



Thursday, March 21, 2024 AGENDA

Regular Business Meeting
SAU 106 Boardroom
Immediately Following Organizational Meeting

Justin Krieger, Interim Superintendent

1. Call to Order – Chair
2. Approval of Minutes
3. Student, Staff & Family Share
4. Delegates and Individuals
5. Student Representative
6. Current Business
 - a. Board/Superintendent Leadership Team Standing Committees’ Seats – INFORMATIONAL
 - b. 2023-24 School Board Goals - INFORMATIONAL
 - c. Policies – ACTION
 - d. Waive Policy DJE: Bidding Requirements - ACTION
 - e. Budget Transfer: Special Education - ACTION
 - f. Enrollment Update – INFORMATIONAL
7. Administrator’s Report
8. Personnel Report
9. Committee Reports/Reports of the School Board
10. Other Business
11. Nonpublic Session

DATE	TIME	LOCATION	TYPE OF MEETING
April 4	7:00 PM	SAU Boardroom	Regular Business
April 18	7:00 PM	SAU Boardroom	Regular Business
May 2	7:00 PM	SAU Boardroom	Regular Business



1. Call to Order

2. Approval of Minutes (2 sets: March 7th regular and non-public meeting minutes)

3. Student, Staff & Family Share (Presentation by Atkinson Academy's **Girls who Code**)

4. Delegates and Individuals

5. Student Representative

6. Current Business

a. Board/Superintendent Leadership Team Standing Committees' Seats

Provided is the current membership for the Board/Superintendent Leadership Team Standing Committees. Please email the School Board Chair with your preference of committee seat.

b. 2023-24 School Board Goals

Provided are the 2023-24 School Board Goals to review.

c. Policies

1. Motion to act on the first read of policies GCF, GCCBC, KI, JIH, and DJE.

2. Motion to act on waiving first read of policies FAA and ECA.

2a. Motion to act on the second read/adoption of policies FAA and ECA.

d. Waive Policy DJE: Bidding Requirements

Motion to act on waiving policy DJE for the renovation of the JV baseball field.

e. Budget Transfer: Special Education

Motion to act on the \$200,000 budget transfer from the high school tuition line to the contracted services line.

f. Enrollment Update

In accordance with Policy IIB, administration will present, monthly enrollment numbers until August.

7. Administrators' Report

Mr. Krieger and Mrs. Allaire to present.

8. Personnel Report

1. Motion to act on the nomination of **Leah Poulin**.

2. Motion to act on the resignations of **Mark Verry, Kate Farley, Melissa Lioz, and David Morochnick**.

3. Motion to act on the retirement request from **Lynne Ouellette**.

4. Vacancy Report as of **March 15, 2024**.

9. Committee Reports/Reports of the School Board

10. Other Business – Board members to provide agenda items for future meeting consideration.

11. Nonpublic Session – If needed.

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
March 7, 2024
7:00 PM**

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

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Brienna Woodworth, Kim McCormick, Katie Knutsen, Mark Sherwood, Kristin Savage, Shauna Manthorn

Excused absence: Paul LeCain

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent
Armaan Anthony, Student Representative

Administrators Present

Mark Pedersen, Director of Secondary Education
Karl Ingoldsby, Director of Plant Operations
Maria Watkins, Business Administrator/CFO

APPROVAL OF MINUTES

**MOTION: Mr. Sapia motioned to accept the public minutes of February 1, 2024.
Seconded by Mrs. Savage Motion passed: 7-0-1 (Mrs. Manthorn abstained).**

**MOTION: Mrs. Savage motioned to accept the non-public minutes of February 1, 2024
as written. Seconded by Mr. Woodworth Motion passed: 7-0-1 (Mrs. Manthorn
abstained)**

DRAFT – NOT APPROVED

STUDENT, STAFF & FAMILY SHARE

Mr. Broad introduced students in his Integrated Physics and Chemistry class. The students talked about a project they have been working on called Real World Analogs. This project was modeling real world cars to fictional cars and they tested the drag in a wind tunnel and compared the data they received to the real world car. They constructed a fictional wind tunnel using PVC pipe and a leaf blower. The students described the process and the results they achieved.

