



Thursday, February 1, 2024

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 – Minute Taker
3. Pledge of Allegiance
4. Approval of Minutes
5. Student, Staff & Family Share
6. Delegates and Individuals
7. Student Representative
8. Current Business
 - a. 7:15 PM Project Hope Donation – ACTION
 - b. 7:20 PM High School Math Curriculum Edit (First Read) – ACTION
 - c. 7:25 PM Policies – ACTION
 - d. 7:30 PM Special Education Budget Transfer - ACTION
 - e. 7:35 PM Irrigation Upgrades RFP Results– ACTION
 - f. 7:45 PM Pond Dredging Expansion RFP Results - ACTION
9. 7:55 PM Administrator's Report
10. 8:00 PM Personnel Report
11. 8:05 PM Committee Reports/Reports of the School Board
12. 8:10 PM Other Business
13. Nonpublic Session

DATE	TIME	LOCATION	TYPE OF MEETING
February 8	7:00 PM	PAC	Deliberative Session
February 15	7:00 PM	SAU Boardroom	Regular Business
March 7	7:00 PM	SAU Boardroom	Regular Business
March 12		Town Voting Locations	District Voting – Session II



1-3. Open Meeting

4. Approval of Minutes (2 sets: January 18th regular and non-public meeting minutes)

5. Student, Staff & Family Share (Presentation by MS Tiger Tech students)

6. Delegates and Individuals

7. Student Representative

8. Current Business

a. Project Hope Donation

- Motion to act on the \$3,000 donation received from the Atkinson Lions Foundation for Project Hope.

b. High School Math Curriculum Edit (First Read)

-Motion to act on the first read of the High School Math Curriculum edit.

c. Policies

-Motion to act on the second read of Policies EHB, EHAB, and KD.

d. Special Education Budget Transfer

-Motion to act on the request for a budget transfer of \$591,177.

e. Irrigation Upgrades RFP Results

-Motion to act on the bids received through the Irrigation Upgrades RFP by awarding a vendor the contract.

f. Pond Dredging Expansion RFP Results

-Motion to act on the bids received through the Pond Dredging Expansion RFP by selecting and awarding a vendor the contract.

9. Administrators' Report

Mr. Krieger and Mrs. Allaire to present.

10. Personnel Report

1. Motion to act on the nomination:

a. **G. Frank Albert, Music Teacher, Danville Elementary**

2. Vacancy Report as of January 29, 2024.

11. Committee Reports/Reports of the School Board

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

13. Nonpublic Session – If needed.



Upcoming Agenda Items

Description	Month
SAU Organizational Chart	July/August
Presentation of School Goals	December
Facilities Update	Every other meeting
School Board Goals Review	January
Deliberative Session	February 8
Set Graduation Date	February 15
Reorganizational Meeting	March 21
Renominations	March
Enrollment Numbers (Policy IIB)	Second meeting in March
Annual Report	March

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
January 18, 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 (arrived 7:30 pm), Paul LeCain, Mark Sherwood, Shauna Manthorn, Kristin Savage

Seated at the Board Table

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

Administrators Present

Maria Watkins, Business Administrator/CFO
Fran DeCinto, Director of Human Resources
Kelley Brooks, Director of Special Education

APPROVAL OF MINUTES

MOTION: Mr. Woodworth motioned to accept the public meeting minutes of January 4, 2024. Seconded by Mr. Sapia Motion passed: 8-0-0

MOTION: Mr. Sherwood motioned to accept the meeting minutes of January 11, 2024. Seconded by Mrs. Manthorn Motion passed: 8-0-0

DELEGATES AND INDIVIDUALS

MOTION: Mrs. Woodworth motioned to move the remaining 30 minutes to the end of the meeting. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

DRAFT – NOT APPROVED

STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. Sandown Central PTA and families are looking forward to their 2nd Annual Paint afternoon on Saturday, 1/20/24. Sandown North held a performance for families last night. Sandown North's ski club is underway for grades 3-5. Danville staff were thanked for donating food to the Lion's Club during their food drive. Danville's winter concert was held last night in the PAC. Atkinson Academy had a winter concert on 1/9/24. Pollard held a Spelling Bee with the 4th and 5th graders. Pollard's winter concert is tonight, 1/18/24. Middle School is finishing Semester 1 on 1/22/24. The 8th graders have met with the high school counselors to prepare for their transition to high school. He congratulated the high school students who won the HOBI award. There will be no school on 1/26/24 due to a district wide professional development day.

