



Thursday, March 23, 2023 AGENDA

Organizational Meeting – **7:00 PM**
SAU 106 Boardroom

Christopher K. Kellan, Superintendent
Kristin Savage, Vice Chair

1. **7:00 PM Call to Order – Vice Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Elections – to be presided over by the Superintendent**
 - a. Chair
 - b. Vice Chair
5. **Appointments – to be presided over by the newly-elected Chair**
 - a. District Clerk
 - b. School Board Recording Secretary
 - c. School Treasurer
 - d. Assistant School Treasurer
 - e. School Counsel
6. **Bonding (RSA 197:23-a, Policy Code: DH)**
 - a. School Treasurer
 - b. Assistant School Treasurer
7. **Designating Banks**
 - a. Bank Depository
8. **Review & Reaffirm Policies DFA & EI, & Procedure BCA-R**
9. **Designating Dates, Times, and Place for Monthly Meetings**
10. **Adjournment**

Regular Business meeting to immediately follow this organizational session.



1-3. Open Meeting

4. Elections - 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

5. Appointments

a. District Clerk

Motion to act on the reappointment of Kathleen Lancaster 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 Gloria Dodge as Assistant School Treasurer.

e. School Counsel

Motion to act on determining School Counsel.

6. Bonding

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

7. Designate Banks

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

8. 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.

9. 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.

- Motion to act on the provided 2023-24 School Board Meeting Calendar.

10. Adjournment

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

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

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

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

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

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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

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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.

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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.

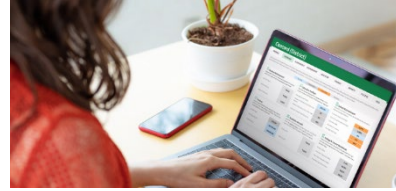
School Board Member Signature

Date

WEBINAR CALENDAR - New Webinars!

iPlatform: A Portal Into Public Schools

- April 3, 2023 at 12:00 p.m.



[iPlatform Flyer](#)

[Register Here](#)



Annual New School Board Member Orientation

NHSBA's annual New Board Member Orientation webinar will provide an overview of the legal framework of school district operations, with a focus on what NH laws say about the role of the school board, the role of the superintendent, and how best practices can lead to good governance. Two sessions will be offered this year for your scheduling convenience.

[April 10, 2023](#)

[May 2, 2023](#)

Right to Know Law 3-Part Series

Join us for a 3-Part Series to include:

- Overview and Introduction
- Meetings, Non-Meetings, & Non-Public Sessions
- Digital Communications, E-mails, & Social Media



[Info and Registration Links](#)

WEBINAR RECORDINGS



If you need assistance logging in or have misplaced your login information, or if you want information on how your board can become Workshop Subscribers, please contact our Operations Manager, [Amanda Phelps](#).

Is your board a workshop subscriber? If so, you have access to all of our previous webinar recordings on our website.

Webinar Subscribers: Full Access to all previous recordings

Some of our webinars, including "Introduction to Assessments and Federal Accountability" are free for all members. Click the link below for a list, with links, to our free webinar recordings.

Free for All Members

School Board Member Training Materials

For more information on how to be an effective school board member, please go to the Timberlane Regional School Board's website

(<https://trsdpublic.timberlane.net/trsb/SitePages/Home.aspx>). Select

“Training Materials – School Board” on the lefthand side of the site to locate the following documents including:

1. New Hampshire School Board Association's Workshops/Webinars on how to be an effective School Board Member
2. New Hampshire Education Laws
3. New Hampshire General Court Statutes

The screenshot shows the Timberlane Regional School Board website. The top navigation bar includes 'BROWSE', 'PAGE', and 'PUBLISH'. The main header features the Timberlane logo and the text 'Timberlane Regional School Board'. A search bar is located in the top right corner. The left sidebar contains a 'Commissions' menu with items like 'Capital Improvement Plan', 'Curriculum & Assessment', 'Energy', 'Facilities', 'Personnel', 'Policy', 'Safety', 'Strategic Planning', and 'Wellness Committee'. Below this is a 'Documents' menu with 'Board Documents', 'Meeting Minutes', 'Policies and Procedures', 'Approved Curriculum', and 'Training Materials - School Board'. A yellow arrow points to 'Training Materials - School Board'. The main content area is titled 'Navigating the School Board SharePoint Site - Click Here' and contains two sections: 'Announcements' and 'Meetings & Agendas'. The 'Announcements' section lists three items: a public hearing on the 2023-2024 budget (1/3/2023), a public notice special business meeting (4/13/2022), and March 2022 voting results (3/15/2022). The 'Meetings & Agendas' section lists several meetings, including an organizational/regular business meeting (3/23/2023) and several school board meetings (4/6/2023, 4/20/2023, 5/4/2023, 5/18/2023, 6/1/2023, 6/15/2023). The right sidebar features a 'School Administrative Unit #106' section with a photo of a school building and a 'Site Help' section with a table of agenda items.

Type	Name
Agenda	Agenda 04 14 22
Special Meeting	Special Meeting Public Notice
Agenda	Agenda 04 07 22
Agenda	Agenda 3 3 22
Agenda	Agenda 2 17 22
Agenda	Agenda 2 3 22
2022 Timberlane Warrant	2022 Timberlane Warrant Deliberative Session 1 28 22
Agenda	Agenda 1 20 22
Public Notice	Public Notice Open Positions 1 11 22
Meeting Notice	Meeting Notice - Special Meeting 1 10 22
Agenda	Agenda 1 10 22 Special Mtg
Agenda	Agenda 1 6 22
Agenda	Agenda 12 16 21
Agenda Packet	Agenda Packet 12 10 21
Agenda	Agenda 12 10 21 Emergency Meeting
Agenda	Agenda 12 2 21
Agenda	Agenda 11 16 21
Public Statement	Public Statement On Mask Wearing At School Board Meetings
Agenda	Agenda 11 09 21



TIMBERLANE REGIONAL SCHOOL BOARD MEETING DATES FOR 2023-24

Christopher K. Kellan, Superintendent

July	August	September	October
20	17	7	5
		21	19
November	December	January	February
2	7	4	1
16	21	18	15
March	April	May	June
7	4	2	6
21	18	16	20

Meetings will convene at 7:00 PM at the
SAU 106 Boardroom, 30 Greenough Road, Plaistow, NH
(unless otherwise indicated in individual meeting postings).

The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Visit www.Timberlane.net for more information.

Approved by the School Board on _____.