DELEGATES AND INDIVIDUALS

Mrs. Woodworth of Danville, NH spoke before the Board as a parent of an elementary school student. She expressed concern over the lead content found in the water at Danville Elementary and even though precautions have been taken, she would like to know how this will be resolved.

MOTION: Mrs. Savage motioned to move the remaining 28 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 8-0-0

STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Some highlights were Senator Bill Gannon presented essay awards to students at Sandown North. Read Across America begins this week at Sandown North. Guest readers will also be joining them. Pollard had a kindergarten information night tonight. There is a District preschool information night scheduled on April 5th at TLC. The Second Grade play is underway and scheduled to be held on March 14th at the PAC. Students in 6th Grade participated in a virtual Q&A with author Kelly Yang. Students in 7th Grade had a visit by a Holocaust survivor. The 8th Grade students will be taking tours of the high school. Project Hope Strut for a Cure will be held this Saturday.

PERSONNEL REPORT

Mrs. Yacek introduced Mr. Mark Hamel has been hired as the new Assistant Principal at Sandown North. Mr. Hamel has 20+ years of experience as a Second and Third Grade teacher and also with leadership experience. Mr. Hamel provided feedback on the hiring process and mentioned it was well done. The Board welcomed him to his new position.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Mark Hamel, Assistant Principal, Sandown North Elementary School. Seconded by Mr. Sherwood. Motion passed 8-0-0

DRAFT – NOT APPROVED

MOTION: Mrs. Manthorn motioned to accept the professional nominations for Brian Hanides, Special Education Teacher at Timberlane Regional High School and Donald Pierce, Special Education Teacher at Timberlane Regional High School. Seconded by Mrs. McCormick Motion passed 8-0-0

CURRENT BUSINESS

a. Resolution to Authorize Financing for Phase II of Lease

MOTION: Mr. Sapia moved that the Resolution entitled Resolution to Authorize \$9,550,184.00 as Phase II of Lease purchase financing of Energy Savings Equipment and Associated Building Improvements at District facilities be approved and form presented to this meeting and the attested copy of said Resolution be included with the minutes of this meeting. Seconded by Mr. Sherwood Motion passed 8-0-0

b. Youth & Government Overnight Travel

Mr. Pedersen presented his Executive Summary with details of two overnight trips that the Youth and Government Club and its advisors/chaperones are seeking Board approval for. These two trips are scheduled for this spring.

MOTION: Mrs. Savage motioned to approve the two overnight trips for the Youth and Government Club for the Leadership Training and the Model Legislature Program. Seconded by Mrs. Manthorn. Motion passed 8-0-0

c. Graduation Date

Mr. Krieger provided the Board with end of year dates for the seniors. The tentative graduation date for 2024 is June 8th. He is looking for the Board to approve the graduation date so all the planning and preparations can take place.

MOTION: Mrs. Savage motioned to approve June 8, 2024 as the graduation date for the Class of 2024. Seconded by Mrs. Manthorn Motion passed 8-0-0

d. 2023 Annual Report

Mr. Krieger provided a copy of the FY2023 Annual Report to the Board for their review. Based on their latest review and some input from the Board, there are a few errors in the report they want to point out tonight. The errors will be corrected and then published on the website.

DRAFT – NOT APPROVED

Mrs. Watkins read the corrected numbers in the report.

e. Facilities Update

Mr. Ingoldsby provided the Board with an extensive report on the projects and asked if they had any questions.

Mrs. Manthorn asked about the boilers at Pollard School regarding the heat issues they were having there and if he has an update on that. Mr. Ingoldsby stated they are working now. He informed the Board that even though those boilers are only 5 years old, they are not good and they only came with a 1-year warranty. He described the issues he has had, and is having with them. He added that once all the other buildings are caught up, he would like to get rid of those boilers.

f. CIP Projects & Funding

Mr. Ingoldsby, along with Mrs. Watkins, provided a list of the CIP projects that have been approved and are in progress. Also included is a list of FY2024 proposed projects the Construction Committee recommends utilizing the remaining funds in FY2024. The money for this would be coming from the \$1.8 million in the Capital.