CURRENT BUSINESS

a. Policies – First Read

The Board reviewed Policy EHB – Data/Records Retention and Destruction, Policy EHAB – Data Governance and Security, and Policy KD School District Social Media Websites.

Mrs. Woodworth referred to Policy EHB on page 2. She asked that it be listed as either A and B or 1 and 2. Currently it is A and 2. Mr. Krieger will have it changed to read 1 and 2.

MOTION: Mr. Sapia motioned to accept Policies EHB, EHAB, KD as a First Read as amended. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

b. Special Education Budget Transfers

Mrs. Brooks presented her request and explained the need for the budget transfer requests. Due to Special Education staffing challenges, caseloads were assigned to existing staff and are being compensated according to the TTA MOU dated 12/15/23. The other request is due to the long term leave of a special educator at the middle school. A recently hired teacher at the middle school with special education experience expressed an interest in shifting to the special education position. A long term substitute was hired for the regular education teacher who moved to the special education position. This funding request is to move the funds from the regular education to cover the costs of the teacher who moved to the special education position. The long term substitute is funded through the substitute line in the budget.

DRAFT – NOT APPROVED

MOTION: Mrs. Manthorn motioned to accept the budget transfer in the amount and accounts as specified in the CFO/BA's budget transfer request dated January 18, 2024 in the amount of 38,267.69. Seconded by Mrs. Woodworth. Motion passed 8-0-0

MOTION: Mrs. Manthorn motioned to accept the budget transfer in the amount and accounts as specified in the CFO/BA's budget transfer request dated January 18, 2024 for a total of \$105,780. Seconded by Mrs. Woodworth Motion passed 8-0-0

c. Personnel Report

Mrs. DeCinto presented her personnel report.

MOTION: Mrs. Manthorn motioned to accept the professional nomination of Melissa Lioz, Interventionist at Timberlane Regional Middle School. Seconded by Mrs. McCormick Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional resignation of Patrick McAndrews, special education teacher at Timberlane Regional High School; Leah Poulin, school social worker at TLC/Sandown North. Seconded by Mrs. McCormick Motion passed: 8-0-0

MOTION: Mrs. Manthorn motioned to accept the professional retirements of Carol White, special education teacher at Sandown North; Dr. Sammy Richman, school psychologist District-Wide; Kate Farley, school nurse District-Wide; Joanne Markavitch, special education teacher at Timberlane Regional H.S.; Stacey Mulhall, FACs teacher at Timberlane Regional Middle School. Thank you for your dedication and commitment to the District. Seconded by Mrs. McCormick. Motion passed: 8-0-0

Mrs. DeCinto said there were no significant changes to the Vacancy Report.

d. Student Services Budget Transfer

Mr. Krieger presented this request. The Student Services Department has two elementary school social worker positions that remain unfilled for the 23-24SY. Currently, the school social workers remain on the critical shortage list. We have been able to identify an individual who would be willing to provide school social work services for Sandown North and TLC for three days per week until the end of the school year. The requested transfer from the Social Worker

DRAFT – NOT APPROVED

Salaries line to the Contract Services – Student Services line which will allow us to secure and compensate the individual we seek to hire as a contracted service provider.

