



Thursday, September 7, 2023

AGENDA

Regular Business Meeting
SAU 106 Boardroom

Justin Krieger, Interim Superintendent
Katie Knutsen, Chair
Kristin Savage, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
5. Student, Staff & Family Share
6. Delegates and Individuals
7. Current Business
 - a. 7:05 PM Unassigned Fund Balance - ACTION
 - b. 7:15 PM School Board Budget – ACTION/INFORMATIONAL
 - c. 7:20 PM Policies – ACTION
 - d. 7:25 PM NHSBA Proposed Resolutions – ACTION/INFORMATIONAL
 - e. 7:35 PM Retirement Celebration - INFORMATIONAL
8. 7:40 PM Administrator's Report
9. 7:45 PM Personnel Report
10. 7:50 PM Committee Reports/Reports of the School Board
11. 7:55 PM Other Business
12. Nonpublic Session

DATE	TIME	LOCATION	TYPE OF MEETING
September 21	7:00 PM	SAU Boardroom	Regular Business
October 5	7:00 PM	SAU Boardroom	Regular Business
October 19	7:00 PM	SAU Boardroom	Regular Business

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
August 17, 2023
7:01 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

1. Call to Order

Chair Knutsen called the meeting to order at 7:01 PM.

2. Roll Call

- a. Board Members in Attendance:** Katie Knutsen, Paul LeCain, Shauna Manthorn, Kim McCormick, Jack Sapia, Kristin Savage, Mark Sherwood, Brie Woodworth and Don Woodworth.
- b. Seated at the Board Table:** Justin Krieger, Interim Superintendent, Sandy Allaire, Acting Assistant Superintendent and Armaan Anthony, Student Representative.
- c. Administrators Present:** Kelley Brooks, Maria Watkins, Karl Ingoldsby, Angelo Fantasia, Lucy Canotas

3. Pledge of Allegiance

4. Approval of Minutes (00:01:00)

MOTION: Mr. Sapia motioned to approve the July 20, 2023 public meeting minutes; seconded by Mr. Sherwood. Motion passed 7-0-2 (Manthorn and Savage abstained).

MOTION: Mrs. McCormick motioned to approve the July 20, 2023 non-public meeting minutes; seconded by Mr. Woodworth. Motion passed 7-0-2 (Manthorn and Savage abstained).

5. Delegates and Individuals (00:03:44)

None.

MOTION: Mr. Sherwood motioned to move the thirty (30) minutes Delegates and Individuals time to the end of the meeting; seconded by Mrs. Woodworth. Motion passed 9-0-0.

6. Student Representative (00:05:00)

Mr. Anthony discussed the various facility projects happening around the schools and how the schools are transitioning to begin a new school year along with the events and deadlines for students.

7. Current Business

a. Project Updates (00:08:10)

Mr. Ingoldsby provided the Board with an executive summary of project updates. Per the request of the Construction Committee, representatives from EEI (Mr. Mike Davey, Mr. Brad Prescott,

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and Mr. Chris Roy) attended this meeting to discuss various reports and the option of installing solar panels on the main campus. Mr. Ingoldsby informed the Board that Preservation Timber Framing provided a detailed report on repairs and maintenance required at Atkinson Academy, including immediate structural repairs needed for the belfry. Mr. Davey's presentation included projects that were currently happening and upcoming throughout the district. He also mentioned the options of applying for the CHIPS and IRA grant. Discussion ensued regarding the benefits and costs of solar panels, the timeline of the lease projects, and the CMU report on the integrity of the walls. Mrs. McCormick inquired about the installation of a playground fence at Danville Elementary and Mr. Ingoldsby explained that it is on hold due to budgetary reasons. Discussion ensued regarding the structural integrity of the High School's canopy and Mr. Ingoldsby explained that he is requesting estimates; the consensus of the School Board is to move forward on addressing this concern.

b. Assistant Treasurer Nomination (00:46:39)

Mrs. Watkins nominated Debra L. DeSimone as Assistant Treasurer for the School District.

MOTION: Mr. Sapia motioned to accept the nomination of Debra L. DeSimone as the Assistant Treasurer of the Timberlane Regional School District; seconded by Mrs. McCormick. Motion passed 8-0-1 (Sherwood abstained).

Chair Knutsen thanked Gloria Dodge for her service as the Assistant Treasurer for the school district.

Mrs. Watkins mentioned that the audit was accomplished within two days and Mrs. Oliver had all documentation required for them.

c. Athletics Emergency Action Plan (00:48:40)

Mr. Fantasia presented the updated 2023 Athletics Emergency Action Plan for the School Board to review and explained that this document will be continually updating. He complimented Gina, the athletic trainer, the coaches and students for their hard work practicing drills.

d. Enrollment Update (00:52:50)

Mrs. Canotas explained that there are four (4) pressure points and Danville School's grades 2 and 4 are no longer at capacity. Mr. Krieger expressed that they are continually looking at this and are confident that the supports and pieces are in place to meet the needs of the students in those classrooms. Discussion ensued regarding the message to present to parents concerned about these class sizes and the solicitation of two (2) positions.

e. New Job Description for ED and ASD Programs (01:01:29)

Mrs. Brooks presented a summary on the ED and ASD programs and a request to update the job descriptions to reflect their responsibilities of ED Program Social Worker, ED Program Special Education Paraeducator, and ASD Program Special Education Paraprofessional.

MOTION: Mrs. Manthorn motioned to accept these job descriptions; seconded by Mr. Woodworth. Motion passed 9-0-0.

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f. Audit Engagement (01:05:52)

Mr. Krieger explained that this document is authorization to begin the audit process.

MOTION: Mrs. Savage motioned to authorize the School Board Chair to sign the audit engagement letter with an estimated fee of \$28,500 which does not include additional work for grants or any other items; seconded by Mrs. Manthorn. Motion passed 9-0-0.

g. Budget Committee Proposed Schedule (01:07:19)

Mr. Krieger explained that this is the proposed schedule for the Budget Committee. Mrs. Woodworth clarified that anyone is welcome to attend the facility tours and the meetings in September and encouraged the public to attend.

h. SNHU College Fair Donation (01:08:00)

Mr. Krieger noted that this donation would not be used for advertising or to promote SNHU but is to support the district's college fair.

MOTION: Mrs. Manthorn motioned to accept the \$1,000 donation from SNHU to be used for the TRHS College Fair; seconded by Mrs. Savage. Motion passed 9-0-0.

i. Policies (01:09:40)

MOTION: Mrs. Savage motioned to accept Policy GBED/ADC/JICG for first read; seconded by Mr. Sapia. Motion passed 9-0-0.

Mr. Krieger explained that Policy JLCF is time sensitive and needed to be submitted with the Free and Reduced application; the Policy Committee reviewed the policy prior to the School Board meeting and was approved to move it forward to the School Board.

MOTION: Mrs. Savage motioned to waive first read and accept Policy JLCF for second read; seconded by Mrs. Manthorn. Motion passed 9-0-0.

8. Administrator's Report (01:12:00)

Mrs. Allaire noted that fifty-one (51) new hires were added to the buildings and professional development occurred to start preparation for the beginning of the school year.

Mr. Krieger invited the School Board to the Welcome Message presentation and to the following events. He presented the schedule of events for the three (3) days of professional development.

9. Personnel Report (01:15:50)

MOTION: Mrs. Manthorn motioned to accept the nominations of:

- 1. Jennifer Najjar, School Adjustment Counselor at Timberlane Regional Middle School**
- 2. Jessie Craig, Special Education Teacher at Pollard Elementary School**
- 3. Terri Demaine, Out of District Coordinator at Timberlane Regional School District (50% position)**
- 4. Cathleen Lonergan, Out of District Coordinator at Timberlane Regional School**

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District (50% position); seconded by Mr. Sherwood. Motion passed 9-0-0.

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Kathleen Fleming-Clemente, School Psychologist at Danville Elementary School; seconded by Mrs. McCormick. Motion passed 9-0-0.

MOTION: Mrs. Manthorn motioned to accept the title change of Ms. Robin Ahern from Administrative Assistant School Counseling/Registrar to Senior Administrative Assistant School Counseling/Registrar; seconded by Mr. Sherwood. Motion passed 9-0-0.