Mr. Sapia commented since this request is for the current year, they have a Construction Committee on Monday and there are some other things he would like to address. He would like to bring this to that meeting and have them filter through this with some of his other concerns.

Mrs. Watkins stated that this list came from that Committee. Mr. Sapia said they would like to take another look at it. He stated he was at the last meeting and doesn't remember seeing any of this. He isn't questioning the things on the list, but there may be things they want to do in lieu of them.

Mr. Sherwood asked Mr. Ingoldsby if there is anything on the list that is time sensitive and could be jeopardized by waiting a week. Mr. Ingoldsby said there is not but referred to the JV Baseball field. If they wait a month, it will be into baseball season. He would like to get going on it.

Mrs. Woodworth asked about the savings from the football field lighting upgrade with LED lights. Mr. Ingoldsby explained the savings would be seen mostly in their maintenance costs of them.

Mr. Sapia would like to know what the scope of work is for the JV Field to fix the sink holes.

Mr. Krieger agrees we cannot afford to lose that ballfield. They had a company come in and do some surveying of the field. There are stumps buried and water is pooling. There is significant work to be done out there if we want to use that field.

DRAFT – NOT APPROVED

Mr. Ingoldsby talked to DES today and they have designated that area as a land fill that has never been capped or lined. They don't really know what is in it. They said if we run into trash, we would have to deal with it at that point but they don't think anything out there is dangerous. What they are seeing is just a stump dump.

Mr. Sapia asked about doing a temporary fix new and then pull the stumps out after the season ends.

Mrs. Knutsen asked Mr. Ingoldsby what DES said if we run into garbage. Mr. Ingoldsby said we would just have to get rid of it at a landfill. They dug a 10'-20' test pit and only found stumps, no trash was found. He would prefer to do the fix right the first time rather than do it the cheap way by just adding more loam on top. It seems that has been done in the past by the amount of loam that is there.

Mrs. Savage is concerned with just patching the holes and having a sink hole occur and a student gets injured.

Mr. Ingoldsby said if this is approved tonight, they already have excavators on site and could start right away. It would take two to three weeks if everything goes as planned. If they run into trash, it might extend the project another week and the added expense to get rid of the trash. The quote for this project is from Busby Construction.

Mrs. Savage is looking at the athletic schedule and states they have a month to get the field ready before games start.

MOTION: Mrs. Savage motioned to approve the list as presented to us tonight so these projects can move forward. Seconded by Mrs. Woodworth.

Mrs. Knutsen asked Mr. Sapia what the objective is of the Construction Committee. Mr. Sapia said they look at things more from a construction standpoint.

Mrs. Knutsen explained the point of the Construction Committee was only for projects for the lease.

Mrs. Savage said the Construction Committee was created solely to oversee the lease and how the lease is managed. The CIP is not under the lease.

Vote on motion: 5-2-1 Motion passed (Sapia, Mr. Woodworth opposed; Mr. Sherwood abstained)

DRAFT – NOT APPROVED

Mrs. McCormick would have preferred to have been given this list earlier in order for her to digest the information and come up with questions. Mrs. Watkins assured her this is not the regular process and they are only doing it this way because these are projects for this current fiscal year.

ADMINISTRATORS REPORT

Mrs. Allaire spoke about some highlights of events that took place in February. Students in the Accelerated Anatomy & Physiology course just completed the Bio Trek Program. Our Timberlane Fiddlers performed in front of the N.H. Executive Council at the State House. At the last Board meeting, there were questions about how they monitor changes in the legislature and RSA's. She explained occasionally there are opportunities to attend meetings at the State level that have a focus on legislation and she was able to attend one of those meetings in February. She talked about what the session was regarding.

Mr. Krieger recognized the work of Kelley Brooks, Director of Special Education. In addition to the two new special education teachers they accepted this evening, she is also getting creative while keeping high quality in mind. He signed two contracts today to bring on two school psychologists who will work virtually with students. He thanked Mrs. Brooks for her work and continued efforts.

Mr. Krieger addressed the lead issue that was brought up earlier this evening. They just finished round three of testing and all of their postings are throughout the District and safety measures are in place. On February 9th, they delivered the ballots to the District Clerk.

