



## Thursday, October 20, 2022 AGENDA

Regular Business Meeting – 7:00 PM  
SAU 106 Boardroom

Christopher K. Kellan, Superintendent  
Steven Finnegan, Chair  
Kristin Savage, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes
5. Delegates and Individuals
6. Student Representative
7. Current Business
  - a. 7:05 PM 2021-2022 Middle School Passion Projects – INFORMATIONAL
  - b. 7:10 PM Athletics Annual Report - INFORMATIONAL
  - c. 7:15 PM Policies
    - First Read - ACTION
    - Policy Review List - INFORMATIONAL
  - d. 7:20 PM Warrant Articles – INFORMATIONAL/ACTION
  - e. 7:25 PM CIP Update – ACTION
  - f. 7:30 PM Voucher Program – INFORMATIONAL
  - g. 7:35 PM Exit Interviews Update – INFORMATIONAL
  - h. 7:40 PM Assessment Calendar – INFORMATIONAL
8. 7:45 PM Administrator’s Report
9. 7:50 PM Personnel Report
10. 7:55 PM Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. 8:00 PM Other Business
14. Nonpublic Session
15. Future Dates

DATE	TIME	LOCATION	TYPE OF MEETING
November 3	7:00 PM	SAU Boardroom	Regular Business
November 17	7:00 PM	SAU Boardroom	Regular Business
December 1	7:00 PM	SAU Boardroom	Regular Business



**1-3. Open Meeting**

**4. Approval of Minutes** (2 sets: October 6<sup>th</sup> regular business meeting minutes and October 6<sup>th</sup> nonpublic meeting minutes)

**5. Delegates and Individuals**

**6. Student Representative** (Matthew LaBelle to present)

**7. Current Business**

**a. Middle School Passion Projects**

Superintendent Kellan to discuss the courtyard paving project completed at the Middle School.

**b. Athletics Annual Report**

Review the Athletics Annual Report highlighting the Award for Excellence from NHIAA, TRHS Football and Wrestling programs winning State Championships, and NHADA/NHIAA recognizing 31 TRHS senior scholar-athletes for their excellence in the classroom and on the field.

**c. Policies**

- First Read: Motion to act on the first read of Policies BBBH, BEA, and DIH.
- Policy Review List: Review the updated policy review list in which the highlighted blue policies are prioritized.

**d. Warrant Articles**

Review and discuss the draft warrant articles.

**e. CIP Update**

Review the list of recommended projects for FY2023 and FY2024 from the CIP Committee.

**f. Voucher Program**

Mrs. Watkins to present an update on the Voucher Program.

**g. Exit Interviews Update**

Mrs. DeCinto to present an update on the District's process for exit interviews.

**h. Assessment Calendar**

Review the provided Assessment Calendar for dates that the assessments are administered and results are received.

**8. Administrator's Report**

Mr. Krieger and Mr. Kellan to present.

**9. Personnel Report**

**10. Committee Reports/Reports of the School Board**

**11. Correspondence** – All correspondence is now forwarded to board members as it comes in.

**12. Vendor and Payroll Registers** – please be sure to review and sign electronically vendor and payroll registers.

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

**14. Nonpublic Session** – If needed.

**15. Future Dates** – As indicated.

# 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/758038223>*

*Materials presented at the board meeting may be viewed at: [School Board Meeting Documents](#)*

## Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting  
October 6, 2022  
7:00 PM**

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

### **Call to Order**

Chairman Finnegan opened the October 6, 2022 Timberlane Regional School Board meeting at 7:02 PM; this was followed by roll call and the Pledge of Allegiance.

### **Board Members Present**

Michael Boucher, Katie Knutsen, Shauna Manthorn, Kim Farah, Steven Finnegan, Kristin Savage, Mark Sherwood, Kim McCormick and Brian Boyle.

### **Seated at the Board Table**

Christopher Kellan, Superintendent of Schools  
Justin Krieger, Assistant Superintendent  
Matthew LaBelle, Student Representative

### **Administrators Present**

Lucy Canotas, Director of Elementary Curriculum  
Mark Pedersen, Director of Secondary Curriculum  
Lisa Oliver, Assistant Business Administrator  
Maria Watkins, CFO/Business Administrator  
Fran Decinto, Director of Human Resources  
Ginger Drechsel, Director of Student Services  
Kelley Brooks, Director of Special Education  
Stephanie Lafreniere, Principal at Pollard School

### **APPROVAL OF MINUTES (00:01:03)**

**MOTION: Dr. Farah motioned to approve the September 15, 2022 meeting minutes; seconded by Mrs. Knutsen. Motion passed 9-0-0.**

# DRAFT-NOT APPROVED

## DELEGATES AND INDIVIDUALS (00:01:30)

None

## CURRENT BUSINESS

### a. Student Representative Announcement (00:01:35)

Chairman Finnegan welcomed Matthew LaBelle as the new student representative. Matthew presented the events occurring at the schools including Project Hope, the annual high school college fair, the Milkman Improv show, the pen pal program, and ice cream social. He announced the dates for the upcoming Spirit Week and parent-teacher conferences.

### b. Policies (00:06:03)

Chairman Finnegan requested a motion to invoke Policy BGF due to Policies IHBG, JICD, and JJJ being out of compliance.

**MOTION: Mr. Sherwood motioned to invoke Policy BGF; seconded by Dr. Farah. Motion passed 9-0-0.**

Chairman Finnegan requested a motion to adopt Policies IHBG, JICD, and JJJ.

**MOTION: Mr. Sherwood motioned to adopt Policies IHBG, JICD, and JJJ; seconded by Mrs. Knutsen. Motion passed 9-0-0.**

Chairman Finnegan requested a motion for second read and adoption of Policies BCA, BCB, BDE, GBCD, JKA, and JLCJA.

