NH School Administrative Unit 106 | Timberlane Regional School District
30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334
Timberlane.net @TimberlaneRegional @TimberlaneRSD @TimberlaneRSD

Thursday, March 21, 2024
AGENDA

Organizational Meeting – **7:00 PM** Justin Krieger, Interim Superintendent
SAU 106 Boardroom

1. **Call to Order – presided over by the Superintendent**
2. **Roll Call – Recording Secretary**
3. **Pledge of Allegiance**
4. **Election Results**
5. **Election of Officers**
   - **a.** Chair
   - **b.** Vice Chair
6. **Appointments**
   - **a.** District Clerk
   - **b.** School Board Recording Secretary
   - **c.** School Treasurer
   - **d.** Assistant School Treasurer
   - **e.** School Counsel
7. **Bonding (RSA 197:23-a, Policy Code: DH)**
   - **a.** School Treasurer
   - **b.** Assistant School Treasurer
8. **Designating Banks**
   - **a.** Bank Depository
9. **Review & Reaffirm Policies DFA & EI, & Procedure BCA-R**
10. **Designating Dates, Times, and Place for Monthly Meetings**

11. **Adjournment**

Regular Business meeting to immediately follow this organizational session.

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1-3. Open Meeting

Interim Superintendent Krieger will open the meeting.

4. Election Results

Interim Superintendent Krieger will report out the election results.

5. Elections – Interim Superintendent will call for the nomination of School Board Chair.

Note: a plurality vote of the board shall be sufficient to elect school board officers, to appoint school board officials and to designate a depository for district funds.

a. ***Chair***
b. ***Vice Chair -****Newly appointed Chair will call for nominations of the Vice Chair.*

6. Appointments

a. District Clerk

Motion to act on the appointment of X as District Clerk.

b. School Board Recording Secretary

Motion to act on the reappointment of Linda Mahoney as School Board Recording Secretary.

c. School Treasurer

Motion to act on the reappointment of Kathy Beattie as School Treasurer.

d. Assistant School Treasurer

Motion to act on the reappointment of Debra DeSimone as Assistant School Treasurer.

e. School Counsel

Motion to act on reappointment of Drummond Woodsum as School Counsel.

7. Bonding

Motion to act on bonding School Treasurer and Assistant School Treasurer in accordance with RSA 197:22 and Policy DH.

8. Designate Banks

Motion to act on designating TD Bank as the District Bank.

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9. Review Policies DFA & EI, and Procedure BCA-R

Motion to act on reaffirming policies DFA and EI. Newly-elected School Board members are required to complete procedure BCA-R. Included are upcoming webinars for School Board Member Training provided by NHSBA.

10. Designating Dates, Time and Place for Monthly Meetings

Per Policy BEA, the Board will meet in the evening on the 1st and 3rd Thursdays of each month at the SAU 106 Administration Building. The Board may change the time, date, or the location of regular meetings, and may add or remove meetings as they deem necessary. The 2025 Summer schedule will be determined at a later date.

11. Adjournment

Motion to close the organizational meeting with a regular business meeting to follow.

TIMBERLANE REGIONAL SCHOOL DISTRICT 2024
ANNUAL VOTING RESULTS

#1: Election of Officers		Atkinson		Danville		Plaistow		Sandown
School Board (3 yr term)	1882	Donald Woodworth		NO VACANCY	945	Katherine Knutsen	1168	Paul Le Cain
Budget Committee (3 yr term)	1808	Kathryn Consalvo		NO VACANCY	932	Lauren Schlerf	1179	Karen White

#2: Operating Budget	YES	1716		597		802		955	4070	PASS
	NO	595		550		475		575	2195	
#3: Three year CBA (TTA)	YES	1602		457		776		664	3499	PASS
	NO	746		698		525		890	2859	
#4: Authorization for Special Meeting on Cost Items	YES	1686		559		798		735	3778	PASS
	NO	627		580		482		811	2500	
#5: Capital Reserve Fund By Surplus	YES	1636		429		698		640	3403	PASS
	NO	657		718		539		885	2799	
#6: General Acceptance of Reports	YES	1897		716		905		1013	4531	PASS
	NO	323		400		276		464	1463	
#7: Amendment to Administrators Union CBA	YES	1484		432		699		620	3235	PASS
	NO	772		693		519		885	2869	
#8: Amendment to CBA for Technology Staff	YES	1498		390		703		567	3158	PASS
	NO	770		739		527		946	2982	
#9: Authorization for Special Meeting on Cost Items	YES	1584		528		725		661	3498	PASS
	NO	673		591		494		851	2609	
#10: Tax Impact Statement by Petition	YES	1588		770		847		998	4203	PASS
	NO	611		349		360		500	1820	

2024 MARCH VOTING RESULTS

Official Results Updated 3/13/2024 Kathleen Lancaster

Timberlane Regional School District	Policy Code: DH
Adopted: 05-05-83 **Revised: 01-03-91** **Revised: 10-07-99** **Revised: 03-17-11** **Revised: 02-18-16**	**Page 1 of 1**

BONDED EMPLOYEES AND OFFICERS

State law requires that the Treasurer and Assistant Treasurer be bonded. The District will arrange a Public Officials Bond to cover the Treasurer and each Assistant Treasurer as required by statute and Department of Revenue Administration regulations.

It is the practice that any employee who administers student activity money shall be bonded.