Mrs. Manthorn read into the record the following Professional Nominations, Resignations, and Retirements:

I. Professional Nominations

1. Karen Chiarella, Social Worker at Timberlane Regional Middle School
2. Dawn Thurlow, Special Education Teacher at Timberlane Regional High School
3. Kathryn Morris, Science Teacher at Timberlane Regional Middle School
4. Emily Albright, Grade 4 Teacher at Sandown North Elementary School
5. Erin Nielsen, Science Teacher at Timberlane Regional Middle School
6. Mark Verry, Math Teacher at Timberlane Regional High School
7. Ashley Wheeler, Special Education Teacher at Timberlane Regional Middle School
8. AmyJean Muskopf, Technology Integration Teacher at Sandown North

II. Professional Resignations

1. Kim Workinger, Science Teacher at Timberlane Regional High School
2. Lisa Vadala, Special Education Teacher at Sandown North Elementary
3. Denise St. Hilaire, Grade 4 Teacher at Sandown North Elementary
4. Maria Kendall, Grade 3 Teacher at Danville Elementary School
5. Matthew Velonis, Grade 5 Teacher at Pollard School
6. Michelle Addario, Spanish Teacher at Timberlane Regional High School

III. Professional Retirement

1. Nancy Green, Media Specialist at Timberlane Regional High School

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Mr. Sherwood read into the record the following Professional Nominations and Professional Resignations:

I. Professional Nominations

1. Katy Lyons, Grade 3 Teacher at Danville Elementary School
2. Benjamin Hellman, English Teacher at Timberlane Regional High School
3. Kerri Giard, Business Education Teacher at Timberlane Regional High School

II. Professional Resignations

1. Susan Ferullo, Special Education Case Manager, Pollard School
2. Anne Epperson, English Teacher, Timberlane Regional High School
3. Tracey DeMarco, Special Education Teacher, Timberlane Regional Middle School

10. Vacancy Report (01:20:00)

Discussion ensued regarding the open positions in the Special Education Department. Mrs. Brooks detailed her experience with interviewing candidates and offers to prospective employees.

11. Committee Reports (01:22:00)

Mrs. Manthorn informed the School Board that Policy Committee met today and policies will be coming to the School Board soon.

Chair Knutsen explained that the next Safety Committee meeting will be on September 12th.

Mrs. Savage detailed the activities happening on campus and congratulated Mr. Anthony for his admission onto the Varsity Soccer team. She asked Mr. Henderson to feed future presentations onto the School Board's laptops for them to view.

MOTION: Mrs. Savage motioned to unseal the nonpublic minutes from 7/20/23; seconded by Mr. Sapia. Motion passed 7-0-2 (Manthorn and Savage abstained).

Chair Knutsen announced that they met with the TTA and is optimistic to get a contract signed with them.

Mr. Sapia explained that during the Construction Committee that a balance sheet has been requested to track the projects and Mrs. Watkins will be providing the spreadsheet.

12. Other Business (01:28:20)

Mr. Sapia motioned to ask for any project over \$5,000 or \$10,000 to the pleasure of the board, get identified thirty (30) days in advance.

Discussion ensued regarding the projects happening around the district and to confirm how the money is being spent and to track the expenditures. Mr. Sherwood clarified that the request is for a list of upcoming projects with an estimated dollar value. Mr. Krieger expressed that they will work together to produce a spreadsheet and update schedule.

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13. Nonpublic Session (01:38:35)

There was no other business to come before the Board. Chair Knutsen announced they will be going into a non-public session and will not be returning to the public session.

MOTION: Mrs. Savage motioned to enter non-public under 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 Mrs. Manthorn. Motion passed 9-0-0.

The Board was polled:

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

The meeting was closed at 8:41 PM.

Respectfully submitted,

Kelly Salovitch

Chief Executive Assistant to the Superintendent



NH School Administrative Unit 106 | Timberlane Regional School District

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EXECUTIVE SUMMARY

FY2022 Unassigned Fund Balance

September 7, 2023

Fund	Description	Revenue	Expenditure
100	General Fund	71,072,188	73,239,050
210	Food Service	1,439,496	1,488,403
220	Grants	2,162,934	2,162,934
500	Performing Arts	55,424	55,424
		<u>74,730,042</u>	<u>76,945,811</u>
	Beginning Fund Balance		3,625,116
	Revenues		71,072,188
	Less Expenditures		(73,239,050)
	Add FY2022 Encumbrances		2,123,412
	Subtract FY2023 Encumbrances & A/P		(2,464,351)
	Additional Adequacy Aid		991,393
	Emergency Contingency Fund		(500,000)
	Fund Balance (spendable)		<u>1,608,709</u>
	FY2023 Fund Balance Retention	500,000	(this will be released unless renewed)
	Unassigned Fund Balance *	<u><u>2,108,709</u></u>	Available for FY2023 Fund Balance Retention

Fund Balance Retained:

RSA 198:4-b II. Notwithstanding any other provision of law, a school district by a vote of the legislative body may authorize, indefinitely until specific rescission, the school district to retain any unused portion of the year-end unassigned general funds, from the preceding fiscal year in subsequent fiscal years, provided that the total amount of year-end unassigned general funds does not exceed, in any fiscal year, 5 percent of the current fiscal year's net assessment under RSA 198:5, for the purpose of having funds on hand to use as a revenue resource for emergency expenditures under RSA 32:11, or to be used as a revenue source to reduce the tax rate.

FY2022 Local Tax Assessment	56,446,793
	<u>5.0%</u>
Fund Balance Retention Max	<u>2,822,340</u>

* Unexpected additional revenue and savings in FY2023 contributed to the Fund Balance as follow:

Additional Revenue:

Additional State Aid	127,946
Interest Income	258,286
Medicaid	296,702

Savings:

Salaries & Benefits Savings	1,299,938
Transportation	<u>125,837</u>
Total	<u>2,108,709</u>

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



Unassigned Fund Balance Overview

What is it? The Unassigned Fund Balance is the amount remaining from School District funds at year-end available and used to offset subsequent year town assessments. The Unassigned Fund Balance may also be known as the Fund Balance to Reduce Taxes (in form MS-24) and may be referred to as the Unreserved Fund Balance.

What is the Impact on Unassigned Fund Balance to Taxpayers? Under Timberlane's apportionment calculation, District Operating expenses are allocated in proportion to each town's Average Daily Membership (ADM), and Capital Expenditures are allocated in proportion to each town's Equalized Valuation.

To determine what the impact would be on each town, for illustrative purposes, let's assume the district had to raise \$1,000,000. Under the current year apportionment formula, that \$1,000,000 is raised as follows for each town:

Town	Operating	ADM%	Capital	Eq. Val. %
Atkinson	\$ 222,309	22.23%	\$ 371,377	37.14%
Danville	\$ 181,071	18.11%	\$ 138,024	13.80%
Plaistow	\$ 305,047	30.50%	\$ 325,115	32.51%
Sandown	\$ 291,572	29.16%	\$ 165,484	16.55%
Total	\$ 1,000,000	100.00%	\$ 1,000,000	100.00%

I hope this can put the Unassigned Fund Balance and its impact on subsequent year appropriations, in perspective.