Mr. Krieger referred to a question that was asked during Deliberative Session. The question was, "What do students get in this budget?" He gave the Board ten things that students get in this budget and hopes they are helpful to the Board when getting asked these questions in the community. The Board has access to the budget to actual reports on a monthly basis on the school district website. They will start being brought to the meetings also. They are starting to talk about staffing at the leadership team for next year.

Mr. Krieger provided an RFP update. An RFP for paving went out and three companies participated in the mandatory walkthrough. The RFP closes on March 19th. The had put out an RFP for grass cutting in June 2023 and due to an oversight, he will be moving on that now.

Mr. Sapia said he would like to have that RFP be for the entire District.

COMMITTEE REPORTS

Mr. Sherwood – He will be reading to Sandown North on Wednesday as part of Read Across America.

DRAFT – NOT APPROVED

Mrs. Manthorn – Policy Committee met today and they reviewed 11 policies. There will be at least three policies coming before the Board at their next meeting as a First Read. The Wellness Committee will be meeting in April.

Mrs. Knutsen – The Safety Meeting will be held on March 19th.

Mrs. Savage – The Safety Meeting met on February 13th. The Facilities Committee will be meeting on February 19th. Athletic tryouts start on March 18th. Project Hope is this Saturday.

Mr. Woodworth – Talked about all the work that has been done leading up to the voting next Tuesday.

There was no further public business before the Board.

MOTION: Mrs. Manthorn motioned to enter non-public under 91-A:3, Paragraph II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Seconded by Mrs. Savage Motion passed 8-0-0

The Board was polled:

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

Motion passed 8-0-0 to enter non-public at 8:32 pm.

The public meeting adjourned at 8:32 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on

Timberlane Regional School Board Committee Assignments 2023-24

Budget Committee

Mark Sherwood
*Paul LeCain (Alternate)

Policy Committee

Katie Knutsen
Shauna Manthorn
*Donald Woodworth (Alternate)

Safety Committee

Katie Knutsen
Kristin Savage

CIP Committee

Jack Sapia
Mark Sherwood

Personnel Committee - TTA

Katie Knutsen
Mark Sherwood

Curriculum & Assessment Committee

Kim McCormick
Donald Woodworth
Paul LeCain

Energy Committee

Brie Woodworth

Strategic Planning Committee

Kim McCormick
Brie Woodworth

Wellness Committee

Shauna Manthorn
Kim McCormick

Check Registers

Paul LeCain

Facilities Committee

Jack Sapia
Kristin Savage

NHSBA Delegate

Kim McCormick

Construction Committee

Jack Sapia
Paul LeCain

Timberlane Regional School Board Goals Academic Year 2023-2024

Learning

1. Further enhance personalized learning through STEAM, SEL, vocational, dual enrollment, non-traditional and extended learning opportunities through policy and budgetary development and implementation as reported by Administration
2. Approve professional development opportunities that align with enhancing personalized learning for PreK-12 students
3. Monitor the alignment of K-5 instruction, assessment and reporting to build consistency across the district related to personalized student learning

Personnel

1. Evaluate the performance of the SAU including staffing, operation and organization
2. Ensure the implementation of an organizational chart with succession plan utilizing job descriptions-which include the qualities of being evaluated annually per school year

Community, Connection and Communication

1. Develop a five-year strategic plan for implementation by March 1, 2023
2. Finalize and approve a five year Strategic Plan (2024-2029) and monitor implementation monthly at School Board Meetings
3. Invite and engage the students, staff, and community during School Board Meetings as they present accomplishments and achievements as well as experiences, cultures and perspectives
4. Address sub committee work through regular updates at School Board Meetings to improve two way communication and increase engagement with stakeholders, students, staff and community

Facilities and Learning Environments

1. Adopt and monitor current budget while identifying concerns/gaps that impact student learning environments to be addressed through the budgetary planning process
2. Ensure the District Wide Maintenance Schedule reports both short term and long term projects to be done in alignment with the Facilities Master Plan, Strategic Plan, and Capital Improvement Plan and are addressed through the budgetary process



TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

March 21, 2024

First Read

Policy	Changes/Recommendations
GCF – Professional Staff Hiring	Repositioned the revised policy dates. Changes in dates for summer hiring.
GCCBC – Family and Medical Leave	Removed and added language from Windham School District's policy.
KI – Visitors on School Grounds	Replaced TRSD's language with Bedford School District's Policy KI.
JIH – Student Interrogations and Searches	Revisions to #7.
DJE – Bidding Requirements	Removed language to make intent broader.