MOTION: Mr. Sherwood motioned to accept the budget transfer in the amount and accounts as specified in the CFO/BA’s budget transfer request dated January 18, 2024 in the amount of \$47,523.75. Seconded by Mrs. Manthorn. Motion passed: 8-0-0

e. NESDEC

Mr. Pedersen presented the 2023 NESDEC Projected Enrollment reports. The report displays the past, present, and projected enrollments for the district. Ten-year projects are designed to provide the district with yearly, up-to-date enrollment information that can be used by boards and administrators for effective planning and allocation of resources. Mr. Pedersen stated that enrollment projections are more reliable in years 1-4 and less reliable in the “out-years”. He did a comparison between the NESDEC report and the actual enrollments. He found that NESDEC projections are generally a little smaller than the actual enrollment is. He had projections for each town. Mr. Pedersen explained looking at the reports from year to year, you might use the information differently at the elementary level than you would at the high school level.

f. 2023 State Assessment Data

Mrs. Allaire presented the state assessment data results from last spring. The testing for ELA and Mathematics was taken by students in grades 3-8. Science was taken by students in grades 5, 8, and 11. They also have a SAT School Day for students in grade 11. We have increased participation and are moving in the right direction.

(7:30 pm-Mrs. Knutsen arrived to the meeting)

Mrs. Allaire explained that since we receive federal funding, 95% of students are required to take the assessment. Parents can exempt their children from taking the assessment. She explained what happens when we have less than 95% of students participating. It is our goal to bring awareness to the importance of participating in this assessment and we are doing much better than we were. She reviewed the data and provided a power point presentation as a visual aid. In many grade levels, you will see we are exceeding and others we fall slightly short. As an average for our District, we are slightly over on the State average for the District scores.

The Board discussed the results with Mrs. Allaire. She informed the Board that all our schools are in good standing with the State. They have seen growth and we are exceeding the State’s average and we are growing faster than the State. This trend is consistent across the entire data set. She stated that she is cautiously optimistic and they are always striving to improve and celebrate areas of growth.

DRAFT – NOT APPROVED

g. Public Hearing Update

Mrs. Knutsen reviewed the budget committee's recommendations on the warrant articles. The Deliberative Session will be on February 8, 2024 in the PAC.

Mrs. Savage requested they reach out to the towns on how to get absentee ballots. This could happen at the Deliberative Session if they can't attend the vote in March.

h. Attestation of Warrant Articles

MOTION: Mrs. Manthorn motioned to accept the 2024 Warrant Articles Seconded by Mr. Sherwood Motion passed: 9-0-0

ADMINISTRATORS' REPORT

Mr. Krieger updated the Board on the RFP's which closed on 1/16/24. They received one bid for the irrigation and received two bids for the pond dredging and expansion. Mr. Ingoldsby will have more information for the next Board meeting.

A PD day is scheduled for January 26, 2024 and they have highly individualized sessions for what the staff need.

In terms of the public hearing they had, they will be pushing out informational videos to the community about the budget and TTA warrant and to have other information sessions. All the information is up on the website.

COMMITTEE REPORTS

Mrs. Woodworth and Mr. Sherwood went to the Board of Selectmen in Danville and presented on the taxes and it was a successful and informative meeting. Mrs. Woodworth and Mrs. McCormick will also be connecting with the TA in Danville.

Mrs. McCormick attended a Curriculum Assessment meeting. A Second read to the math revisions for the high school will be coming to the Board. They looked at some policies as they pertain to academics. They worked on State Assessment information at their meeting on 1/9/24.

Mr. Sherwood commented on the meeting the he and Mrs. Woodworth attended with the Danville Selectmen and he said it was successful.

DRAFT – NOT APPROVED

Mrs. Manthorn attended a Wellness Committee meeting on January 10, 2024 and they reviewed their tri-annual goals. All committees of the School Board have minutes and information available on the school website.

Mrs. Knutsen attended a Safety Committee meeting and will report on some of it soon. She attended the Pollard Winter Concert tonight which is why she was late and it was great.