**MOTION: Mr. Sherwood motioned for second read and adoption of Policies BCA, BCB, BDE, GBCD, JKA, and JLCJA; seconded by Mrs. Knutsen. Motion passed 9-0-0.**

Dr. Farah requested an update on the list of policies that require reviewal and should be prioritized according to Dr. Cochrane's policy review. Discussion ensued and it was determined that an updated spreadsheet will be produced for the next School Board meeting.

### c. Superintendent's Evaluation Process (00:12:13)

Chairman Finnegan presented a timeline for the Board to determine the process for the Superintendent's evaluation. Discussion ensued regarding locating and reviewing the previous electronic survey. Discussion continued with the survey to be completed in January and the evaluation to be finalized in February.

### d. Pollard School Donation Action Plan (00:23:40)

Mrs. Lafreniere presented the donation from the Plaistow Conservation Committee of \$759 to the Pollard School's 5<sup>th</sup> grade field trip which will cover related expenses and busing.

**MOTION: Mrs. McCormick motioned to accept the donation of \$759 for Pollard School to go on their hiking field trip; seconded by Mrs. Knutsen. Motion passed 9-0-0.**

# DRAFT-NOT APPROVED

## **e. High School Donation (00:26:23)**

Mr. Pedersen asked the Board to accept a \$2,500 donation from ExxonMobil and Beede Site Group to be used towards STEM education at the High School.

**MOTION: Mrs. Savage motioned to accept the donation from ExxonMobil in the amount of \$2,500 for the Timberlane High School's STEM program; seconded by Mr. Boucher. Motion passed 9-0-0.**

## **f. Annual Meeting and Election Calendar (00:28:16)**

Chairman Finnegan announced the dates for the Public Hearing for the Proposed Budget and Bond on January 12<sup>th</sup>, Deliberative Session on February 9<sup>th</sup>, and Voting Day on March 14<sup>th</sup>. Mrs. Savage highlighted the finalization of CBA items is required by January 10<sup>th</sup> and discussion ensued regarding date for the Board to vote on the CBA items which resulted in an anticipated date of January 5<sup>th</sup>.

## **g. Budget Personnel Request (00:31:40)**

Mrs. Brooks and Mrs. Drechsel proposed to the Board to accept a budget transfer from the contracted service line into the salary line for an hourly-service provider position and an evaluator/case manager position. Mr. Boyle discussed reclassifying the positions and to expend the budgeted salary positions. Mrs. Watkins informed the Board that these positions have to be coded under special education and detailed that the special education budget is part of the general budget, but it is a separate budget as it encompasses all special education obligations. Discussion ensued regarding contracted services, eliminating a position, and determining which budget line to use for these two new positions.

**MOTION: Dr. Farah motioned to repurpose a position to allow for the hiring of two part-time employees; seconded by Mrs. Savage. Motion passed 7-2-0 (opposed by Ms. Manthorn and Mrs. McCormick).**

## **ADMINISTRATORS' REPORT (00:52:00)**

Mr. Krieger discussed the potential of OTs and PTs visiting the District this year from Rivier University and Granite State College. He detailed the successfulness of the recent Professional Development Day.

Mr. Kellan informed the Board that the Retirement Committee will be inviting the 2019/2020 retirees to the next retirement celebration. He reminisced of his attendance at the Boys' Soccer Senior Night. He encouraged the public to visit the District's Community Bulletin Board for information regarding upcoming events and organizations. He expressed his appreciation to the organizations who submitted bid proposals for the two Transportation RFPs and the need to organize an ad-hoc Transportation Committee. Discussion ensued regarding the Transportation Committee and its duty to review the bid proposals, but the Board will have the final vote. Ms. Manthorn and Mr. Boucher offered to be members on the Transportation Committee.

# DRAFT-NOT APPROVED

## PERSONNEL REPORT (01:00:00)

None

## COMMITTEE REPORTS (01:00:19)

Strategic Planning Committee: Mr. Boucher presented the results from the Thought Exchange survey which included 479 participants and generated 341 thoughts; the Committee will be reviewing those thoughts to determine how to move forward with the Strategic Plan. Mr. Kellan discussed the student component of the survey which has been converted to a Survey Monkey and is optional for students to participate.

Safety Committee: Mrs. Knutsen announced that the Safety Committee will be meeting on October 18<sup>th</sup>. Mrs. Savage announced safety training will be starting that week and the Safety Committee discussed upgrading the kits at each school.

Wellness Committee: Ms. Manthorn announced the next meeting will be on October 12<sup>th</sup> and they will be setting goals and reviewing policies.

CIP: Ms. Manthorn announced that CIP will be meeting on October 11<sup>th</sup>. Dr. Farah discussed the presentation by EEI showcasing their evaluation of the entire District's facilities. She expressed the need to put more money into our buildings to stop deterioration or to think about pushing for building funds, but this will need to start now. Discussion ensued regarding the state of the District's facilities, the hard work by the District's facilities staff and EEI presenting their evaluation to the Board and public. Mr. Boyle suggested increasing the budget for facilities by \$3-4 million per year. Discussion ensued regarding the probability of passing a bond.

Policy Committee: Chairman Finnegan announced that the Policy Committee will be meeting next month and will bring a list of policies to review by priority.

Mrs. Savage expressed her condolences to those affected by Hurricane Ian.

Mrs. McCormick encouraged all Board members to review the Monadnock's School Board presentation which was shown at the NHSBA's Delegate Assembly regarding streamlining policies and public outreach.

Chairman Finnegan requested that they enter into a non-public under 91-A:3, Paragraph II (a). At 8:24 PM, Chairman Finnegan advised this will conclude the public portion of the meeting and they will only come back into public session to seal the minutes.