Waive First Read. Second Read/Adoption

Policy	Changes/Recommendations
FAA – Annual Facilities Plan	New policy. Language provided by NHSBA's sample policy.
ECA – Building and Grounds Security	Replace TRSD's language with Bedford School District's Policy ECA with revisions to include "emergency medical services".

Timberlane Regional School District	Policy Code: GCF
Adopted: 03-07-85 Revised: 04-04-91, 02-24-05, 11-06-14, 10-04-18 Revised: ~~02-24-05~~ Revised: ~~11-06-14~~ Revised: ~~10-04-18~~	Page 1 of 1

PROFESSIONAL STAFF HIRING

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June ~~15~~ 1, through September ~~1~~ 30 when the board is not meeting, any three members of the School Board, shall be empowered to act on personnel matters as presented before them during the summer months and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in ~~his/her~~ their absence, ~~his/her~~ their designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position ~~he/she holds~~ they hold. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

Legal References:

RSA 189:39, How Chosen

RSA 189:14, Liability of District

RSA 189:14(a), Failure to be Renominated or Re-elected

RSA 189:14(b), Review by State Board

Timberlane Regional School District	Policy Code: GCCBC
Adopted: 02-24-05 Revised: 04-20-17, <u>11-18-21</u> ~~Revised: 11-18-21~~ Adopted: 02-17-22	Page 1 of 2

FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks per year. Family medical leave time will be calculated by the 12 month period measured backward from the date of your leave. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours (average of 17.5 per week for full year employees, and 25.85 for school year employees) during the prior twelve months, ~~and be employed at a worksite where at least 50 employees are employed by the School District within a 75-mile radius of that worksite.~~

Qualifying FMLA events are the birth or adoption of a son or daughter or for foster care; to care for an immediate family member (spouse, child or parent) with a serious health condition; or because of your own serious health condition that incapacitates you from working; or any qualifying exigency arising out of the fact that a spouse, son, daughter, parent is a military member on covered active duty or called to covered active duty status and/or to care for a service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

The District will require an employee to use accrued paid sick, vacation, personal, or time approved from the sick/disability bank for purposes of family medical leave. FMLA shall occur concurrently with any paid or unpaid leave granted pursuant to any collective bargaining agreement or Board approved policy.

The employee shall notify the District of ~~his/her~~ their request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District will require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, ~~he/she~~ their must be returned to the same or equivalent position of employment. The Superintendent, or ~~his/her~~ their designee, may reassign a teacher a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

Timberlane Regional School District	Policy Code: GCCBC
Adopted: 02-24-05 Revised: 04-20-17, <u>11-18-21</u> ~~Revised: 11-18-21~~ Adopted: 02-17-22	Page 2 of 2

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.

Timberlane Regional School District	Policy Code: KI
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95, <u>02-24-05, 06-16-11</u> ~~Revised: 02-24-05~~ ~~Revised: 06-16-11~~	Page 1 of 2

VISITORS ON SCHOOL GROUNDS

~~For purposes of this policy, "school property" means school buildings, District buildings not being used as a school, vehicles used for school purposes, any location during a school athletic and other school sponsored event, and school grounds.~~

~~Visitors are welcome on school property, provided their presence will not be disruptive. Classroom visitors will only be allowed with the permission of the school principal or designee. All visitors must initially report to the building principal's office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.~~

~~The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:~~

- ~~1. Injure, threaten, harass, or intimidate a staff member, a School Board member, sports official or coach, or any other person;~~
- ~~2. Damage or threaten to damage another's property;~~
- ~~3. Damage or deface School District property;~~
- ~~4. Violate any New Hampshire law, or town or county ordinance;~~
- ~~5. Smoke or otherwise use tobacco products;~~
- ~~6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;~~
- ~~7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);~~
- ~~8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;~~