Mrs. Savage announced the upcoming Run of the Savages which is going on its 12th year. This will be held on April 13, 2024 and proceeds go to Dana Farber. More information will be forthcoming.

Mr. Woodworth thanked the educators in the District for all the hard work they do.

Mr. Sapia met with EEI and the architect in Danville regarding the masonry walls and to see if we can alter the plan a little bit to see if there is a more cost effective way. They looked at the window drawings which will be coordinated with the roof work at the high school. The Facilities Committee went down the list of what needs to be done and it is still the same list of things that are broken and need to be fixed.

Mrs. Knutsen said the Plaistow Fire Department is getting a ladder truck. The fire department is trying hard to incorporate more within the community and the high school's owl will be on the ladder truck's bucket. They will also be getting an Engine and will tie in the middle school's mascot in some way. The ambulance has the Pollard penguin on it.

There was no further public business before the Board.

MOTION: Mrs. Manthorn motioned to enter into non-public session under RSA 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. (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mr. Sherwood Motion passed 9-0-0

DRAFT – NOT APPROVED

The Board was polled:

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

Motion passed 9-0-0 to enter non-public at 8:22 PM.

The public meeting adjourned at 8:22 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on



January 19, 2024

Executive Summary – Donation from Atkinson Lions Club to Project Hope (Strut for the Cure)

The Timberlane Regional High School's Project Hope Strut for the Cure is seeking approval and acceptance of a donations of \$3000.00.

This is our fifteenth year of raising money and awareness for Breast Cancer and all other cancers. On Saturday March 9th, 2024, Project Hope will have their annual Strut for the Cure fashion show. This year we will be raising money for local accredited cancer organizations and recipients of the Angel Fund, a fund set up to anonymously help families within our school district who have been affected by cancer. In the past fifteen years, we have raised over \$175,000.00 for our causes.

Respectfully submitted by,

Patti Mangini



EXECUTIVE SUMMARY

TRHS Math Curriculum Revision

“Graphing/Functions” Competency

The TRHS Math Department is proposing one competency revision for four high school math courses. The department would like to merge the skills of the “graphing” competency rubric with the skills of the “functions” competency rubric in order to have one all encompassing competency. The “functions” competency includes graphing and more, as it is written to include other visual representations of functions. The wording of the functions competency would remain the same. Both competencies (“graphing” and “functions”) are not needed as “report out” course competencies.

“Graphing” competency:

Students will demonstrate the ability to graph relations and functions by utilizing equations and data tables.

“Functions” competency:

Students will demonstrate the ability to apply functions to solve problems in a variety of contexts by interpreting and analyzing multiple representations of functions.

Courses:

Algebra I, Algebra II, PreCalc, and Probability Statistics and Trigonometry

Respectfully submitted,

Jennifer Puchlopek

TRSD Secondary Curriculum Coordinator



TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

February 1, 2024

Second Read/Adoption

Policy	Changes/Recommendations
EHB – Data/Records Retention and Destruction	<i>Edits since first read: change from (a) to (1) in the first paragraph of the revised policy on page 2. Revised to include more specific provisions relating to destruction of records and clarify relation to District Record Retention Schedule.</i>
EHAB – Data Governance and Security	<i>No changes since first read. Revised in response to passage of SB213, amending both RSA 189:66, V and RSA: 189:70, IV(b).</i>
KD – School District Social Media Websites	<i>No changes since first read. TRSD does not currently have this policy. Recommend adopting NHSBA's sample policy.</i>

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DATA / RECORDS RETENTION

~~The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information in compliance with state and federal law.~~

~~Special Education Records~~

~~The District shall retain a student's special education records until at least the student's 25th birthday, unless written consent to destroy the records or a written request to destroy the records is received from the parent or guardian or, where applicable, the adult student.~~

~~The District shall inform parents at annual IEP meetings when personally identifiable information that has been collected, maintained, or used in the provision of special education services for their student is no longer needed to provide educational services to the child or to demonstrate that the school has provided the student with a free appropriate public education as required by law. The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.~~