**MOTION: Dr. Farah 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 9-0-0.**

# DRAFT-NOT APPROVED

The Board was polled:

Boucher – Yes

Farah – Yes

Sherwood – Yes

Knutsen – Yes

Finnegan – Yes

McCormick – Yes

Manthorn – Yes

Savage – Yes

Boyle – Yes

The motion carried a 9-0-0 to enter non-public at 8:24 PM.

Respectfully submitted,

Kelly Salovitch

Chief Executive Assistant to the Superintendent

Approved by the School Board \_\_\_\_\_.



# Timberlane Regional High School

36 Greenough Road • Plaistow, NH 03865 • Phone: 603-382-6541 • Fax: 603-382-8086 • [www.timberlanehs.com](http://www.timberlanehs.com)

---

## Annual Report

### Athletics

Angelo Fantasia, Director

Timberlane Regional High School is a member of the New Hampshire Interscholastic Athletic Association (NHIAA) and is a recognized Division 1 Athletic Program. TRHS offers over 30 sports programs for boys and girls. Additionally, many of our student-athletes are also involved in a variety of student activities including band, music, and student government.

The Timberlane Regional Middle School Athletic Program is a member of the Tri-county League and competes against schools from around the state of New Hampshire. Mr. James Dionne completed his first year as the Middle School Athletic Coordinator.

Collectively, the Timberlane Athletic Department put on approximately 665 sporting events between the middle and high school programs during the 2021-2022 school year.

### Outstanding Accomplishments on the Field:

#### NHIAA Award for Excellence

The Timberlane Athletic Department received the National Federation of High Schools (NFHS) Award for Excellence for the third year in a row. This is a Sportsmanship Award given to schools that complete the entire year without any player or coach disqualifications. Timberlane also was awarded the NHIAA Division 1 Sportsmanship Award. This award is voted on by all NHIAA Division 1 schools. We are very proud of our coaches and student-athletes for their continued positive representation of our school and community.

The TRHS Football and Wrestling Programs completed their season by winning State Championships in their respective sports. Congratulations to the coaching staffs and student-athletes on their tremendous seasons. Thank you to all our coaches and student-athletes for representing our school and community with pride.

### Outstanding Accomplishments in the Classroom:

#### Senior Scholar-Athletes:

NHADA/NHIAA recognized 31 TRHS Senior Scholar-Athletes for their excellence in the classroom, as well as on the playing field. At the conclusion of the school year, the Timberlane Athletic Department recognized our Senior Athletes with an awards ceremony that took place in the TRHS Gymnasium.

### NHIAA Student Leadership Trainings:

TRHS continues to create Student Leadership Training workshops for our Life of an Owl Leadership Program. We have an introductory level session for our younger student-athletes, as well as an advanced workshop that includes our new outdoor ropes course. The goal is to create opportunities for our student-athletes to collaborate and understand the importance of healthy lifestyles.



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

# TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

October 20, 2022

## First Read

<b>Policy</b>	<b>Changes/Recommendations</b>
<b>BBBH:</b> Organization and Operation of the School Administrative Unit (SAU) School Board	PC recommends to repeal Policy BBBH.
<b>BEA:</b> School Board Meetings	PC recommends to approve first read of Policy BEA. Replace SAU 55 with 106.
<b>DIH:</b> Fraud Prevention and Fiscal Management	PC recommends to approve first read of Policy DIH with NHSBA's revisions.

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: BBBH</b></p>
<p><del>Approved: 12-04-91</del>  <del>Revised: 12-12-95</del>  <del>Revised: 11-12-97</del>  <del>Revised: 09-20-01</del>  <del>Revised: 02-24-05</del>  <del>Reaffirmed: 03-31-20</del></p>	<p><del>Page 1 of 3</del></p> <p><del>REPEALED</del></p>

~~**ORGANIZATION AND OPERATION OF THE  
SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD**~~

~~A. SAU SCHOOL DISTRICTS: The School Districts of Timberlane and Hampstead shall constitute SAU #55.~~

~~B. SAU BOARD: The combined school boards of the school districts.~~

~~C. VOTING RIGHTS:~~

~~RSA 194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on said joint board, who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among said district's board members present and cast as each member present decides on any issue.~~

~~RSA 194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including organizing of such unit school board and selection of officers, each district shall be entitled to one additional vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. A balance of 8 or more students shall entitle that district to an additional vote. Less than 8 students would have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA194-C:7.~~

- ~~1. Elect, when necessary, a Superintendent.~~
- ~~2. Act upon the Superintendent's nomination for SAU professional staff.~~
- ~~3. Fix the salaries of all SAU personnel.~~
- ~~4. Adopt a budget for the expenses of the SAU.~~
- ~~5. Adopt policies affecting the SAU.~~

~~D. VACANCY ON THE BOARD: Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:   BBBH</b></p>
<p><del>Approved: 12-04-91</del>  <del>Revised: 12-12-95</del>  <del>Revised: 11-12-97</del>  <del>Revised: 09-20-01</del>  <del>Revised: 02-24-05</del>  <del>Reaffirmed: 03-31-20</del></p>	<p><b>Page 2 of 3</b></p>

- ~~E. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Chairman of The Board shall establish a screening committee consisting of one Board member from each of the school districts. The Chairman of the screening committee shall be appointed by the SAU Board Chairman and the Superintendent of Schools shall serve on the committee (except if the Superintendent's position is being vacated).~~
- ~~F. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.~~
- ~~G. MEETINGS:~~
  - ~~1. Annual: The SAU Board shall meet annually between April 1 and June 1 in each year, at a time and place fixed by the Chairman. The Board shall organize by electing the following officers: The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel.~~
    - ~~a. Chairman~~
    - ~~b. Vice Chairman~~
    - ~~c. Treasurer~~
    - ~~d. Assistant Treasurer~~
  - ~~2. Semi Annual: The SAU Board shall hold a meeting between October 15 and December 15 in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.~~
  - ~~3. Budget Hearing Public: There shall be held, within the SAU at a time and place specified by the SAU Board Chairman, a public hearing upon the recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year.~~
  - ~~4. Special Meetings: The SAU Board may hold special meetings at the call of the Chairman or at the request of any one of the member school boards.~~
  - ~~5. Notification of Meetings and Procedure:~~
    - ~~a. Except in emergencies, written notice of each meeting is expected from the Superintendent's office well in advance of the appointed time and legally posted in accordance with RSA 91-A:2.~~
    - ~~b. The public budget hearing shall be held in an appropriate facility centrally located.~~