Timberlane Regional School District	Policy Code: KI
Adopted: ~~01-01-83~~ Reaffirmed: ~~08-08-91~~ Revised: ~~10-05-95~~ Revised: ~~02-24-05~~ Revised: ~~06-16-11~~	Page 2 of 2

~~9. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;~~

~~10. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding; or~~

~~11. Violate other District policies or regulations, or an authorized District employee's directive.~~

~~Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds.~~

~~Additionally, the District reserves the right to issue "no trespass" letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.~~

Legal References:

RSA 635:2, Criminal Trespass

All persons, other than staff and pupils enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Employees of the school system (directors, coordinators, maintenance staff members, and others) are to advise the school Principal or Secretary that they are in the building. A visitor (a person not employed by the school system) must report to the school office and receive permission to be on the school grounds.

Persons wishing to meet with a teacher for the purpose of discussing a particular problem and/or any other purpose shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make such arrangements may do so by securing an appointment with the teacher through the office of the principal or by direct contact with the teacher.

No person shall visit a school without first reporting to the office of the principal as to the purpose and place of the visit.

Timberlane Regional School District	Policy Code: JIH
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 11-03-16	Page 1 of 2

STUDENT INTERROGATIONS AND SEARCHES

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything prohibited at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.

Timberlane Regional School District	Policy Code: JIH
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 11-03-16	Page 2 of 2

7. The Superintendent is authorized to ~~arrange for the use of trained canines to aid in the search process~~ direct building administration to use appropriate tools to conduct student searches that promote the safety and wellness of students and staff. This includes, but is not limited to, wands and canines.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Automobile Searches

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

Legal References:

NH Constitution, Pt.1, Art.19
State v. Drake, 139 NH 662 (1995)
State v. Tinkham, 143 NH 73 (1998)

Appendix JIH-R

Timberlane Regional School District	Policy Code: DJE
Adopted: 01-03-91 Revised: 06-19-08, <u>05-08-14, 10-04-18,</u> <u>12-01-22</u> Revised: ~~05-08-14~~ Revised: ~~10-04-18~~ Revised: ~~12-01-22~~	Page 1 of 1

BIDDING REQUIREMENTS

The Superintendent is required to get written competitive bids on purchases of supplies, materials, equipment, and contractual services in the amount of \$50,000 or more. Purchases of \$10,000 or more will require at least three competitive documented quotes for the open market. All purchases made in the open market shall be consummated after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately, ~~including on the district website~~. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Superintendent, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The School Board with input from the Superintendent reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The School Board with input from the Superintendent also reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified, shall not be considered. The School Board with input from the Superintendent also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the district with appropriate bonding. Contractors shall be required to provide a certificate of insurance.

Specialized educational and related services are exempt from this policy when the interests of children so dictate (i.e. textbook purchases, psychological services, etc.).

Existing services that continue to meet the needs of the district shall be subject to an annual review by the board and may not need to go out to bid.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules, Section Ed. 303.01 (b), Substantive Duties of School Boards

Timberlane Regional School District	Policy Code: FAA
Adopted:	Page 1 of 1

Annual Facility Plan

- Drafting and Adoption.** Each year, the School Board shall adopt an updated Facility Plan. The first Facility Plan shall be adopted no later than November 15, 2021, with an updated plan approved by the Board by June 1 of 2023 and each year thereafter.

The Facility Plan shall be developed and drafted by the Superintendent or their designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

- Contents of Facility Plan.** The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”.
- Annual Report to N.H. Department of Education.** The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education, with the first such report due January 1, 2022 and subsequent reports due July 1 each year thereafter. Pursuant to RSA 194:61, such Unused Facilities are then encumbered by a right of first refusal (“ROFR”) available to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

Legal References:

RSA 194:61, Unused District Facilities

Timberlane Regional School District	Policy Code: ECA
Adopted: 09-15-83 Revised: 02-07-91, <u>10-16-08</u> ~~Revised: 10-16-08~~	Page 1 of 1

BUILDING AND GROUNDS SECURITY

~~The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.~~

~~Records and funds will be kept in a safe, locked location.~~

~~Access to school buildings and grounds outside of regular school hours will be limited to school personnel whose work requires it. An adequate key control system will be established to limit access to buildings to authorized personnel.~~