~~The District shall maintain a copy of the last signed Individualized Education Plan ("IEP") that was in effect prior to the student's exit from special education until the student's 60th birthday.~~

~~The District shall provide parents, or where applicable the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.~~

~~The District shall provide public notice of its document destruction policy at least annually in the Timberlane Rights and Responsibilities handbook.~~

~~Litigation Hold~~

~~On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold, shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those~~

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~~records in accordance with the retention requirements of this policy and the associated procedures.~~

~~Right-to-Know Request-Hold~~

~~On receipt of a Right-to-Know law request to inspect or copy governmental records, the District shall cease any destruction of governmental records which are or may be the subject of the request. Such records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for at least 90 days. If, after 90 days, the District has not received a litigation hold letter, the subject records may be destroyed pursuant to regular record retention and destruction schedules. If the District receives notice of impending litigation, the subject records will not be destroyed until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.~~

~~See also policies EH-R, JRA, & GBJ~~

~~Legal References:~~

~~*RSA 91-A, Right to Know Law*~~

~~*RSA 189:29-a, Records and Retention*~~

~~*NH Code of Administrative Rules, Section ED 306.04 (a)(4), Records Retention-*~~

~~*NH Code of Administrative Rules, Section Ed. 306.04 (h) Records Retention*~~

~~*NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements-
34 CFR 300.624.*~~

~~*20 USC §1232g, Family Educational Rights and Privacy Act (FERPA)*~~

~~The Superintendent shall develop and maintain (1) a schedule for the minimum retention of various district records (“Record Retention Schedule”) as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.~~

~~This policy applies to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..~~

- ~~A. **Record Retention Schedule.** Records of the District shall be retained no less than the time prescribed in District’s Record Retention Schedule EHB-R. The Superintendent shall update the Record Retention Schedule from time-to-time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards~~

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Association, or upon advice of counsel. The Superintendent shall inform the Board of any revisions to EHB-R no later than the second School Board meeting after the changes were made.

B. Special Holding or Destruction Provisions. Notwithstanding the District's Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. Special Education Records.

- a) Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
- b) The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
- c) Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
- d) A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
- e) The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
- f) The District shall provide public notice of its document destruction policy at least annually.

2. Litigation Hold. On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

3. Right-to-Know Request Hold. On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained

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regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

C. **Disposal of Sensitive Information & Media Sanitization**. District records which include “Sensitive Information” shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, “Sensitive Information” shall mean and include:

- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
- Criminal History Records Information (see Board policy GBCD);
- Drug test records;
- Child labor permits;
- Cobra notices;
- Accident reports;
- Special education student records;
- Records pertaining to civil rights investigations;
- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. **Physical media** (i.e., “hard copies”, print-outs, etc.) including sensitive information shall be destroyed by one of the following:

- shredding using District issued cross-cut shredders;
- placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
- incineration using District incinerators or if conducted by non-authorized

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personnel offsite, witnessed by the Superintendent or Superintendent's designee.

2. **Electronic media.** *All electronic media should be assumed to contain sensitive information.* When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

- Overwriting (at least three times)
- Degaussing (removal of magnetism)
- Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

Computers and other digital or electronic devices or systems that have been used to process, store, or transmit sensitive information shall not be released from the District's direct control until the equipment has been sanitized and all stored sensitive information has been destroyed using one of the above methods.

- D. **Destruction of District Records with No Sensitive Information.** All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

Legal References:

RSA 91-A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention NH

Code of Administrative Rules, Section Ed 306.04(h), Records Retention

NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements 20

U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

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DATA GOVERNANCE AND SECURITY

Related Policies EHAA, EHB, GBEED, GBEF, IHBH, JICJ, JICL, JICM, KD, & KDC

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

The provisions of this policy shall supersede and take precedence over any contrary provisions of any other policy adopted prior to the date of this policy.

