, TX	\$266.82 per unit \$30.00 per license	250		\$74,205	
Sunnytech USA	Woburn, MA	\$269.00 per unit \$ 29.69 per license	250		\$74,752.50	
Elysian Technology	Nashua, NH	\$336.66 per unit \$30.62 per license	250		\$91,820	
Mvation	Glen Cove, NY	\$293.60 per unit \$30.28 per license	250		\$80,970	
Virtucom	Peachtree Corners, GA	\$289.00 per unit \$30.75 per license	250		\$79,937.50	
Milliard Tech	Clarksburg, MD	\$343.50 per unit \$2.45* per license	250		\$86,487.50	
		*quoted wrong part #				

Witnesses:

<i>Lisa Oliver</i>	<i>Kenneth Henderson</i>

Recorder:

Heather Greenfield

Name

Heather Greenfield

Signature

Low bidder submittal will be reviewed to insure compliance with bid specs.

Reference checks will be completed prior to awarding of bid.

This form will be on file in the District Office for one year and attached to electronic Purchase Requisition.

The mission of the Timberlane Regional School District is to engage all students in challenging and relevant opportunities, emphasizing high aspirations and personal growth.

Signature Certificate

Reference number: VGHCM-BXQWD-TZJKR-QVGKN

Signer

Timestamp

Signature

Heather Greenfield

Email: heather.greenfield@timberlane.net

Sent:

25 Oct 2024 14:27:08 UTC

Signed:

25 Oct 2024 14:27:09 UTC

Heather Greenfield

IP address: 50.237.135.14

Location: Atkinson, United States

Lisa Oliver

Email: lisa.oliver@timberlane.net

Sent:

25 Oct 2024 14:27:08 UTC

Viewed:

25 Oct 2024 14:27:37 UTC

Signed:

25 Oct 2024 14:30:39 UTC

Lisa Oliver

IP address: 50.237.135.14

Location: Atkinson, United States

Recipient Verification:

✓ Email verified

25 Oct 2024 14:27:37 UTC

Ken Henderson

Email: ken.henderson@timberlane.net

Sent:

25 Oct 2024 14:27:08 UTC

Viewed:

25 Oct 2024 17:40:33 UTC

Signed:

25 Oct 2024 17:40:54 UTC

Kenneth Henderson

IP address: 50.237.135.14

Location: Atkinson, United States

Recipient Verification:

✓ Email verified

25 Oct 2024 17:40:33 UTC

Document completed by all parties on:

25 Oct 2024 17:40:54 UTC

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TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

November 21, 2024

First Read

Policy	Changes/Recommendations
EBCA - Crisis Prevention and Emergency Response Plans	TRSD does not currently have this policy. NHSBA sample policy language.
GBEB - Staff Conduct	TRSD does not currently have this policy. NHSBA sample policy language.

Timberlane Regional School District	Policy Code: EBCA
Adopted:	Page 1 of 2

Crisis Prevention and Emergency Response Plans

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

A. Site-specific Emergency Operations Plan (RSA 189:64).

Each school shall develop a site-specific school emergency operations plan (“EOP”) based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities. School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review by October 1st.

If, after such review, the plan remains unchanged, then the Superintendent/Principal shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent/Principal shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.

B. District-wide Crisis Prevention and Response Plan.

The Superintendent, in consultation with appropriate personnel, district safety committee, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the “District Crisis Plan”). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c. The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District.

Timberlane Regional School District	Policy Code: EBCA
Adopted:	Page 2 of 2

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan).

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

C. Coordination.

The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or their designee, will serve as the coordinator/liaison with these authorities. Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

Legal References:

RSA 189:64 Emergency Response Plans

RSA 193-D Safe School Zones

RSA 193-F Pupil Safety and Violence Prevention

RSA 200:40-c Emergency Plans for Sports Related Injuries

NH Code of Admin. Rules, Ed 306.04(a)(2)

Timberlane Regional School District	Policy Code: GBEB
Adopted:	Page 1 of 2

Staff Conduct

A. General Provisions.

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them. All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Timberlane Regional School District	Policy Code: GBEB
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Legal References:

RSA 189:13 Dismissal of Teacher

RSA 189:14-a Failure to be Renominated or Reelected

RSA 189:14-d Termination of Employment

N.H. Code of Admin. Rules Section Ed. 303.01 Substantive Duties of School Boards

N.H. Dept of Ed., Code of Ethics for NH Educators

N.H. Dept. of Ed. Admin. Rule – Ed 510.01- 510.05 Code of Conduct for NH Educators

*NH Code of Admin. Rules, Section Ed 511 Denial, Suspension or Revocation
of Certified Personnel*

2025 Timberlane Regional School District Warrant State of New Hampshire

To the inhabitants of the School District of the Towns of Atkinson, Danville, Plaistow, and Sandown, New Hampshire, qualified to vote in District affairs:

First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane Performing Arts Center, 40 Greenough Road, Plaistow, New Hampshire, on Thursday, the 6th day of February 2025, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number **X**. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number **X** will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 11th day of March 2025, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7 a.m.-8 p.m.
Danville	Voting will be conducted at the Danville Community Center from 8 a.m.-8 p.m.
Plaistow	Voting will be conducted at the Plaistow Fish and Game Club from 7 a.m.-7 p.m.
Sandown	Voting will be conducted at the Sandown Town Hall from 8 a.m.-8 p.m.