Respectfully Submitted By:
Maria Watkins, CFO/Business Administrator

Timberlane Regional School District

Budget - School Board Expenses

Fiscal Year: 2023-2024

Print accounts with zero balance Round to whole dollars ☐ Account on new page
Exclude inactive accounts with zero balance

From Date: 7/1/2022

To Date:

6/30/2023

Definition: Budget Report

Account	Description	2024 Voted	2023 Actual	2023 Voted	2022 Actual	2022 Voted	2021 Actual	2021 Voted	2020 Actual
100.2311.111.01.33.4.00000	Stipend - Sch Board	\$14,000.00	\$13,000.00	\$14,000.00	\$9,200.00	\$9,200.00	\$9,200.00	\$9,200.00	\$9,200.00
FUNC: SCHOOL BOARD STIPEND - 2311		\$14,000.00	\$13,000.00	\$14,000.00	\$9,200.00	\$9,200.00	\$9,200.00	\$9,200.00	\$9,200.00
100.2312.115.01.33.4.00000	Stipend - Sch Board Clerk	\$6,000.00	\$3,794.80	\$6,900.00	\$3,715.69	\$6,900.00	\$4,708.22	\$6,900.00	\$6,061.25
100.2312.610.01.33.4.00000	Exp - Sch Bd/Bud Com	\$320.00	\$286.71	\$320.00	\$320.00	\$320.00	\$0.00	\$320.00	\$0.00
FUNC: SCHOOL BOARD CLERK - 2312		\$6,320.00	\$4,081.51	\$7,220.00	\$4,035.69	\$7,220.00	\$4,708.22	\$7,220.00	\$6,061.25
100.2313.111.01.33.4.00000	Stipend - Treas./Asst. Treas.	\$9,850.00	\$5,050.00	\$8,200.00	\$4,250.00	\$5,000.00	\$3,400.00	\$5,000.00	\$3,400.00
100.2313.610.01.33.4.00000	Expenses-Treasurer	\$2,500.00	\$1,505.37	\$1,000.00	\$2,240.00	\$1,000.00	\$852.75	\$1,000.00	\$1,965.70
FUNC: TREASURER - 2313		\$12,350.00	\$6,555.37	\$9,200.00	\$6,490.00	\$6,000.00	\$4,252.75	\$6,000.00	\$5,365.70
100.2314.340.01.33.4.00000	Annual Meeting Services	\$4,000.00	\$3,693.75	\$4,000.00	\$7,137.50	\$4,000.00	\$3,301.25	\$4,000.00	\$3,474.00
100.2314.550.01.33.4.00000	Ann Rpt & Ballot Printing	\$8,000.00	\$11,254.00	\$6,800.00	\$7,607.25	\$6,800.00	\$5,017.80	\$6,800.00	\$5,133.00
100.2314.610.01.33.4.00000	Annual Mtg-Supplies	\$3,500.00	\$4,374.18	\$5,000.00	\$1,478.78	\$5,000.00	\$3,046.00	\$5,000.00	\$3,545.00
FUNC: DISTRICT MEETING - 2314		\$15,500.00	\$19,321.93	\$15,800.00	\$16,223.53	\$15,800.00	\$11,365.05	\$15,800.00	\$12,152.00
100.2317.330.01.33.4.00000	Annual Audit	\$50,000.00	\$31,500.00	\$45,000.00	\$46,357.50	\$34,000.00	\$42,950.00	\$44,000.00	\$23,188.00
FUNC: AUDIT - 2317		\$50,000.00	\$31,500.00	\$45,000.00	\$46,357.50	\$34,000.00	\$42,950.00	\$44,000.00	\$23,188.00
100.2318.330.01.33.4.00000	Legal Fees	\$200,000.00	\$245,087.44	\$175,000.00	\$219,930.87	\$120,000.00	\$194,512.91	\$90,000.00	\$248,242.98
FUNC: LEGAL FEES - 2318		\$200,000.00	\$245,087.44	\$175,000.00	\$219,930.87	\$120,000.00	\$194,512.91	\$90,000.00	\$248,242.98
100.2319.115.01.33.4.00000	Stipend - Budget Com. Clerk	\$11,160.00	\$4,000.00	\$11,160.00	\$4,000.00	\$5,000.00	\$1,278.00	\$5,000.00	\$780.00
100.2319.330.01.33.4.00000	Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00

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Report:

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Timberlane Regional School District

Budget - School Board Expenses

Fiscal Year: 2023-2024

Print accounts with zero balance Round to whole dollars ☐
Exclude inactive accounts with zero balance

Account on new page

From Date: 7/1/2022

To Date:

6/30/2023

Definition: Budget Report

Account	Description	2024 Voted	2023 Actual	2023 Voted	2022 Actual	2022 Voted	2021 Actual	2021 Voted	2020 Actual
100.2319.340.01.33.4.00000	Exp - Sch District Committees	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
100.2319.540.01.33.4.00000	Advertising-Recruitment/Legal	\$5,000.00	\$0.00	\$4,000.00	\$4,309.73	\$4,000.00	\$1,219.05	\$4,000.00	\$878.86
100.2319.580.01.33.4.00000	Sch Bd Conferences	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$1,895.00
100.2319.610.01.33.4.00000	Supplies - Board	\$0.00	\$1,050.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100.2319.643.01.33.4.00000	Information Access Fee - School Board	\$0.00	\$4,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100.2319.810.01.33.4.00000	School Board Dues, NHSBA	\$18,000.00	\$11,242.44	\$18,000.00	\$15,312.44	\$18,000.00	\$14,888.49	\$16,000.00	\$15,766.64
100.2319.890.01.33.4.00000	Other Expenses	\$27,500.00	\$14,351.69	\$25,000.00	\$1,405.00	\$25,000.00	\$8,079.75	\$25,000.00	\$7,021.57
FUNC: OTHER SCHOOL BOARD SERVICES - 2319		\$61,660.00	\$35,344.35	\$64,160.00	\$25,027.17	\$58,000.00	\$25,465.29	\$56,001.00	\$26,342.07
Grand Total:		\$359,830.00	\$354,890.60	\$330,380.00	\$327,264.76	\$250,220.00	\$292,454.22	\$228,221.00	\$330,552.00

End of Report

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Report:

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TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

September 7, 2023

First Read

Policy	Changes/Recommendations
IIB – Class Size	Edits to class sizes.
IKFC – Graduation of Home Education Students	Recommended to repeal. This policy is obsolete based on the existence of IHBG which was revised in 2022.
IHBG – Home Education Instruction	Edits to Section B to make Notice of Withdrawal tp be required in writing.
JICD – Student Discipline and Due Process	Removal of requiring a 24-hour notice to parents of temporary reassignment or detention.

Second Read/Adoption

Policy	Changes/Recommendations
GBED/ADC/JICG - PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS	No changes since first read. Reflects NHSBA's sample policy. This is a required policy that TRSD does not currently have and corresponds with policies ADC and JICG.

Timberlane Regional School District	Policy Code: IIB
Adopted: 12-21-89 Revised: 11-19-92, 01-21-93, 07-15-93, 07-21-99, 02-24-05, 06-16-11	Page 1 of 1

CLASS SIZE

The Timberlane Regional School Board, in an effort to continue the pursuit of excellence in education already established and recognized, and to more effectively prepare our students, recommends the following class sizes for regular education classes.”

Kindergarten and Grade 1 Not to exceed 20
 Grades 2 and 3 Not to exceed ~~23~~ **22**
 Grades 4 and 5 Not to exceed ~~26~~ **25**
 Grades 6 thru 12 Not to exceed 30

Class sizes as indicated above shall not be exceeded. No new staff will be added to accommodate classes of less than 9 students. Timeline:

~~Before January 31~~ **December 15**: The administration will make recommendations to the School Board and Budget Committee at budget time on the number of teachers needed for the next school year based on October 1 enrollment numbers.

By February 1: The administration will establish a formal school registration period for new enrollees.

~~Beginning with the Second School Board Meeting in June~~ **March through August**: The administration will present, at a minimum, monthly enrollment numbers, including staffing recommendations. ~~present preliminary September enrollment numbers to the School Board with specific reference to enrollment pressure points.~~

~~Third Week in August~~: The administration will establish a formal school registration period for new enrollees.

~~Second School Board Meeting in August~~: The administration will present specific recommendations to the School Board for approval on the number of teachers and classrooms needed for September based on the administrative policy outlined above.

After Second School Board Meeting in August: If additional students enroll after the second meeting in August and class size policy is exceeded, the administration will seek the approval of the School Board to add teacher assistant **para professional support** help equivalent to one hour per day for each child exceeding the guideline.

Timberlane Regional School District	Policy Code: IKFC
Adopted: 02-16-95 Reaffirmed: 02-24-05	Page 1 of 1

GRADUATION OF HOME EDUCATION STUDENTS

Under Ed 315.02 Procedures for the Operation of Home Education Programs and Chapter 193-A- Home Education, children between the ages of six (6) and sixteen (16) may be eligible for a home education program contingent upon the completion of the procedures specified in Ed 315. The School District accepts responsibility for those home education students who wish to enroll in Timberlane Regional High School at the age of sixteen (16) or at the beginning of the Junior year (11th Grade) whichever comes first and who have followed the matriculation process for home educated students.