A. Definitions

Confidential Data/Information - Information that the District is prohibited by law, policy or contract from disclosing or that the District may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information regarding students and employees.

Critical Data/Information - Information that is determined to be essential to District operations and that must be accurately and securely maintained to avoid disruption to District operations. Critical data is not necessarily confidential.

B. Data and Privacy Governance Plan - Administrative Procedures.

1. **Data Governance Plan.** The Superintendent, in consultation with the District Information Security Officer ("ISO") (see paragraph C, below) shall ~~create~~ **update the** a Data and Privacy Governance Plan ("Data Governance Plan"), ~~to be presented to the Board no later than June 30, 2019. Thereafter, the Superintendent, in consultation with the ISO, shall update the Data Governance Plan~~ for presentation to the Board no later than June 30 each year.

The Data Governance Plan shall include:

- (a) An inventory of all software applications, digital tools, and extensions. The inventory shall include users of the applications, the provider, purpose, publisher, privacy statement, and terms of use;
- (b) A review of all software applications, digital tools, and extensions and an assurance that they meet or exceed minimum standards set by the New Hampshire Department of Education;
- (c) Policies and procedures for access to data and protection of privacy for students and staff including acceptable use policy for applications, digital tools, and extensions used on District hardware, server(s) or through the District network(s);

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- (d) A response plan for any breach of information/*cybersecurity incidents*; *see RSA 31:103-b and RSA 359-C:19-21*; and
- (e) A requirement for a service provider to meet or exceed standards for data protection and privacy.

The Data Governance Plan shall include standards and provisions that meet or exceed the standards set forth in the N.H. Dept. of Education's Minimum Standards for Privacy and Security of Student and Employee Data.

2. Policies and Administrative Procedures. The Superintendent, in consultation with the ISO, is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer.

The Director of Technology is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

The Business Administrator/*CFO* is the District's alternate ISO and will assume the responsibilities of the ISO when the ISO is not available.

D. Responsibility and Data Stewardship.

All District employees, volunteers and agents are responsible for accurately collecting, maintaining and securing District data including, but not limited to, confidential and/or critical data/information.

E. Data Managers.

All District administrators are data managers for all data collected, maintained, used and disseminated under their supervision as well as data they have been assigned to manage in the District's data inventory. Data managers will monitor employee access to the information to ensure that confidential information is accessed only by employees who need the information to provide services to the District and that confidential and critical information is modified only by authorized employees. Data managers will assist the ISO in enforcing District policies and procedures regarding data management.

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F. Confidential and Critical Information.

The District will collect, create or store confidential information only when the Superintendent or designee determines it is necessary, and in accordance with applicable law. The District will provide access to confidential information to appropriately trained District employees and volunteers only when the District determines that such access is necessary for the performance of their duties. The District will disclose confidential information only to authorized District contractors or agents who need access to the information to provide services to the District and who agree not to disclose the information to any other party except as allowed by law and authorized by the District.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise.

The Superintendent and/or the ISO shall immediately report any known or suspected cybersecurity incidents within the District's information systems, or within an information system of any vendor of the District, to the New Hampshire Cyber Integration Center of the Department of Information Technology. The Superintendent and/or the ISO shall disclose all known information and interactions. See RSA 31:103-b.

The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

As a part of this investigation, the ISO or designee will promptly determine the likelihood that any information part of a cybersecurity incident has been or will be misused. If the determination is that the misuse of information has occurred or is reasonably likely to occur, or if a determination cannot be made, the ISO will notify the affected individuals as soon as possible, consistent with the notification requirements under RSA 359-C:20.

Likewise, the District will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and

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maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

G. Using Online Services and Applications.

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

H. Training.

The ISO will provide appropriate training to employees who have access to confidential or critical information to prevent unauthorized disclosures or breaches in security. All school employees will receive annual training in the confidentiality of student records, and the requirements of this policy and related procedures and rules.