~~School buildings will be closed and locked after the last school activity has concluded each day.~~

~~A building being used by an authorized school or community group in the evening or on non-school days, will be opened for such activity and secured again after its conclusion.~~

~~A school district employee must be on school grounds during the course of the activity. Only a school district employee will be allowed to open and close the school in the event of such an activity.~~

~~Classroom windows and doors are to be locked when the teachers leave the building.~~

~~In addition to this policy, the Superintendent is charged with establishing further safety and security provisions as may be necessary.~~

~~The building principal is responsible for enforcing this policy.~~

~~School District buildings constitute one of the greatest investments of the School District. It is deemed in the best interest of the District to protect the investment adequately.~~

~~Security means not only maintenance of a secured (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The School Board requires and encourages close cooperation with local police, fire departments, insurance company inspectors, and emergency medical services.~~

~~Records and funds shall be kept in a safe place and under lock and key when required.~~

~~Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate entry control system, including keys, shall~~

be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

School buildings shall be closed and locked after the last school activity has concluded in the afternoon except in those instances when there is continuous activity into the evening, in which case securing of the building shall be accomplished at the conclusion of such activity.

A building being used by an authorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion.

No unauthorized person or group shall be granted access to a secured building by any employee. Authorization may be granted only by the School Board, by the Superintendent of Schools and their staff, or by the principal of the school.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

The Superintendent and building principal are responsible for enforcing this policy.



EXECUTIVE SUMMARY - Recommendation to Waive Policy DJE

Recommendation: to waive Policy DJE specific to the JV Baseball Field.

Background

District admin have observed less-than-ideal conditions on the JV Baseball Field over the years. Recently, these conditions have worsened, yielding increasingly more low-points on the field and with significantly more depth. As the overall conditions of all Timberlane fields has been a focus, having multiple field spaces to utilize to help “rest” other fields is part of the more comprehensive plan to rehabilitate the fields for student acceptable use. To this end, District admin conducted a field study utilizing Busby Construction due to their familiarity with the area. This study consisted of testing an area of the field to help determine the reason for the low-points. The study concluded that there are tree stumps buried beneath the field causing water to not drain properly, pool, and contribute to erosion that results in soft spaces that cannot support the field use above; it is akin to hollow spaces of air pocketed throughout the field. The Board voted to approve digging up and replacing the JV Baseball Field in its meeting on March 7th. The estimated cost of the project was \$200,000.

Variable to Consider

Currently, Policy DJE requires to go out to bid for projects anticipated to cost \$50,000 or more. There are multiple reasons to consider waiving this policy with a narrow focus specific to the JV Baseball Field.

- Of most immediate significance is timing. The spring athletic season is soon upon us and the first home game is scheduled for April 8, 2024. Going out to bid would result in the field not being addressed until after the season has concluded and leaving the field unplayable during the spring season, thereby limiting access for student athletes. *(To this end, we are also working internally on the timing of CIP recommendations to the Board so that there is more lead time for consideration and the purpose of the recommended projects can be vetted in a manner that is fully transparent.)*
- Busby Construction is highly familiar with the area and has been responsible for most historic digging projects on the secondary campus. Moreover, the company currently has equipment onsite for other projects which may impact the total cost of the project in favor of the District.
- Busby Construction conducted the testing outlined in the background section.
- Busby Construction has a documented history of winning bids in the District and submits conservative bid numbers when compared to other vendors.
- The District has a sod company lined up for April 2nd but are pushing to move that date up if approved.

Respectfully Submitted,

Justin Krieger

Interim Superintendent



EXECUTIVE SUMMARY

March 21, 2024

Budget Transfer Request

A budget transfer is being requested which exceed the \$25,000 transfer amount pursuant to policy DBJ 'Transfer of Appropriations' and will require School Board approval. A copy of said policy is attached for your convenience.

	Account	Amount
From Account	100.1200.564.60.17.3.00000	\$ 200,000
To Account	100.2152.330.69.33.4.00000	\$ 200,000

Reason: The cost of contracted service providers to fill vacant positions has exhausted what had been budgeted for the 2023-2024 school year and what has already been transferred. I am respectfully requesting to transfer money from the High School tuition account to the contracted service account.