The Timberlane Regional School Board does not accept responsibility for the home education programs of students after the age of sixteen (16).

Appendix IKFC-R

Timberlane Regional School District	Policy Code: IHBG
Adopted: 05-04-95 Revised: 02-24-05 Revised: 10-06-22	Page 1 of 4

HOME EDUCATION INSTRUCTION

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 (Ed 315). Parents or guardians may establish a home education program for any child, including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District. When and how parents/guardians determine to commence a home education program, and other choices the parents/guardians make, determine whether and the extent to which the District will have responsibilities relative to the home educated child(ren).

This policy is intended to help District personnel and home education families within the District understand those responsibilities based upon the family's choices. Nothing in this policy, however, should be understood to infringe upon the parent's/guardian's right under the applicable statutes or Department of Education rules.

A. Parent/Guardian Selection of a Participating Agency.

1. Selection of a Participating Agency. One of the most significant decisions the parents/guardians make relative to a home education program is the selection of a "participating agency" for home education program notification and support. This decision will also largely govern the District's obligations during the home education program.

The parent/guardian decides which participating agency to select, from the following:

- a. The Commissioner of the Department of Education;
- b. The resident district Superintendent ("District"); or
- c. The head of a nonpublic school.

The selected participating agency shall work with the parents/guardians upon request to meet the essential requirements of a home education program as set out in RSA 193-A:4, I.

2. Changing Participating Agency. At any time, the parents/guardians may select a different, valid, participating agency. To do so, the parents/guardians must provide notice to the new participating agency in the same manner as outlined in Section B.2, below.
3. District Obligations Relative to Selection of Participating Agency. If the selected participating agency is the resident district Superintendent, the District shall provide evaluation services as discussed in Section C, below. If the resident district Superintendent is *not* selected as the participating agency, the District may, but is not obligated to, provide evaluation services. However, the District shall, "work with parents *upon request* to meet the requirements of [RSA 193-A:4]. (See RSA 193-A:4, II, emphasis added.)

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B. Notices for Commencement of Home Education Program.

1. Notice For Students Withdrawing from District. State school attendance laws apply to each student unless and until a parent/guardian commences a home education program. Similarly, the District's attendance policies apply to all students enrolled in schools of the District.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the District wishes to begin a home education program for the child, Ed Rule 315.05 (b) requires that on or before the date home education program begins, the parent/guardian must advise the Superintendent of the child's withdrawal from the District. The notice of withdrawal ~~may must~~ be made in ~~person, via telephone, email or other~~ writing, ~~at~~ by the parent/guardian's ~~election~~.

2. Written Notice of Program Required. In addition to the less formal notice required for a child being withdrawn from the District, RSA 193-A and Ed 315 both require that the parent/guardian provide written notice of the commencement of a home education program to the selected participating agency. *The District only receives this notice if the parents/guardians are selecting the Superintendent as the participating agency.*

The only information required in this written notice of commencement is listed in RSA 193-A:5, II: the names, addresses, and birth dates of all children who are participating in the home education program. The parents/guardians shall also provide contact information and update the notification information as necessary. If selected by the parents/guardians as the participating agency, the Superintendent of the resident district shall acknowledge receipt of the notification of commencement of home education within 14 days of receiving such notification, along with a request for any information required by RSA 193-A:5, II that was not included in the original notice.

3. No Annual Notice Required. Once established, the home education program remains in effect unless terminated pursuant Ed 315.06. The parent/guardian is **not** required to provide annual notification of continuation of a home education program.

C. Evaluation & Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed 315.08 provide several options for parents/guardians to meet the statutory evaluation requirements, and the parents/guardians are free to select their preferred method.

1. Evaluation with Assistance from the District. If the District is selected as the participating agency, the District must provide evaluation services upon request of the parent/guardian. If the District is not selected as the participating agency, the District **may** aid in evaluation, but is not required to do so.

Parents/guardians seeking to utilize evaluation services through the District should contact the Superintendent's office as soon as practicable to ensure adequate time to prepare any necessary materials and accommodations.

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While the parent/guardian may select any evaluation method outlined in RSA 193-A:6, II, as well as any other method agreed to by the parent/guardian and the participating agency, two methods merit further note:

- a. State or Local Assessment Provided by the District. If the evaluation method is a state or local assessment provided by the District, the parent/guardian must notify the Superintendent in writing as soon as practicable to provide the District adequate time to prepare and obtain the testing materials and prepare any necessary accommodations. Under this election, the District will not charge a fee for providing or administering the test. Reasonable academic proficiency is deemed demonstrated if the composite results place the child at or above the fortieth percentile.
 - b. Portfolio Review. If the District is the selected participating agency, the parent/guardian may request the District to perform a portfolio review, for which the District may charge a fee.
 - c. Other "Valid Measurement Tool". When the Superintendent is the participating agency, the parent/guardian and Superintendent may mutually agree upon any other valid measurement tool(s). A non-exclusive list of examples may be found in Ed 315.08(e).
2. Evaluation Independent of the District. As outlined in RSA 193-A:6, II, the parent/guardian may collaborate with the participating agency to find a mutually agreed upon method of evaluation as described in Ed 315.08(d) - (f).

D. Reports and Records.

1. Parent/Guardian Requirements. RSA 193-A:6, I requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used, and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. Such portfolio, ***which at all times remains the property of the parent***, shall be preserved by the parent for 2 years from the date of the ending of the instruction.

Parents/guardians need only provide the evaluation results/portfolio to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III, and Ed 315.07(b). See also Board policy JJJ.

2. District Requirements.
 - a. District as Participating Agency. On October 1 of each year, the Superintendent shall notify the Commissioner of the number of children for whom the Superintendent was selected as a participating agency since the previous year's report.

The District should maintain record of a student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another district. The District should maintain a record of its status as the participating agency for as long as it holds that status. While the parent/guardian keeps any portfolios and assessments conducted outside the District, the District should maintain record of any involvement it has in assessments as it would for any other student.

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- b. District Not as Participating Agency. The District should maintain record of the student's enrollment and withdrawal from the school in the same manner as it would for a student transferring to another district.

E. Re-enrollment into School District & Notice of Termination of Home Education Program.

Parents deciding to re-enroll their children into the School District following a period of home education will make arrangements with the Principal for an evaluation to determine appropriate placement in the District's program. Placements will be consistent with section B of Board policy JJJ governing home education and other non-enrolled district student program placements, and are subject to the same appeal process.

Parents should be attentive that when re-enrolling a student, there may be discrepancies between the home education level of achievement and the scope and sequence of the District's curriculum.

Also, in the event that a parent/guardian terminates a home education program, the parent/guardian is required under RSA 193-A:5, III to provide written notice within 15 days of the termination to *either* the N.H. Commissioner of Education, the resident district superintendent, *or* the non-public school principal.

F. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the District and the state to be eligible for a certificate or diploma.

G. Participation in School Curricular and Co/Extra-curricular Activities.

Information regarding the participation of home education students (as well as students of nonpublic or of public charter schools) in District curricular and co/extra-curricular programs is found in Board policy JJJ.

Legal References:

RSA 193-A, Home Education

RSA 193:1, Duty of Parent; Compulsory Attendance by Pupil

RSA 193:1-a, Dual Enrollment

RSA 193:1-c, Access to Public School Programs by Nonpublic or Home Educated Pupils

NH Dept. of Education Rules, Section Ed 315, Procedures for the Operation of Home Education Programs

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STUDENT DISCIPLINE AND DUE PROCESS

Related Policies: ADC, JI, JIC, JICF, JICFA, JICH, JICI, JICK

A. Policy Statement.

This policy establishes the substantive parameters, procedures and due process that shall apply before a student may be subject to temporary (same day) removal from classrooms or activities, restriction from activities, detentions, suspensions and/or expulsion. Pursuant to Board policy JIC, response to misconduct, including disciplinary measures and consequences should be designed to maximize student academic, emotional and social success, while at the same time assuring safety of all students, staff and school visitors. Administration of any of the consequences described in this policy shall be consistent with the system of supports and graduated sanctions established pursuant to Policy JIC and the applicable Code of Conduct.