I. Data Retention and Deletion.

The ISO or designee shall establish a retention schedule for the regular archiving and deletion of data stored on District technology resources. **The retention schedule should comply with, and be incorporated by RSA 189:29-a into the data/record retention schedule established under Board policy EHB and administrative procedure EHB-R, including but not limited to, provisions relating to Litigation and Right to Know holds as described in Board policy EHB.**

J. Consequences

Employees who fail to follow the law or District policies or procedures regarding data governance and security (including failing to report) may be disciplined, up to and including termination. Volunteers may be excluded from providing services to the District. The District will end business relationships with any contractor who fails to follow the law, District policies or procedures, or the confidentiality provisions of any contract. In addition, the District reserves the right to seek all other legal remedies, including criminal and civil action and seeking discipline of an employee's teaching certificate.

The District may suspend all access to data or use of District technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The District will cooperate with law enforcement in investigating any unlawful actions. The Superintendent or designee has the authority to

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sign any criminal complaint on behalf of the District.

Any attempted violation of District policies, procedures or other rules will result in the same consequences, regardless of the success of the attempt.

Legal References:

15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)

20 U.S.C. § 1232g * Family Educational Rights and Privacy Act (FERPA)

20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)

20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)

20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)

RSA 31:103-b, Cybersecurity

RSA 189:65 * Definitions

RSA 186:66 * Student Information Protection and Privacy

RSA 189:67 * Limits on Disclosure of Information

RSA 189:68 * Student Privacy

RSA 189:68-a * Student Online Personal Information

RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach

~~NHSBA note, September 2018, this policy was created to reflect, in part, the requirements of RSA 189:66, V (NH Laws 2018 Chapter 252 (HB 1612)). HB 1612 also requires NHDoe to establish minimum standards for privacy and security. As of September 18, 2018, those standards have yet to be finalized. NHSBA expects that those standards will require further modifications to this policy as well as companion administrative procedures and other existing NHSBA sample policies. Additionally, because a sampling review of the existing technology policies for various district reveal wide variations from current NHSBA samples (see "Related policies" reference at the top of this sample policy EHAB). Districts adopting this sample, therefore, are advised to closely review their current technology policies for provisions which may be in conflict with provisions of this sample EHAB. NHSBA has designated this policy as "Priority/Required by Law". Technically, what is required is a Board approved Data Governance Plan, no later than June 30, 2019. However, because of the significance of the subject, and the required plan, we have determined that the policy meets the priority designation.~~

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SCHOOL DISTRICT SOCIAL MEDIA WEBSITES

The School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members. As such, the Superintendent is authorized to establish social media websites and platforms in furtherance of the District's values, goals, and mission.

Establishment of Regulations

The Superintendent or designee will establish administrative regulation, guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

Limitation of Public Comments

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech. District social media platforms are intended for one way communication out from the district. There are no expectations of district replies to comment or direct messages, where possible automated messages will be utilized informing users to contact the school or district office with any questions.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

Privacy

The Superintendent or designee will act to protect the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

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The District will not require, compel or request that any student provide his/her personal or private social media account information with relation to any District social media website.

Students, parents, staff and members of the public are hereby given notice that the District reserves the right to and will monitor all District social media websites. As such, there is no expectation of privacy for information posted on, sent to or received by the District's social media websites.

Definitions

"Social media" means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, X (formerly known as Twitter), Instagram, Vimeo, YouTube, LinkedIn, or blogs.