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code: BBBH</b></p>
<p><del>Approved: 12-04-91</del>  <del>Revised: 12-12-95</del>  <del>Revised: 11-12-97</del>  <del>Revised: 09-20-01</del>  <del>Revised: 02-24-05</del>  Reaffirmed: 03-31-20</p>	<p><del>Page 3 of 3</del></p>

- ~~c. An agenda shall be prepared by the Superintendent of Schools for each Board member prior to the meeting. Items will not be included for action of the SAU Board at a meeting unless submitted to the Superintendent of Schools four days prior to the day of the meeting.~~
- ~~d. The SAU Board may go into non-public session by a majority vote of the members, in accordance with RSA 91-A:3.~~
- ~~e. A caucus of reasonable duration may be called by any one of the member boards. The SAU School Board will recess while individual boards are holding a caucus.~~

~~I. ANNUAL AUDIT: The SAU Board shall authorize an audit of the SAU accounts annually.~~

~~J. NON-DISCRIMINATORY POLICY: The SAU Board does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, marital status, disability, or nationality or ethnic origin, in the educational programs or activities which it operates and that are required by Titles VI and IX.~~

~~K. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the school districts and, in his absence, the Assistant Superintendent will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.~~

Legal References:

- ~~RSA 194-C:5~~
- ~~RSA 194-C:10~~
- ~~RSA 194-C:9~~

Repealed by the Timberlane Regional School Board on \_\_\_\_\_.

<b>Timberlane Regional School Board</b>	<b>Policy Code: BEA</b>
<b>Adopted: 01-01-83</b> <b>Revised: 11- 01-90</b> <b>Revised: 09-11-02</b> <b>Revised: 11-19-09</b> <b>Revised: 06-29-17</b> <b>Revised: 11-19-20</b> <b>Revised:</b>	<b>Page 1 of 2</b>

## 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 ~~55-~~ 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
  10. Reports of School Board
  11. Correspondence Folder
  12. Vendor and Payroll Registrars
  13. Other Business
  14. Non-public Session – if needed
  15. Future Dates
- 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.

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BEA</b></p>
<p><b>Adopted: 01-01-83</b>  <b>Revised: 11- 01-90</b>  <b>Revised: 09-11-02</b>  <b>Revised: 11-19-09</b>  <b>Revised: 06-29-17</b>  <b>Revised: 11-19-20</b>  <b>Revised:</b></p>	<p><b>Page 2 of 2</b></p>

- 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*

<b>Timberlane Regional School District</b>	<b>Policy Code: DIH</b>
<b>Adopted: 03-04-10</b> <b>Revised:</b>	<b>Page 1 of 3</b>

## **FRAUD PREVENTION AND FISCAL MANAGEMENT**

### **AUTHORITY**

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

### **DEFINITIONS**

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other assets.
4. Impropriety in handling money or reporting financial transactions.
5. Profiteering because of insider information of district information or activities.
6. Disclosure of confidential and/or proprietary information to outside parties.
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district.
8. Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment.
9. Failure to provide financial records to authorized state or local entities.
10. Failure to cooperate fully with any financial auditors, investigators or law enforcement.
11. Other dishonest or fraudulent acts involving district monies or resources.

### **DELEGATION OF RESPONSIBILITY**

The Superintendent or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the district, subject to review and approval by the Board.

The Superintendent or designee shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

<b>Timberlane Regional School District</b>	<b>Policy Code: DIH</b>
<b>Adopted: 03-04-10 Revised:</b>	<b>Page 2 of 3</b>

The Superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The Superintendent shall ensure the appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement or theft have been identified.

**GUIDELINES**

Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the Superintendent, the employee shall report his/her suspicions to the ~~(Board Chairperson)~~ **Board Chair**. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the Superintendent shall coordinate investigative efforts with the district auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the Superintendent is involved in the complaint, the ~~(Board Chairperson)~~ **Board Chair** is authorized **to engage the District's local legal counsel or alternate legal counsel** to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies s/he deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent shall present a report to the Board and appropriate personnel.

**If the Superintendent has not previously notified law enforcement and/or a regulatory agency with jurisdiction, ~~t~~The Board shall determine the final disposition of the matter, including whether if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent further investigation or action.**

Confidentiality

The Superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right-to-know, until the results are made public.

<b>Timberlane Regional School District</b>	<b>Policy Code: DIH</b>
<b>Adopted: 03-04-10</b> <b>Revised:</b>	<b>Page 3 of 3</b>

Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

- Segregation of Duties - Where possible, more than one (1) person will be involved in pieces of financial transactions. No one (1) person shall be responsible for an entire financial transaction.
- Payments - Payments shall be made only by checks or approved electronic transfer. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction.
- Bank Reconciliations - Bank statements and cancelled checks shall be reconciled by individuals who are not authorized to sign checks, nor involved in check processing.
- Access to Checks - Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.
- Capital Assets - The business office shall maintain updated lists of district capital assets.
- Training - Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