B. Standards and Procedures Relative to Disciplinary Consequences.

1. **"Removal from the classroom"** means a student is sent to the building Principal's office or other designated area during the same school day. It is within the discretion of the person in charge of the classroom or activity to remove the student.

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the removal, the staff member ordering the removal shall warn the student of the infraction and allow the student to respond.

Detentions are not appealable.

2. **"Restriction from school activities"** means a student will attend school, classes, but will not participate in other school extra-curricular activities, including such things as competitions, field trips, and performances. A student who has been restricted from school activities may participate in practices at the discretion of the person imposing the restriction.

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Before ordering the restriction, the supervising employee (e.g., teacher, coach, director, Principal, etc.) ordering the restriction shall warn the student of the infraction and allow the student to respond. If the restriction is immediate and outside of school hours, provision must be made to assure the student is not left unsupervised. The terms of the restriction shall be communicated to the Principal and the student's parent/guardian.

Restrictions under this policy are not appealable.

3. **"Detention"** means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class, and may occur on one or more Saturdays.

Students may be assigned classroom detention at the classroom teacher's discretion, and building detention at the Principal's discretion, if the student refuses to obey the teacher/employee's directives, becomes disruptive, fails to abide by printed classroom, school or District rules, or the Code of Conduct, or otherwise impedes the educational purpose of the class. Before ordering the detention, the staff member ordering the detention shall warn the student of the infraction and allow the student to respond. ~~Parents/guardians shall be notified at least 24 hours prior to a student serving detention.~~

Detentions before or after school shall not exceed one hour, and Saturday detentions shall not exceed three hours. The building Principal is authorized to establish, announce and post additional guidelines and rules regarding detention, supervision, building access, etc. The length and timing of the detention, is within the discretion of the licensed employee disciplining the student or the building Principal, pursuant to the posted rules of the school.

Detentions are not appealable.

4. **"Temporary Reassignment"** or "in-school suspension" means the student will attend school but will be temporarily isolated from one or more classes while under supervision. A temporary reassignment should not exceed five consecutive school days. ~~Parents/guardians shall be notified at least 24 hours prior to the administration of a temporary reassignment.~~

The building Principal is authorized to issue reassignment, restrictions from activities, or place a student on probation for repeated failure to conform to the

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Code of Conduct, classroom rules, or for any conduct that causes material or substantial disruption to the school/class environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, is otherwise inappropriate, or is prohibited by law.

5. **"Probation"** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in reinstatement of the penalty. Notwithstanding the assignment of probation, no imposition of the suspended consequence may be administered unless and until all of the provisions of this policy applicable to the suspended consequence (i.e., long-term suspension, expulsion, etc.) are satisfied.
6. **"Out-of-school suspension"** means the temporary denial of a student's attendance at school for a specific period of time. It includes short-term and long-term out of school suspensions.
 - a. **Short-term suspension.** A "short-term suspension" means an out-of-school suspension of ten (10) consecutive school days or less. RSA 193:13, I (a).

The Superintendent or his/her written designee is authorized to suspend a student for ten (10) school days or less.

A short term suspension may be imposed only for:

- i. Behavior that is detrimental to the health, safety, or welfare of pupils or school personnel (including, but not limited to, and act of theft, destruction or violence, as defined in RSA 193-D:1); or
- ii. Repeated and willful disregard of the reasonable rules of the school that is not remediated through imposition of the district's graduated sanctions described in JIC and the Code of Conduct.

Pursuant to RSA 193:13, XI(b) and Board policy JIC, a short-suspension over 5 days must conform to the standards included in the Code of Conduct.

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Before any short-term suspension may be imposed, a student is entitled to the minimum due process (notice before meeting of the charge and explanation of evidence, notice of the possibility of suspension, opportunity for the student to respond, and a written decision explaining the disciplinary taken). See New Hampshire Department of Education Rule Ed 317.04(f)(1).

- b. Long-term suspension. A “long-term suspension” is the extension or continuation of a short-term suspension for a period **not to exceed an additional 10 days** beyond the duration of the short-term suspension.

The Superintendent is authorized to continue the suspension and issue a long-term suspension of a pupil for a period in excess of ten (10) school days, provided only that if the Superintendent issued the original short-term suspension, then the School Board may designate another person to continue the short-term suspension and issue the long-term suspension.

A long-term suspension may only be imposed for:

- i. an act that constitutes an act of theft, destruction or violence, as defined in RSA 193-D;
- ii. bullying pursuant to Board policy JICK when the pupil has not responded to targeted interventions **and** poses an ongoing threat to the safety or welfare of another student; or
- iii. possession of a firearm, BB gun, or paintball gun.

Prior to a long-term suspension, the student will be afforded a hearing on the matter. The informal hearing need not rise to the level and protocol of a formal hearing, but **the process must comply with the requirements of Ed 317.04 (f)(2), and (f)(3)(g)**, including, without limitation, the requirements for advance notice and a written decision.

- c. Appeal of long-term suspension. Any long-term suspension issued other than by the School Board under this policy, is appealable to the School Board, provided the Superintendent or School Board chair receives the appeal in writing within ten (10) days after the issuance of the Superintendent's *[or other person designated under B.6.b, above]* hearing and written decision required under N.H.

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Dept. of Education Rule Ed. 317.04 (f)(2)c, and sub-paragraph B.6.b, above. The Board shall hold a hearing on the appeal, but will rely upon the record of the decision being appealed from.

Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending unless the School Board stays the suspension while the appeal is pending. Any request to stay a long-term suspension should be included in the original appeal.

- d. Educational Assignments. As required by RSA 193:13, V, educational assignments shall be made available to students during both short and long term suspensions.
- e. Alternative Educational Services. The school shall provide alternative educational services to a suspended pupil whenever the pupil is suspended **in excess of 20 cumulative days** within any school year. The alternative educational services shall be designed to enable the pupil to advance from grade to grade.
- f. Re-entry Meetings and Intervention Plans. Prior to returning to regular classes, a suspended student, and parent/guardian (when available) shall meet with the building Principal or his/her designee to assist the student in smoothly returning to the school setting.

Any time a pupil is suspended **more than 10 school days in any school year**, upon the pupil's return to school the school district shall develop an intervention plan designed to proactively address the pupil's problematic behaviors by reviewing the problem behavior, re-teaching expectations, and identifying any necessary supports.

- g. Attendance Safe Harbor. A student may not be penalized academically solely by virtue of missing class due to a suspension.
7. **"Expulsion"** means the complete denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and IV.

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- a. Grounds for Expulsion. An expulsion may only be imposed for an act that poses an ongoing threat to the safety of students or school personnel AND that constitutes:
- i. A repetition of an act that warranted long term suspension under section B.6.b, above;
 - ii. Any act of physical or sexual assault that would be a felony if committed by an adult;
 - iii. Any act of violence pursuant to RSA 651:5, XIII;
 - iv. Criminal threatening pursuant to RSA 631:4, II(a); or
 - v. For bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 within a safe school zone as prohibited under RSA 193-D:1, or under the Gun Free School Zones Act, unless such pupil has written authorization from the Superintendent.

Before expelling a pupil, the Board shall consider each of the following factors:

- (1) The pupil's age.
 - (2) The pupil's disciplinary history.
 - (3) Whether the pupil is a student with a disability.
 - (4) The seriousness of the violation or behavior committed by the pupil.
 - (5) Whether the school district or chartered public school has implemented positive behavioral interventions under paragraph V.
 - (6) Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
- b. Due Process to Be Afforded Prior to Expulsion. Prior to any expulsion, the District will ensure that the **due process standards set forth in Ed 317.04(f)(3) through 317.04 (m)** are followed.
- c. Duration of Expulsion. An expulsion will run for the duration stated in the written decision or until the School Board or Superintendent restores the

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student's permission to attend school as provided in this policy. An expulsion relating to a firearm in a safe school zone per B.7.a.v, shall be for a period of not less than 12 months.