Any employee who administers funds for the District will be bonded appropriately. The District will arrange a Blanket Position Bond, including a Faithful Performance endorsement on all employees who administer funds for the District. The cost of said bond to be paid by the District.

Legal Reference:

RSA 197:22, Treasurer's Bond
NH Department of Revenue Regulations

Timberlane Regional School District	Policy Code: DFA
Adopted: 10-07-99 **Revised: 10-16-08** **Revised: 05-02-13** **Revised: 05-08-14**	**Page 1 of 2**

INVESTMENT

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards or care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.

2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.

3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the School District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officials Association's Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.

2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall

subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

3. Internal Controls. The School District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The Board will review the investment policy annually.

Statutory Reference:
RSA 197:23-a
RSA 383:22

Timberlane Regional School District	Policy Code: EI
Adopted: 01-01-83 **Reaffirmed:** 02-07-91 **Revised:** 09-20-01, 06-02-16, 09-06-18 **Reaffirmed:** 03-18-21	**Page 1 of 1**

RISK MANAGEMENT

The Board will annually re-affirm, at the March organizational meeting, a comprehensive plan for Risk Management to protect the financial resources of the district, preserve its ability to provide an educational program, and protect individuals from personal loss as a result of carrying out their responsibilities for the district.

Administration of this Board policy will be under the direction of the Business Administrator for property and liability, and the Director of Human Resources for employee coverages. Administration is charged with responsibility to regularly evaluate exposures, develop strategies to control losses, place insurance coverage, maintain property appraisals and inventories, process claims, maintain loss records, and supervise loss prevention activities.

The Board may assume the risk of property damage, legal liability, and dishonesty in all cases in which the exposure is so small or dispersed that a loss would not significantly affect the operations or financial position. The Board will institute a planned, funded program of self-insurance where risks can be reasonably predicted, combined with excess insurance against catastrophic loss.

The Board may also participate in a pooled risk management program. The pooled risk management program may be utilized for: the defense of claims and indemnification for losses arising out of the ownership, maintenance, and operation of real or personal property and the acts or omissions of school officials, school employees, or agents of the school district; the provision of loss prevention services including, but not limited to, inspections of property and the training of personnel; and the investigation, evaluation, and settlement of claims by and against the school district. Membership in a pooled risk management program will conform to the provisions set forth in RSA 5-B and related statutes.

Legal Reference:
RSA 194:3, III Powers of Districts
RSA 194:5-B:6 Declaration of Status Tax Exemption, Liability

Appendix EI-R

Timberlane Regional School Board	Procedure Code: BCA-R
Adopted: 09-20-01 **Revised: 04-02-09** **Revised: 09-05-13** **Revised: 03-31-20**	**Page 1 of 2**

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.

Timberlane Regional School Board	Procedure Code: BCA-R
Adopted: 09-20-01 **Revised:** 04-02-09 **Revised:** 09-05-13 **Revised:** 03-31-20	**Page 2 of 2**

11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

_____ _____

School Board Member Signature Date

Timberlane Regional School Board	Policy Code: BEA
Adopted: 01-01-83 **Revised: 11- 01-90** **Revised: 09-11-02** **Revised: 11-19-09** **Revised: 06-29-17** **Revised: 11-19-20** **Revised: 11-03-22** **Revised: 05-04-23**	**Page 1 of 2**

SCHOOL BOARD MEETINGS

Related Policies: BEAB, BEC, BEDB, BEDC, BEDD, BEDG, BEDH

A. The School Board shall establish its meeting schedule at their annual organizational meeting after local elections. The Board will meet in the evening on the 1st and 3rd Thursdays of each month at the SAU 106 Administration Building. The Board may change the time, date, or the location of regular meetings, and may add or remove meetings as they deem necessary. Notice of all board meetings will be posted in accordance with the provisions of RSA 91-A. The Superintendent is authorized to post notice of the meeting on the District website.

B. The order of business at a regular meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
5. Delegations and Individuals speakers will be afforded no more than 3 minutes per individual unless waived by the Board
6. Current Business
7. Administrative Report
8. Personnel Report
9. Committee Reports/Reports of School Board
10. Other Business
11. Non-public Session – if needed

C. A Special Meeting, defined as a non-scheduled regular meeting, shall be held at the call of the Chair or at the joint request of any three members. Notice shall be given of all matters that are to be considered at such special meetings. Matters other than those for which notice was given can be acted upon only if all members are present. Emergency meetings may be called in accordance with the provisions of RSA 91-A:2.

Timberlane Regional School Board	Policy Code: BEA
Adopted: 01-01-83 **Revised: 11- 01-90** **Revised: 09-11-02** **Revised: 11-19-09** **Revised: 06-29-17** **Revised: 11-19-20** **Revised: 11-03-22** **Revised: 05-04-23**	**Page 2 of 2**

D. All meetings shall be open to the public. Agendas will be established per Board Policy BEDH. The Board reserves the right to amend the agenda during the meeting, upon majority vote. Public comments will be allowed per Board Policy BEDH.

E. A majority of the Board shall constitute a quorum. Provisions for meeting a quorum are established in Board Policy BEDC.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public.

The Board welcomes participation of interested organizations and individuals. Advance announcement of all regular, scheduled, special and specially called meetings of the Board, together with a summary of the major topics to be discussed, will be posted publicly in compliance with RSA 91-A, on the district's public website as well as distributed to the media.

Legal Reference
Right-To-Know Law, RSA 91-A