If this transfer meets with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept "those budget transfers in the amounts and accounts specified in the Special Education budget transfer request dated March 21, 2024".

Respectfully,

Kelley Brooks
TRSD Director of Special Education



March 21st, 2024

EXECUTIVE SUMMARY

Elementary Enrollment projections 24-25

The purpose of this summary is to provide the school board with initial enrollment projections for the 2024-2025 school year. These projections are based on current enrollment numbers rolled up to the next grade level and early registration in our Preschool, Pre-Kindergarten, and Kindergarten sessions as of 3/11/24.

Atkinson Academy

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
projected student #s	67	53	59	62	66
projected staffing #s	4	3	3	3	3
class size/cap	16.75/20	17.7/22	19.7/22	20.7/25	22/25

Danville School

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
projected student #s	42	41	45	50	51
projected staffing #s	3	2	3	2	3
class size/cap	14/20	20.5/22	15/22	25/25	17/25

Pollard School

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
projected student #s	72	73	85	66	74
projected staffing #s	4	4	4	3	3
class size/cap	18/20	18.25/22	21.25/22	22/25	24.7/25

Sandown North

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
projected student #s	65	58	75	69	65
projected staffing #s	4	3	4	3	3
class size/cap	16.25/20	19.3/22	18.75/22	23/25	21.7/25



NH School Administrative Unit 106 | Timberlane Regional School District

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Early Childhood Programs

as of 3/11

	Atkinson Academy		Danville School		Pollard School		The Learning Center at Sandown Central	
	Registered online	Finalized registration	Registered online	Finalized registration	Registered online	Finalized registration	Registered online	Finalized registration
Preschool							32	8
Pre-Kindergarten	15	9	12	1	10	3	33	12
Kindergarten	45*	33	32*	4	62	34	67**	16

*one request to enroll a student of first grade age (not included)

** two requests to enroll a student of first grade age (not included)

Respectfully submitted,
Lucy Canotas, Director of Elementary Education

Job Postings

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Elementary School Teaching										
4787	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Classroom Teacher - Grade 5 cc70	Pollard School	12/1/2023	Open until filled	as soon as possible	2023-2024	105	8
High School Teaching										
4796	High School Teaching	Mathematics	Anticipated High School Mathematics Teacher	Timberlane Regional High School	1/23/2024		8/15/2024	2024-2025	52	10
Middle School Teaching										
4793	Middle School Teaching	Family/Consumer Science	Anticipated Tech Ed/Family and Consumer Sci	Timberlane Regional Middle School	1/19/2024	Open until filled	8/14/2024	2024-2025	56	9
4775	Middle School Teaching	Foreign Language - Spanish	Middle School Spanish Teacher cc2566	Timberlane Regional Middle School	10/17/2023	Open until filled	as soon as possible	2023-2024	150	7
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	213	4
4800	Special Education	Psychologist	Anticipated School Psychologist cc1708	Timberlane Regional High School	1/26/2024	Open until filled	8/15/2024	2024-2025	49	0
4798	Special Education	Special Education Teacher	Anticipated Special Education Teacher cc1249	Timberlane Regional High School	1/26/2024	Open until filled	8/15/2024	2024-2025	49	1
4794	Special Education	Special Education Teacher	Anticipated Special Education Teacher/Case M	Sandown North	1/19/2024	Open until filled	8/15/2024	2024-2025	56	4
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	666	6
4795	Special Education	ASD Teacher	Special Education Teacher - ASD Program cc2	Timberlane Regional High School	1/19/2024	Open until filled	as soon as possible	2023-2024	56	5
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	331	7
4756	Special Education	Special Education Teacher	Special Education Teacher cc1060	Pollard School	8/22/2023	Open until filled	as soon as possible	2023-2024	206	5
4644	Special Education	Special Education Teacher	Special Education Teacher cc1105	Danville Elementary	9/19/2023	Open until filled	as soon as possible	2023-2024	178	11
4673	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc885	Sandown North	6/12/2023			2023-2024	277	1
Student Services										
4799	Student Services	School Nurse	Floating School Nurse cc2396	Pollard School	1/26/2024	Open until filled	4/5/2024	2023-2024	49	5
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	289	13