- d. Educational Services. The Superintendent is authorized, but not required, to arrange for educational services to be provided to any student residing in the District who has been expelled by the District or by any other school.

C. Modification or Reinstatement After Suspension or Expulsion.

Expelled or suspended students may request a modification of, or reinstatement from, an expulsion or suspension as provided below. Except for students establishing residency from out-of-state, requests for modification or reinstatement from expulsion/suspension shall be submitted in writing to the Superintendent no later than August 15. The request should set forth the reasons for the request, and include additional information to establish that it is in the best interest of the student and school community to reinstate the student. Such additional information may include such things as work history, letters of reference, medical information, etc. All reinstatements shall include an Intervention Plan as described in paragraph B.6.f, above, including such conditions as the reinstating authority (Superintendent or Board) deem appropriate.

- 1. Modification by Superintendent.** Subject to all other applicable laws, regulations and Board policies, and paragraph C.3, below (relating to firearms), the Superintendent is authorized to reinstate any student who has been suspended or expelled from a school in this District, and or enroll a student suspended or expelled from another school or district, on a case-by-case basis.
- 2. Review and reinstatement by Board.** A student may request the School Board (of the district of attendance) to review an expulsion decision prior to the start of each school year by filing a written request with the Superintendent detailing the basis of the request. The Board will determine whether and in what manner it will consider any such request after consultation with the Superintendent.
- 3. Modification of Expulsion for Firearms.** A student who has been expelled from this District or any other public or private school for bringing or possessing a firearm in a safe school zone as prohibited under RSA 193-D1, or under the Gun

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Free Schools Act, may only be reinstated or enrolled if the Superintendent first determines: possession of the firearm was inadvertent and unknowing; the firearm was for sporting purposes and the student did not intend to display the firearm to any other person while within the safe schools zone; the student is/was in the fifth or lower grade when the incident occurred; or the Superintendent determines that the firearm was not loaded; and that no ammunition was reasonably available; and that the pupil had no intention to display the firearm to other students.

Additionally, the School Board may enroll a student expelled from a school outside of New Hampshire for a violation of the Gun Free Schools Act upon the student establishing residency.

- D. **Appeals to State Board of Education.** Any decision by the Board (i) to expel a student, (ii) not to reinstate a student upon request, or (iii) enroll a student from another state who had been expelled for a violation of the Gun Free Schools Act, may be appealed to the State Board of Education at any time that the expulsion remains in effect, subject to the rules of the State Board of Education.
- E. **Sub-committee of Board.** For purposes of sections B.6 and B.7 of this policy, "Board" or "School Board" may either be a quorum of the full Board, or a subcommittee of the Board duly authorized by the School Board.
- F. **Superintendent and Principal Designees.**

Except where otherwise stated in this policy, the Superintendent may delegate any authority s/he has under this policy, and a principal may delegate any authority s/he has under this policy, to other appropriate personnel.

- G. **Disciplinary Removal of Students with Disabilities.**

If a student is disabled under the Individuals with Disabilities Act (IDEA), the New Hampshire RSA 186-C, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or any other law providing special rights to disabled students, those laws shall govern and shall supersede these local policies to the extent these local policies are inconsistent with those laws. Accordingly, any suspension or expulsion of a child with a disability as defined in Ed 1102.01(t) shall be in accordance with Ed 1124.01.

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H. Notice and Dissemination.

This policy shall be made available to families, students and staff as provided in Board policy JIC.

I. Conflict in Law or State Regulation.

If any provision of this policy shall conflict with State or Federal law, or regulation of the New Hampshire Department of Education, then such law or regulation shall apply, and the remainder of the policy shall be read and interpreted to be consistent with the law or regulation. School administrators and families are strongly encouraged to review the links for pertinent statutes and laws as referenced in this policy.

Legal References:

18 U.S.C. § 921, Et seq., Firearms
20 U.S.C. § 7151, Gun-Free Schools
Act RSA 189:15, Regulations
RSA 193:13, Suspension & Expulsion of
Pupils RSA Chapter 193-D, Safe Schools
Zones
RSA 631:4, Criminal Threatening
RSA 651:5, XIII "Act of Violence"
NH Code of Administrative Rules, Section Ed 306.04(a)(3), Discipline
NH Code of Administrative Rules, Section Ed 306.04(f), Student
Discipline Policy NH Code of Administrative Rules, Section Ed. 306.04(g),
Suspension & Expulsion
NH Code of Administrative Rules, Section Ed 317.04, Suspension and Expulsion of
Pupils Assuring Due Process Disciplinary Procedures
In re Keelin B., 162 N.H. 38, 27 A.3d 689 (2011)

See Appendix: JICD-R

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Prohibitions Regarding Use and Possession of Tobacco Products, E-Cigarettes and E-Liquids in and on School Facilities and Grounds

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

- A. Definitions.** *These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time.*

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI.

"Device" means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to, hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that *may or may not contain* nicotine *or e-liquid*. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

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"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, ***device***, E-cigarette, ***E-liquid***, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, ***device***, E-cigarette, ***E-liquid***, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, ***device***, E-cigarette, ***E-liquid***, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director,

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vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited



Barrett M. Christina, Executive Director
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2023 NHSBA Delegate Assembly
Saturday October 14, 2023
10:30am
Grappone Conference Center

PROPOSED RESOLUTIONS

8. Submitted by the Oyster River Cooperative School Board on 7/4/2023

Proposed Resolution:

The NHSBA opposes any policy affecting curriculum that enables parents, guardians or other individuals or organizations to circumvent already extant local school board review policies and exposes teachers to civil suits and sanctions at the state level.

Rationale:

In 2021, HB 2 was signed into law as RSA 354-A:31-34. Described as an anti-discrimination bill, it included a number of prohibitions for teachers with potentially severe penalties for violations. Due to lack of clarity in the law, a FAQ was issued by the NH Department of Education, the Commission for Human Rights, and the Department of Justice. Nothing in the clarification nor the law contradicts NHSBA's policies regarding equity and inclusion (NHSBA VI:F). However, we are concerned that the prospect of civil suits and "disciplinary sanctions" from the state has already had a chilling effect on efforts to create inclusive curricula which honestly address issues of bias and race. These civil suits and sanctions, as outlined in RSA 354-A:34, circumvent local school board policies that already exist to address parental concerns regarding curricular content. This is again an erosion of local control that we find concerning.

NHSBA Board of Directors recommendation: Do no support. This resolution is very broad reaching and would require NHSBA to predict what types of policies are enabling to parents, etc. making complaints, or exposes staff to any kind of litigation. NHSBA recognizes the fundamental right parents have to educate their children, and the corresponding right to opt their children out of objectionable course material. However,

curriculum decisions and complaints regarding those decisions are best addressed by the local community and their elected school boards.

The wording on this proposal is not focused enough in that it broadly addresses curriculum, anti-inclusion/diversity programming, teacher/employee liability and credentialing, and parent rights. Each of those elements could be addressed from different directions with more focused language that would be hard to contest as a matter of principle.

9. Submitted by the Dover School Board on 7/10/2023

Proposed Resolution:

V NHSBA affirms the qualification of school librarians to research and select appropriate digital and printed material for school libraries. Recognizing that marginalized groups have been historically underrepresented in school libraries, literary collections should offer students information that provides a balance of ethnic, political, religious, and cultural values. Further, library material should represent diverse points of view, provide a global perspective, stimulate critical thinking skills, and meet the interests, abilities, learning styles, and information needs of the learning community.

Rationale:

A recent sharp increase in book challenges across NH school districts has put many qualified librarians in the position of defending (often under great public scrutiny) their reasoning for including certain material in their collections. This resolution affirms the suitability of a school librarian to curate literary and media collections that offer readers a wide array of choices reflective of a diverse learning community. It upholds the librarian as a subject matter expert who sets a standard for library collections that serve all students by offering them opportunities to see themselves represented in the bookshelves.

NHSBA Board of Directors recommendation: Support alternative language.