# Policy Review as of October 2022

KEY	Policy Name	R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE
Adopted recently	School District Legal Status		Feb. 2004	2/15/2018	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
Repealed	The People and Their School District					REPEALED	11/7/2019
Priority	Volunteer Involvement	Feb. 2004 R		9/6/2018	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
Withdrawn	Nondiscrimination, Equal Opportunity Employment and District Anti-Discrimination Plan	Fall 2019 R		6/2/2016	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
Dated reviewed prior to 2017	Annual Notice of Contact Information for Human Rights Officer, Title IX Coordinator, 504 Coordinator and Civil Rights Agencies	Nov. 2019 R			Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
Requires review	Non-Discrimination Title IX Grievances		12/16/2010			REVOKED/REPEALED	3/3/2022
	Harassment and Sexual Harassment of Students		11/3/2016	11/3/2016	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Harassment and Sexual Harassment of Employees		11/3/2016	11/3/2016	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Title IX Sexual Harassment Policy and Grievance Process	Fall 2020 R		1/6/2022			
	Commitment to Religious Neutrality (Optional)		April 2010				
	Procedural Nondiscrimination on Basis of Handicap	Sept. 2016		1/3/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Philosophy of the School District		July 2005	4/3/2008	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Special Education Philosophy			9/5/2013		REVOKED/REPEALED	3/3/2022
	TRHS Mission Statement			5/7/2009		REVOKED/REPEALED	
	TRMS Statement of Purpose			5/20/2010		REVOKED/REPEALED	3/3/2022
	Drug Free Workplace (& Drug Free Schools)	Sept. 2018 R		5/5/2022			
	Tobacco Products Ban	Nov. 2019 R		6/2/2022			
	Accountability	Withdrawn		1/3/2008	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Evaluation of School Board Operational Procedures TRSD			11/7/2019			
	School Board Self-Evaluation and Goal Setting NHSBA		Sept. 2012	11/7/2019			
	Board Policies and Administrative Procedures	Feb. 2004 R		11/7/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Legal Status	Sept. 2011		11/7/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Powers and Duties	May 2007 R		11/7/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Member Authority	April 2011		11/7/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Roles and Duties of the School Board Chairperson	April 2011		11/7/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Member Qualifications	May 2007		9/5/2019	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Member Resignation					REPEALED 9/5/19	
	Board Member Removal from Office					REPEALED 9/5/19	
	Unexpired Term Fulfillment	Sept. 2021		4/4/2013	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes/updates are required.		
	Student Member of the School Board	Sept. 2009		12/5/2019	Policy is current 10/17/22		
	Organization of the SAU (Timberlane + Hampstead)			3/31/2020		Moving to Board to revoke/repeal on 10/20/22	10/20/2022
	Board Member Ethics	May 2018		10/6/2022			
	Board Member Conflict of Interest	May 2017		10/6/2022			
	Annual Organizational Meeting of School Board	Feb. 2004		3/31/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Officers	April 2016		3/31/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Appointed Board Officials	Feb. 2004		3/31/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Superintendent Relationship	Feb. 2004		3/31/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Superintendent Leadership Team Standing Committees			10/6/2022	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Advisory Committees to the Board	May 2006		3/31/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	School Attorney	Feb. 2004		3/31/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Consultants	REPEALED		03/04/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.	Repealed 3/4/21	
	Regular Board Meetings	May 2012		11/19/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.	Moved to Board for first read on 10/20/22	10/20/2022
	School Board Member Use of Electronic Communication Devices	Sept. 2011		11/19/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Emergency Board Meetings	May 2012					
	Non-Public Session	Sept. 2021		11/19/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Public Notification of School Board Meetings	Feb. 2004					
	Agenda Preparation and Dissemination	Sept. 2017		12/3/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Quorum	May 2017 R		12/3/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Rules of Order	May 2017		12/3/2020	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Minutes	Sept. 2021		1/7/2021	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes/updates are required.		
	Participation at School Board Meetings	Sept. 2018		1/7/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.	NHSBA updated Fall 2022.	
	Administration in Policy Absence	Feb. 2004		1/7/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Policy Process	Dec. 2004		12/2/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Policy Development System	May 2007		6/7/2018	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Policy Development, Adoption and Review	Nov. 2020					
	Policy Adoption	Feb. 2004		12/2/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Policy Review and Evaluation	Feb. 2004		1/6/2022	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Review of Administrative Regulations	Feb. 2004		2/18/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Policy Dissemination	Aug. 2006		1/6/2022	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Waiving, Suspending and Revoking Policies (Suspension of Policies)	Feb. 2004		5/5/2022	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Employee Communications	Feb. 2004		12/2/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	School Board Use of Electronic Communication	Oct. 2020		4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	New Board Member Orientation	Feb. 2004		2/18/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Member Development Opportunities	April 2004		4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Conferences and Conventions	Feb. 2004		3/4/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Payment for Services Rendered	Feb. 2004		3/4/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	Board Member Indemnification	Aug. 2006		4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
	School Board Legislative Program	Feb. 2004		4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		