Article 1 – Election of Officers

To choose the following school district officers:

Danville Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-Year Term
Sandown Voters	School Board Member	3-Year Term
Danville Voters	Budget Committee Member	3-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
Sandown Voters	Budget Committee Member	3-Year Term

Article 2 – Operating Budget

Shall the voters of the School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$X? Should this article be defeated, the operating budget shall be \$X, which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

Recommended by the School Board

Recommended by the Budget Committee

Article 3 – X Year Collective Bargaining Agreement (Timberlane Custodians’ Union)

Shall the voters of the School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Custodians’ Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year

Estimated Increase

X-Year Total

And further to raise and appropriate the sum of \$X for the 2025-26 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

Recommended by the School Board

Recommended by the Budget Committee

Article 4 – Authorization for Special Meeting on Cost Items

Shall the voters of the School District, if Article 3 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 3 cost items only? (MAJORITY VOTE REQUIRED)

Recommended by the School Board

Article 5 - X Year Collective Bargaining Agreement (Timberlane Cafeteria Workers' Union)

Shall the voters of the School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Cafeteria Workers' Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

Fiscal Year
Estimated Increase
X-Year Total

And further to raise and appropriate the sum of \$X for the 2025-26 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

Recommended by the School Board
Recommended by the Budget Committee

Article 6 - Authorization for Special Meeting on Cost Items

Shall the voters of the School District, if Article 5 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 5 cost items only? (MAJORITY VOTE REQUIRED)

Recommended by the School Board

Article 7 - General Acceptance of Reports

Shall the voters of the School District accept reports of agents, auditors, and committees as written in the 2024 Annual Report? (MAJORITY VOTE REQUIRED)

Recommended by the School Board

Article 8 - Capital Reserve Fund by Surplus

Shall the voters of the School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2025 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2024-2025 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

Recommended by the School Board
Recommended by the Budget Committee

Article 9 - 2.5% Tax Cap on Operating Budget by Petition

Shall the Timberlane Regional School District (TRSD) vote to adopt the provisions of RSA 32:5-b, and implement a tax cap whereby the governing body and budget committee shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than 2.5%. (MAJORITY VOTE REQUIRED)

Recommended by the School Board
Recommended by the Budget Committee

Article 10 – Lease Purchase Agreement by Petition

Shall the Timberlane Regional School District (TRSD) vote to rescind and terminate the March 14, 2023 adoption of Article-3 Lease Purchase Agreement of \$25,243,000 as authorized by TRSD.

Recommended by the School Board

Recommended by the Budget Committee

Article 11 – Fund Balance Retention by Petition

Shall the Timberlane Regional School District (TRSD) vote to rescind the March 14, 2023 adoption of Article-15 Fund Balance Retention of 5% as authorized by TRSD.

Recommended by the School Board

Recommended by the Budget Committee

Job Postings

As of 11/18/24

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Administration										
4999	Administration	Director	Facilities Director cc2637	Timberlane Regional School District	9/20/2024	Open until filled	as soon as possible	2024-2025	59	23
Elementary School Teaching										
5009	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Teacher - Grade 5 cc2116 - One Year	Danville Elementary	10/1/2024	Open until filled	as soon as possible	2024-2025	48	1
High School Teaching										
4882	High School Teaching	World Language - French	Part Time French Teacher cc1556	Timberlane Regional High School	5/7/2024	Open until filled	as soon as possible	2024-2025	195	4
Middle School Teaching										
5032	Middle School Teaching	Physical Education	Physical Education/Health Teacher cc1553	Timberlane Regional Middle School	10/31/2024	Open until filled	as soon as possible	2024-2025	18	3
Special Education										
5035	Special Education	Special Ed Coordinator	Anticipated Special Education Coordinator cc2	Timberlane Regional High School	11/8/2024	Open until filled	as soon as possible	2024-2025	10	1
4850	Special Education	Psychologist	School Psychologist cc 1422	Atkinson Academy	3/29/2024	Open until filled	as soon as possible	2024-2025	234	2
4800	Special Education	Psychologist	School Psychologist cc1708	Timberlane Regional High School	1/26/2024	Open until filled	as soon as possible	2024-2025	297	2
4849	Special Education	Psychologist	School Psychologist cc2145	Sandown North	3/29/2024	Open until filled	as soon as possible	2024-2025	234	1
4852	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc2242	Sandown North	3/29/2024	Open until filled	as soon as possible	2024-2025	234	2
4904	Special Education	Special Education Teacher	Special Education Teacher - Intensive Needs cc	Timberlane Regional High School	5/16/2024	Open until filled	as soon as possible	2024-2025	186	4
4956	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc29	Sandown North	7/9/2024	Open until filled	as soon as possible	2024-2025	132	4
4940	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc49	Timberlane Regional Middle School	6/21/2024	Open until filled	as soon as possible	2024-2025	150	3
4856	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 1316	Timberlane Regional School District	3/29/2024	Open until filled	as soon as possible	2024-2025	234	1
4851	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 212	Pollard School	3/29/2024	Open until filled	as soon as possible	2024-2025	234	1
4855	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 747	Pollard School	3/29/2024	Open until filled	as soon as possible	2024-2025	234	1
4853	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc2218	Timberlane Regional High School	3/29/2024	Open until filled	as soon as possible	2024-2025	234	1
4673	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc885	Sandown North	6/12/2023	Open until filled	as soon as possible	2024-2025	525	2
Student Services										
4933	Student Services	School Nurse	School Nurse cc2183	Sandown North	6/20/2024	Open until filled	as soon as possible	2024-2025	151	11
4943	Substitute	Substitute Teacher	Substitute Teacher, Paraeducator, LNA, and Se	Timberlane Regional School District	6/24/2024	Open until filled	Ongoing	2024-2025	147	56