Proposed Alternative Resolution:

NHSBA affirms the qualifications of school district staff to research and select appropriate digital and printed material for schools. Literary and curricular collections should offer students information that provides a balance of cultural values. Further, literary collections should represent diverse points of view; provide a global perspective; stimulate essential thinking skills; and meet the interests, abilities, learning styles, and information needs of the learning community.

10. Submitted by the Raymond School Board on 7/28/2023

Proposed Resolution:

To include an estimate of actual food service costs for the upcoming year in the preparation of the upcoming default budget.

Rationale:

School districts are required to provide meals for students, regardless of their ability to pay. As such, district expenditures for food and student meal-related products and services may far exceed the revenue actually received. This true cost for feeding all students cannot be known ahead of time. Currently, school districts can only include the originally budgeted costs plus any contractual increases for food service in the default budget. This proposed resolution would allow school districts to include the estimate of the true cost to feed all students for the upcoming year in the preparation of the default budget.

NHSBA Board of Directors recommendation: Not support. While the NHSBA Board of Directors understands the rationale, we believe this Proposed Resolution is too narrow. There are potentially numerous areas of a school district budget that cannot be known ahead of time and require the school board to make an educated guess as to what the actual costs may be. The Board of Directors would encourage the Raymond School Board to submit a broader proposed resolution next year for consideration that speaks to all required services school districts provide in which the actual cost cannot be adequately estimated for purposes of a default budget under SB2/RSA 40:13.

11. Submitted by the Monadnock Regional School Board on 7/18/2023

Proposed Resolution:

NHSBA will support any legislation that intends to streamline the recruiting, credentialing, and hiring of certified teachers from other states. This resolution is in support of both the State of NH credentialing laws, as well as the interstate compact and reciprocity between NH and neighboring states. This resolution also supports changes to reduce barriers to teachers from other states who wish to transfer retirement savings from their current retirement program into the NH Retirement system.

Rationale:

Teachers in NH are retiring at a pace that exceeds the in-state candidate pool. Any legislation that will attract teachers from other states who desire to work in NH will help to improve staffing shortages by attracting qualified teachers.

NSHBA Board of Directors recommendation: Support alternative language.

Proposed Alternative Resolution: NHSBA supports any legislation that intends to streamline the recruiting, credentialing, and hiring of certified teachers and other licensed school staff from other states. This resolution is in support of both the State of NH credentialing laws, as well as the interstate compact and reciprocity between NH and neighboring states. This resolution also supports changes to reduce barriers to teachers from other states who wish to transfer retirement savings from their current retirement program into the NH Retirement system.

12. Submitted by the Monadnock Regional School Board on 7/18/2023

Proposed Resolution:

NHSBA will support legislation that clarifies the responsibility and accountability of parents/guardians of students who do not conduct themselves according to local laws or school policies. NHSBA will also support legislation that clarifies the protocols for school districts to follow in disciplining students and holding parent/guardian(s) accountable.

Rationale:

While behavior challenges with students are at an all-time high, the underlying challenge is lack of accountability for parents and guardians. If a student misbehaves in any way, and the parent/guardian chooses to disregard the written law or policy, then the school district is forced to negotiate, concede, or accept the behavior. This dilutes the purpose of laws and policy with the rest of the student body and local community.

Further, parents and guardians are expected to send students to school who are prepared to learn and are not a disruption (e.g., sit quietly, stand in line, pay attention to adults, respect authority, etc.). When a student does not know how to behave in this way, learning time is lost for all students as the adults must attend to the disruptions.

NHSBA Board of Directors recommendation: Support alternative language.

Proposed Alternative Resolution: NHSBA urges the New Hampshire Legislature and Department of Education to clarify the responsibilities, obligations and rights of school boards and school districts when students do not attend school on a regular basis; are habitually truant; and otherwise do not conform to the rules and regulations of the district.

Rationale: Upon conversations with the Monadnock Regional School Board, their primary intent was related to truancy and disruptive student behavior that negatively impacts other students. The NHSBA Board of Directors believes the Proposed Alternative Language meets the desired intent.

13. Submitted by the Monadnock Regional School Board on 7/18/2023

Proposed Resolution:

NHSBA will support legislation that creates flexibility for town moderators and moderators of cooperative school districts to postpone school district elections in the event of inclement weather.

Rationale:

The current rules requiring all towns in a cooperative school district to vote on the same day leave little flexibility in the event of dangerous weather. A decision to change a voting day must be applied to all towns even if they are geographically distant, and the lead time required to make a decision is very difficult to coordinate at the last minute. Moderators need more leeway to account for safety but also encourage voter participation.

NHSBA Board of Directors Recommendation: Support.

14. Submitted by the Manchester Board of School Committee on 7/28/2023

Proposed Resolution:

The Manchester Board of School Committee proposes that the language of the Resolution II-C be amended and strengthened as follows, to increase funding significantly for Building Aid:

NHSBA supports additional appropriations under RSA 198:15-a, IV, the state's Building Aid Program to adequately fund all necessary school facility needs. This program has effectively created local and state partnerships in financing school building improvements that benefit all students of New Hampshire, and which should be considered a significant part of fulfilling the State's constitutional duty to provide an adequate education to all children. (First Adopted in 2000 – Revised in 2014)

Rationale:

The current \$50million is not nearly adequate to the needs of NH schools.

NHSBA Board of Directors recommendation: Support.

15. Submitted by the Manchester Board of School Committee on 7/28/2023

Proposed Resolution:

We propose strengthening the language of the continuing resolution II-S: advocate for funding for universal Pre-K; Pre-K programming; and related facilities costs.

Rationale:

The demand for Pre-K instruction is growing exponentially and private options are not sufficient for the needs of NH families.

NHSBA Board of Directors recommendation: Support alternative language.

Proposed Alternative Resolution: Amend NHSBA II:S to read “NHSBA supports additional state adequacy aid for public pre-kindergarten.”

Currently, Resolution II:S reads “NHSBA supports the study of the establishment of additional state adequacy aid for public pre-kindergarten.” (2017)

16. Submitted by the Manchester Board of School Committee on 7/28/2023

Proposed Resolution:

We support advocating for state sustainability incentives, opportunities, and targeted goals for energy efficiency and the expansion of renewable energy; resources for electric school buses; and capital funding dedicated to sustainability-related building construction, renovation, and infrastructure.

Rationale:

The rising costs of utilities, construction, and transportation demands that we come up with sustainable options for the future.

NHSBA Board of Directors recommendation: Not support. While this may be an important issue for some school boards, the proposal does not necessarily relate to school board governance or relate directly to education.

17. Submitted by the Manchester Board of School Committee on 7/28/2023

Proposed Resolution:

We propose advocating that Medicaid be used as primary calculator for free and reduced Lunch numbers for NH school districts; advocating for the State to join the Medicaid Direct Certification program; advocate that Medicaid to Schools (MTS) be revised to allow greater flexibility in sign off (by guidance counselors, e.g.); reduce administrative burden on localities; and fund an increase in per service fees.

Rationale:

Too many of our students are missed by the current Free and Reduced Meal formulas and the administrative burden and cost of administering the program could be reduced.

NHSBA Board of Directors recommendation: Support alternative language.

Proposed Alternative Resolution(s): The NHSBA Board of Directors recommends splitting this proposal into three separate resolutions.

- (1) NHSBA supports legislation and rulemaking that requires the state of New Hampshire and NH Department of Education to participate in the federal Medicaid Direct Certification Program to calculate eligibility more accurately for free and reduced lunch programs.
- (2) NHSBA supports legislation and rulemaking that helps make Medicaid to Schools (MTS) funding more accessible for school districts by allowing greater flexibility in sign off (by guidance counselors, e.g.) and by supporting implied parental consent and a clearly defined and executable opt-out process for accessing public benefits for students with disabilities. (Added above)
- (3) NHSBA will support legislation and rulemaking that proposes an increase in per service fees under Medicaid programs.

18. Submitted by the NHSBA Board of Directors

The NHSBA Board of Directors recommends deleting/removing the following Resolution.