KEY	Policy Name	R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE
Adopted recently							
Repealed							
Priority							
Withdrawn							
Dated reviewed prior to 2017							
Requires review							
BK	Board Memberships		Feb. 2004	4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
BKA	Liaison with School Board Association		Feb. 2004	4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CA	Administration Goals		Sept. 2008	4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CB	Superintendent CEO		Feb. 2006	4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CBB	Appointment of Superintendent		March 2004	2/18/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CBG	Superintendent Development Opportunity		March 2004	4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CBI	Superintendent Evaluation and Goal Setting		July 2019	2/18/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CCA	Administrative Succession Plan		Sept. 2013	4/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CCB	Line and Staff Relations		March 2004	6/3/2021	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes/updates are required.		
CCCB	Administrative Sabbatical Leaves			3/6/2014	TRSD only Policy. Review and modify as needed.		
CE	Administrative Councils, Cabinets and Committees			4/15/2021	TRSD only Policy. Review and modify as needed.		
CF	Administrative Staff			7/15/2021	TRSD only Policy. Review and modify as needed.		
CFA	School Building Administration (Individual School Administrative Pe		Feb. 2006	7/15/2021	Job descriptions have been created/updated. Policy needs updating to align with current hiring procedures. High priority.		
CFB	Evaluation of Administrators		Aug. 2006	7/15/2021	Procedures need updating to reflect different position functions.		
CH	Policy Implementation (TRSD)			7/15/2021	Similar policies with different codes CH/CHA		
CHA	Policy Implementation (NHSBA)		March 2004				
CHB	Board Review of Administrative Regulations		March 2004	2/18/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CHCA	Approval of Handbooks and Directives		March 2004	7/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CHD	Administration in Policy Absence		March 2004		Consider adopting NHSBA Policy. Provides authority in situations not addressed in Policy.		
CLA	Treatment of Outside Reports		March 2004	7/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
CM	School District Annual Report		March 2004	7/15/2021	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DA	Fiscal Management Goals		March 2004	2/17/2011	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DAF	Administration of Federal Grant Funds		Sept. 2021	5/5/2022	High Priority. TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
DB	Annual Budget		March 2004	2/17/2011	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DBB	Fiscal Year			2/17/2011			
DBC	Budget Planning		March 2004	2/17/2011	NHSBA title "DBC - Budget Preparation"		
DBI	Budget Implementation		August 2006	3/17/2011	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DBJ	Transfer of Appropriation		Sept. 2013	11/6/2014	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DC	Taxing and Borrowing Authority/Limitations		March 2004				
DD	Funding Proposals and Applications		March 2004		Consider adopting. Requires the Supt. to inform the School Board of all funding opportunities.		
DEA	Revenues from Local Tax Sources		March 2004		Review policy requirements and analyse existing practices and revise as necessary to ensure compliance.		
DEB DEC	Revenues from State and Federal Taxes			3/17/2011			
DFA	Investment		Feb. 2008	5/8/2014	Review policy requirements and analyse existing practices and revise as necessary to ensure compliance.		
DFE	Copyright, Patents and Royalties			12/15/2011	Review policy requirements and analyse existing practices and revise as necessary to ensure compliance.		
DFG	Gate Receipts and Admission Fee			3/6/2014	Review policy requirements and analyse existing practices and revise as necessary to ensure compliance.		
DG	Depository of Funds		March 2004	3/17/2011	Review policy requirements and analyse existing practices and revise as necessary to ensure compliance.		
DGA	Authorized Signatures		June 2020	3/17/2011	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
DGD	School District Credit Cards		Sept 2011		Suggest considering adoption.		
DH	Bonded Employees and Officers		May 2006	2/18/2016	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DI	Fiscal Accounting and Reporting		March 2004	3/6/2014	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DIA	Fund Balances		Sept. 2012	10/20/2011	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
DID	Fixed Assets (Inventories)		March 2004	1/19/2017	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DIE	Audits		March 2004	3/6/2014	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DIH	Fraud Prevention and Fiscal Management		Sept. 2017	3/4/2010	High priority! TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.	send to board for 1st read 10/20/22	10/20/2022
DJ	Purchasing		March 2004	5/8/2014	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DJB	Purchasing Procedures		March 2004	5/8/2014	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DJC	Petty Cash Accounts		Sept. 2009	3/17/2011	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DJD	Cooperative Purchasing		March 2004	6/16/2011	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DJE	Bidding Requirements		March 2004	10/4/2018	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DJF	Local Purchasing		March 2004		Recommend Adopting		
DIG	Vendor Relationships		March 2004	10/2/2014	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DJGA	Sales Calls and Demonstrations			6/16/2011			
DJGB	Gifts and Gratuities			6/16/2011			
DK	Payments, Checks, and Manifests		June 2020 R		Required by law.		
DKA	Payroll Procedures		Sept. 2017	4/19/2018	Verify compliance within the district.		
DKB	Summer Payment of Bills			5/8/2014	Requires only three (3) SB members' signatures.		
DKC	Expense Reimbursement		March 2004	6/16/2011	Requires prior written approval of the Superintendent for travel outside of NH. Check current procedures for compliance.		
DKD	Compensatory Time			1/7/2021	Verify compliance within the district.		
DL	School Student Activity Funds			6/16/2011	Verify compliance within the district.		
DM	Cash in School Buildings			6/16/2011			
DN	School Properties Disposal Procedure		March 2004	6/16/2011	Existing TRSD policy was reviewed/approved after the most recent NHSBA model policy revision. Maintain existing policy.		
DO	Food Service Meal Account Balances			1/9/2014	Review needed in light of current balances and Federal guidance.		
EB	Safety Program		Nov. 2020	8/19/2010	Change name to "Workplace Safety Program" and update the policy.		
EBAA	Reporting of Hazards			2/16/2012	Review to determine whether this policy is still needed.		
EBB	School Safety		Nov. 2020 R		Formerly Policy ADD which has been withdrawn. Review for lack of compliance and updating of documents and procedures.		
EBBB	Accident Reports		June 2020	11/16/2017	Recommended but not Required. TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EBBC/JLCE	Emergency Care and First Aid		July 2020 R		Required policy. Review and compare to existing practices. Revise as necessary before adoption.		
EBBD	Indoor Air Quality		May 2014	11/1/2018	Review policy requirements and analyse existing practices and revise as necessary to ensure compliance.		