"Official district social media platform" is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent- teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Copyright

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

See Also: KD-R, Administrative Regulations

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Legal References:

RSA 189:70, Educational Institution Policies on Social Media



EXECUTIVE SUMMARY

February 1, 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 Accounts:	100.1100.114.25.12.1.00000	31,063
	100.1100.114.53.60.3.00000	8,262
	100.1200.114.60.02.1.00000	22,308
	100.1200.114.60.08.1.00000	45,515
	100.1200.114.60.10.1.00000	57,364
	100.1200.114.60.12.1.00000	40,160
	100.1200.114.60.50.2.00000	103,539
	100.1200.114.60.60.3.00000	97,608
	100.1200.114.61.33.4.00000	41,838
	100.1200.114.61.60.3.00000	18,689
	100.1200.114.63.33.4.00000	25,989
	100.1200.114.63.60.3.00000	18,307
	100.1200.114.67.33.4.00000	46,574
	100.2152.114.69.33.4.00000	33,961
To Account:	100.1200.330.69.33.4.00000	591,177

Reason: The cost of contracted service providers to fill vacant positions has exhausted what had been budgeted for the 2023-2024 school year. We have had to hire contracted providers to fill the vacant positions that we are legally obligated to fill. I am respectfully requesting to transfer money from the paraprofessional line to the contracted service line.

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 February 1, 2024".

Respectfully,

Kelley Brooks
TRSD Director of Special Education



EXECUTIVE SUMMARY

February 1, 2024

Irrigation Upgrades

Below please find the summary for the pricing of the proposal that was received in response to the RFP for the irrigation upgrades:

Vendor	Total Price
Corbett Incorporated	\$ 129,230

Corbett was the recommended vendor from the original proposals, and their price remained the same with the exception of the well installation being removed from the project.

I am recommending the approval of the proposal to move forward as soon as possible.

Respectfully submitted by:
Karl Ingoldsby
Director of Plant Operations



EXECUTIVE SUMMARY

February 1, 2024

Irrigation/Science Pond Expansion/Dredging

Below please find the summary for the pricing of the proposals that were received in response to the RFP for the Irrigation/Science Pond Expansion/Dredging:

Vendor	Total Price
Busby Construction	\$ 222,000
W. P. Davis Excavation	\$ 583,000

I am recommending this project to be awarded to Busby Construction. I met with them to go over the particulars and discuss the extreme difference in pricing and feel they are well equipped and prepared to complete this project in a timely manner.

Respectfully submitted by:

Karl Ingoldsby

Director of Plant Operations

Job Postings

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Administration										
4788	Administration	Assistant Principal	Assistant Principal/Curriculum Coordinator cc	Sandown North	12/12/2023	Open until filled	as soon as possible	2023-2024	48	25
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	159	17
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	59	4
4764	Elementary School Teaching	Music - Orchestra	Elementary Music Teacher - Orchestra cc1443	Danville Elementary	9/13/2023	Open until filled	9/18/2023	2023-2024	138	3
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	6	1
Middle School Teaching										
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	104	4
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	167	4
4767	Special Education	Special Education Teacher	Anticipated Long Term Substitute - Special Ed	Timberlane Regional Middle School	9/18/2023	Open until filled	Oct-23	2023-2024	133	1
4800	Special Education	Psychologist	Anticipated School Psychologist cc1708	Timberlane Regional High School	1/26/2024	Open until filled	8/15/2024	2024-2025	3	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	3	0
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	10	1
4506	Special Education		RBT cc 1428	Timberlane Regional Middle School	9/13/2022	open until filled	as soon as possible	2023-2024	503	7
4776	Special Education	Licenced Nursing Asst.	School LNA cc1171	Timberlane Regional High School	10/18/2023	Open until filled	as soon as possible	2023-2024	103	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	620	6
4795	Special Education	ASD Teacher	Special Education Teacher - ASD Program cc22	Timberlane Regional High School	1/19/2024	Open until filled	as soon as possible	2023-2024	10	0
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	285	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	160	2
4644	Special Education	Special Education Teacher	Special Education Teacher cc1105	Danville Elementary	9/19/2023	Open until filled	as soon as possible	2023-2024	132	7
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	255	1
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	283	3
4673	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc885	Sandown North	6/12/2023			2023-2024	231	1
Student Services										
4799	Student Services	School Nurse	Anticipated Floating School Nurse cc2396	Pollard School	1/26/2024	Open until filled	8/15/2024	2024-2025	3	1
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	243	10