~~IX:D• NHSBA supports the efforts of the National School Boards Association to provide more local governance and flexibility by working with federal officials to ensure passage of all federal legislation and regulations consistent with this goal. (2015)~~

Rationale: As members are likely aware, in September 2021, the National School Boards Association sent a letter to the United States Department of Justice, asking the Department for Federal assistance to stop threats and acts of violence against public schoolchildren, public school board members, and other public school district officials and educators. This letter was sent without notice to or consent by the New Hampshire School Boards Association. The letter in question received national attention. NHSBA received dozens of inquiries from local school board members, expressing both agreement disagreement with the letter. After careful and deliberate consideration, the NHSBA Board of Directors decided to withdraw its membership from the National School Boards Association. NHSBA was not alone, as approximately twenty-four other state school boards associations also withdrew their membership from the National School Boards Association.

As such, the NHSBA Board of Directors believes this Resolution should be deleted or otherwise removed from our Statement of Beliefs Manual.

19. Submitted by the Concord School Board on August 17, 2023

Proposed Resolution:

NHSBA will advocate to the NH State Legislature to create a universal and subsidized meal program for NH public school students.

Rationale:

Whereas the Concord School Board recognizes the importance of nutrition for supporting the development and learning potential of New Hampshire students.

Whereas the Concord School Board believes it is critical to tackle childhood hunger and food insecurity.

NHSBA Board of Directors comment:

Because this Proposed Resolution was submitted after the deadline, the NHSBA Board of Directors is not acting on the proposal and is not making a recommendation on this proposal.

Per NHSBA bylaws, this Proposed Resolution may be considered and debated upon at the Delegate Assembly if a two-thirds (2/3) majority of delegates present vote to consider the proposal.

Join us

RETIREMENT COCKTAIL CELEBRATION TO HONOR THE TIMBERLANE REGIONAL SCHOOL DISTRICT RETIREEES FROM 2022 & 2023

September 27th, 2023

Wednesday | 4:30 PM

Zorvino Vineyards

226 Main Street Sandown, NH 03873

Hors d'oeuvres will include a Tuscan Display, cheese and fruit display, and passed options. A cash bar will also be available.

***Retirees will receive a complimentary ticket for themselves and one guest.
All additional tickets will be \$40 per person.***

We look forward to sharing this special occasion with you to extend our heartfelt appreciation to the members of our Timberlane family for their years of dedicated service to our children, district, and community.

**Please RSVP to Heather.Greenfield@timberlane.net
or 603-382-6119 ext. 2215 by 09/16/2023**

Please make checks payable to *Timberlane Regional School District*.
Include your name and number of tickets.

Send to:

Timberlane Regional School District Attn: Heather Greenfield
30 Greenough Rd. Plaistow, NH 03865

2023

Kimberly Decristofaro
Lisa Paladino
Nancy Magee
Debra Rose
John Secor
Catherjne Riley
Cathleen Lonergan
Terri Demaine
Lee Daneau
Karen Powers
Leslie Galle
Kathleen Crotts
Joanne Bresnahan
William Yorston
Myra Hogan
Deirdre Laplante
John Mainella
Debra Waters
Deborah D'Amore
Nancy Stafford
Patrice Liff
Gabrielle Bevilacqua
Joyce Murnane
Paul Lanouette
Virginia Foley
Sheryl Kellett
Jane Baratt
Joyce Ferreira
Gerald Dow
Eric Constantineau
Lee Daneau
Janice Fisher
Christina Stikeman

2021

Sandra McKay
Janice Locore

2022

Scott Strange
Barry Chooljian
JoAnn Robichaud
Barbara Kane
Patricia Deyermond
Suzanne Ingham
Dana O'Gara
Marcia Quigley
Janice Knuuttunen
Marcia Blutstein
Susan Basso
Donna Paone
Toni Mealey
Jane Berrigan
Kathleen Dresser
Brooke Lamonica
Anne Licciardello
Mark Cerniglia
John Dube
Terri Spear
Nancy Forcier
Gerald Pisani
Rosemary Scarelli

Job Postings

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Administration										
4757	Administration	Financial Analyst	Financial Analyst cc2720	SAU 106 Timberlane Regional District office	8/23/2023	Open until filled	as soon as possible	2023-2024	13	6
Elementary School Teaching										
4748	Elementary School Teaching	Music - Band	Elementary Music Teacher cc1569	Atkinson Academy	8/15/2023	Open until filled	8/22/2023	2023-2024	21	0
High School Teaching										
4700	High School Teaching	Science - Biology	High School Life Science/Biology Teacher cc15	Timberlane Regional High School	7/6/2023	Open until filled	8/22/2023	2023-2024	61	7
4692	High School Teaching		In School Support Teacher cc2375	Timberlane Regional High School	6/27/2023	Open until filled	8/22/2023	2023-2024	70	1
4753	High School Teaching	Library Media Specialist	Library Media Specialist cc2071	Timberlane Regional High School	8/22/2023	Open until filled	12/29/2023	2023-2024	14	5
Middle School Teaching										
4736	Middle School Teaching	Mathematics	Mathematics Interventionist cc223	Timberlane Regional Middle School	8/3/2023		8/22/2023	2023-2024	33	1
Special Education										
4747	Special Education	Social Worker	.4 ED Program Social Worker cc 2720	Timberlane Regional School District	8/15/2023	Open until filled	8/22/2023	2023-2024	21	2
4330	Special Education	Behavior Specialist	BCBA/Behavior Specialist cc 2574	Timberlane Regional School District	5/3/2022	open until filled	8/22/2023	2023-2024	490	21
4506	Special Education		RBT cc 1428	Timberlane Regional Middle School	9/13/2022	open until filled	as soon as possible	2023-2024	357	7
4344	Special Education	Psychologist	School Psychologist - Part Time .6 Position cc	Timberlane Regional School District	5/19/2022	open until filled	as soon as possible	2023-2024	474	6
4754	Special Education	Psychologist	School Psychologist cc1422	Timberlane Regional School District	8/22/2023	Open until filled	as soon as possible	2023-2024	14	0
4685	Special Education	Psychologist	School Psychologist cc2145	Timberlane Regional School District	6/19/2023	Open until filled	8/22/2023	2023-2024	78	1
4604	Special Education	Special Education Teacher	Special Education Teacher cc 1032	Timberlane Regional High School	4/19/2023	Open until filled	8/22/2023	2023-2024	139	5
4756	Special Education	Special Education Teacher	Special Education Teacher cc1060	Pollard School	8/22/2023	Open until filled	as soon as possible	2023-2024	14	0
4644	Special Education	Special Education Teacher	Special Education Teacher cc1105	Danville Elementary	5/19/2023	Open until filled	8/22/2023	2023-2024	109	4
4639	Special Education	Special Education Teacher	Special Education Teacher cc1300	Timberlane Regional High School	5/19/2023	Open until filled	8/22/2023	2023-2024	109	1
4638	Special Education	Special Education Teacher	Special Education Teacher cc2229	Timberlane Regional High School	5/19/2023	Open until filled	8/22/2023	2023-2024	109	0
4641	Special Education	Special Education Teacher	Special Education Teacher cc747	Pollard School	5/19/2023	Open until filled	8/22/2023	2023-2024	109	5
4750	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc1	Timberlane Regional Middle School	8/18/2023	Open until filled	as soon as possible	2023-2024	18	0
4609	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 212	Pollard School	4/21/2023	Open until filled	8/22/2023	2023-2024	137	3
4605	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 2218	Timberlane Regional High School	4/19/2023	Open until filled	8/22/2023	2023-2024	139	2
4652	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc1316	Timberlane Regional Middle School	5/24/2023	Open until filled	8/22/2023	2023-2024	104	1
4751	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc2242	Timberlane Regional School District	8/18/2023	Open until filled	8/22/2023	2023-2024	18	0
4673	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc885	Sandown North	6/12/2023			2023-2024	85	1
Student Services										
4662	Student Services	School Social Worker	School Social Worker cc2594	The Learning Center at Sandown Central	5/31/2023	Open until filled	8/22/2023	2023-2024	97	6
4660	Student Services	School Social Worker	School Social Worker cc830	Timberlane Regional School District	5/31/2023	Open until filled	8/22/2023	2023-2024	97	6