KEY						
<span style="background-color: #90EE90;"> </span>	Adopted recently					
<span style="background-color: #FF0000;"> </span>	Repealed					
<span style="background-color: #FFA500;"> </span>	Priority					
<span style="background-color: #FFFF00;"> </span>	Withdrawn					
<span style="background-color: #90EE90;"> </span>	Dated reviewed prior to 2017					
<span style="background-color: #FFA500;"> </span>	Requires review					
Policy	Policy Name R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE
EBCA	Crisis Prevention & Emergency Response Plans	Sept. 2021		Adopt and place on Safety Committee agenda as a priority. Name change to "Fire & All Hazard Drills". Adopt NHSBA model policy.		
EBCB	Fire Drills	Nov. 2019	6/5/2014			
EBCD	Bomb Threats	Nov. 2006	6/5/2014			
EBCE	Emergency Closings	April 2004	12/15/2011	Compare policies and revise/create as necessary.		
EBCE	School Closings	Feb. 2008	1/19/2012	Review current TRSD policy and revise as necessary. NHSBA withdrew.		
EBCE	Pandemic/Epidemic Emergencies	Feb. 2007		Adopt and place on Safety Committee agenda as a priority.		
EBCE	Communicable and Infectious Diseases	July 2020	10/1/2020	Current		
EC	Buildings and Grounds Management	Sept. 2012	2/16/2012	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
ECA	Buildings and Grounds Security	Feb. 2008	10/16/2008	NHSAA version.		
ECAC	Vandalism	Feb. 2008	4/3/2014			
ECAF	Audio and Video Surveillance on School Buses	Sept. 2021	6/5/2014	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
ECE	Traffic and Parking Procedures		1/19/2012	No changes necessary.		
EDC	Authorized use of School Owned Materials and Equipment	April 2004	11/17/2011	Current		
EDCA	Employee Use of Electronic Devices	Sept. 2009	4/3/2014	Review and update as necessary.		
EE	Pupil Transportation - REPEALED			Repealed 1/19/12		
EAA	Student Transportation Services	Sept. 2021	12/19/2013	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EAAB	Video and Audio Surveillance on School Property	Sept. 2021	6/5/2014	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EAAC	School Bus Safety Program	Sept. 2021	6/5/2014	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EAAD	Mandatory Drug and Alcohol Testing - School Bus Drivers	Aug. 2021	11/1/2018	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EAAC	Student Conduct on School Buses	Sept. 2021	4/3/2014	Remove due to redundancy with Policy JCC to be adopted.		
EAAC	Special Use of School Buses	April 2004	11/17/2011	Current policy is consistent with NHSBA.		
EAAG	Use of Private Vehicles to Transport Students	Aug. 2021	1/19/2012	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EF	Food Service Management	Sept. 2016	4/3/2008	TRSD Policy predates the most recent NHSBA version. Comparison needed to determine if changes are required.		
EFA	Availability and Distribution of Healthy Foods	May 2014	11/1/2018			
EFAA	Meal Charging	May 2017		Adopt NHSBA Policy EFAA to address Federal Requirements		
EFC	Free and Reduced	Aug. 2006		Adopt NHSBA Policy EFC to address Federal Requirements		
EFE	Vending Machines	Feb. 2006	10/20/2011	Current policy is consistent with NHSBA.		
EG	Creation of Communication Plans	Aug. 2022		EG-R		
EGA	School District Internet Access for Students - REPEALED			Repealed 1/19/17		
EGAD	Reproduction of Copyrighted Materials	March 2005	10/20/2011	NHSBA model policy is in use.		
EH	Public Use of School Records - REPEALED			Repealed 10/1/15		
EHA	Computer Security Email and Internet Communication	Sept. 2015	4/2/2009	Adopt NHSBA model policy to reflect new legislation.		
EHAB	Data Governance and Security	Aug. 2022	6/20/2019	NHSBA updated in 2022		
EHAC	Electronic Digital Records and Signatures	June 2020	10/1/2020	NHSBA model policy is in use.		
EHB	Data Records Retention	Sept. 2018	11/2/2017	Adopt NHSBA model policy to reflect new legislation (HB 1551)		
EI	Risk Management	April 2004	3/18/2021	Current policy is consistent with NHSBA.		
EIB	Liability Insurance and Pooled Risk Management	Sept. 2008	10/20/2011	NHSBA model policy is in use.		
FA	Facilities Development Goals	May 2004	2/16/2012	NHSBA model policy is in use.		
FAB	Annual Facilities Plan	Sept. 2021		New NHSBA policy. Adoption recommended.		
FB	Facilities Planning	May 2004	6/4/2015	NHSBA model policy is in use.		
FBB	Enrollment Projections	April 2004	2/16/2012	NHSBA model policy is in use.		
FE	Facilities Construction	May 2004	2/24/2005	NHSBA model policy is in use.		
FEA	Educational Specifications	April 2004	2/16/2012	NHSBA model policy is in use.		
FEB	Selection of Architect	April 2004	4/7/2016	Maintain current version of the policy. (Open competition required)		
FEE	Site Acquisition Procedure	April 2004	4/7/2016	NHSBA model policy is in use.		
FEH	Supervision of Construction	Sept. 2019	2/16/2012	Adopt NHSBA current model policy due to legislation cited.		
FF	Naming of New Facilities		4/7/2016	Maintain current policy.		
FJ	School Construction and Improvement Projects Performed by Volunteers		3/6/2014	Maintain current policy.		
FL	Retirement of Facilities		11/15/2012	Maintain current policy.		
GA	Personnel Policies Goals	June 2004	4/7/2016	Minor differences. Maintain current policy.		
GADA	Employment References and Verification (Prohibiting Aiding and abetting of sexual abuse)	Sept. 2018	5/20/2022			
GAB	Equal Opportunity Employment	Withdrawn	11/6/2014	NHSBA withdrew policy.		
GBAA	Sexual Harassment - Employees/Staff			Withdrawn and replaced with Policy ACAC. Repealed 1/8/09		
GBAB	Compliance with Age Discrimination Act of 1975			REPEALED 6/2/16		
GBB	Staff Involvement in Decision Making	June 2004	4/5/2012	Revise language to reflect "employees" per NHSBA model language		
GBCC	Background Investigation and Criminal Records Check	Sept. 2021	10/6/2022			
GBCE	Training and Information Relative to Child Sexual Abuse Prevention	Nov 2020				
GBE	Employee Rights and Responsibilities	April 2011	9/15/2011			
GBEA	Staff Ethics	July 2018	9/1/2022			
GBEAA	Staff Conflict of Interest		9/15/2011			
GBEAB	Mandatory Code of Conduct Reporting - All Employees		9/1/2022			
GBEB	Staff Conduct	July 2019		Adopt current NHSBA model policy.		
GBEBA	Dress Code	Aug. 2006	9/15/2011	NHSBA model policy is in use.		
GBEBB	Staff Student Relations	Sept. 2009	11/3/2016	Revise language to reflect "employees" per NHSBA model language		
GBEBC	Staff Gifts and Solicitations	Aug. 2006	9/3/2015	Keep existing TRSD Policy but revise language to reflect "employees" per NHSBA model language		
GBEBD	Employee Use of Social Networking Websites	Sept. 2015	12/20/2012	Maintain current policy as it is more comprehensive.		
GBEC	Drug Free Workplace	Sept. 2018 R	5/5/2022			
GBED	Prohibitions Regarding Use and Possession of Tobacco Products	Nov. 2019 R		Adopt current NHSBA model policy.		
GBEF	Internet Access for Staff	April 2010	1/19/2017	NHSBA model policy is in use.		
GBG	Employee Protection	May 2006	6/2/2016	NHSBA model policy is in use.		
GBGA	Physical Examination for Employees	June 2020	6/6/2013	Replace current policy with NHSBA model policy and title.		
GBGAA	HIV AIDS		10/6/2016	Replace with new NHSBA model policy EBCC.		
GBGBA	Use of Automated External Defibrillators	Feb. 2007	10/6/2016	NHSBA model policy is in use.		
GBGD	Workers' Compensation Temporary Alternative Work Program	Sept. 2009				
GBI	Staff Participation in Political Activities	Sept. 2021	5/8/2014	Replace current policy with NHSBA model policy.		
GBJ	Personnel Records	Sept. 2015	10/20/2011	Replace current policy with NHSBA model policy.		
GBJA	Health Insurance and Accountability Act (HIPAA)	Dec. 2004	2/24/2005	NHSBA model policy is in use.		
GBK	Employee Complaints and Grievances	April 2016	1/19/2017	Maintain current policy as it is more comprehensive as it relates to types of discipline that may be enacted.		
GBN	Verification of Employment Eligibility				REPEALED	
GCA	Professional Staff Positions	June 2004	4/20/2017	Maintain current policy.		
GCB	Professional Staff Contracts	June 2004	4/20/2017	NHSBA model policy is in use.		
GCBA	Professional Staff Leaves of Absence	Aug. 2006	10/21/2010	Maintain current policy.		
GCBC	Family and Medical Leave Act	July 2020	4/20/2017	Replace current policy with current NHSBA model policy.	board 2 READ/APPROVED	2/17/2022
GCEB	Professional Staff Recruiting	March 2005	4/20/2017	Maintain current policy.		
GCF	Professional Staff Hiring	May 2006	10/4/2018	Maintain current policy.		
GCG	Part-time and Substitute Professional Staff Employment	June 2004	2/16/2012	Replace current TRSD policy with NHSBA model policy.		
GCGA	Rate of Pay Substitutes	June 2004	11/16/2017	Maintain current policy.		
GCH	Professional Staff Orientation	June 2004	4/19/2012	Replace current policy with current NHSBA model policy.		
GCI	Professional Staff Development Opportunities	April 2015	2/24/2005	Review current policy and make changes as necessary.		
GCC	Professional Staff Violations and Conferences				REPEALED	
GCID	Professional Activities of Teachers and Administrators	June 2004	2/15/2018	Maintain current policy.		
GCK	Professional Staff Assignments and Transfers	June 2004	2/15/2018	Update policy title to reflect content (Professional Staff).		
GCKA	Supervision of Professional Staff	June 2004	2/15/2018	Update Policy to reflect current practice.		
GCO	Teacher Performance and Evaluation System	Sept. 2013	5/2/2019	Update Policy to reflect current practice.		
GCP	Professional Staff Promotion Demotion	June 2004	2/24/2005	Seek legal advice regarding inclusion of "demotions".		
GCP	Non-renewal, Termination and Dismissal of Certified Staff	April 2016		Consider adopting current NHSBA model policy.		
GCOA	Reduction of Professional Staff Workforce	Sept. 2011	2/24/2005	Not necessary. Addressed in the CBA.		
GCOB	Resignation of Professional Staff Member	June 2004	2/24/2005	NHSBA model policy is in use.		
GCOE	Retirement of Professional Staff Member	June 2004	2/24/2005	NHSBA model policy is in use.		

KEY							
	Adopted recently						
	Repealed						
	Priority						
	Withdrawn						
	Dated reviewed prior to 2017						
	Requires review						
Policy	Policy Name R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE	
GCR	Non-School Employment by Professional Staff	Aug. 2007	2/24/2005	Seek legal advice regarding both policy options.			
GCR	Professional Personnel Consulting	June 2004	2/24/2005	Maintain current policy.			
GCRD	Tutoring for Pay	June 2004	1/7/2016	Maintain current policy.			
GD	Support Staff	Nov. 2019	2/24/2005	Maintain current policy.			
GDB	Employment of Non-Certified Personnel	Nov. 2019					
GDF	Support Staff Hiring	Feb. 2006	2/24/2005	Replace current policy with current NHSBA model policy.			
GDG	Support Staff Ethics-Letter of Agreement		9/15/2011	Maintain current practice.			
GDM	Support Staff Development Opportunities	Feb. 2006	9/15/2011	Recommend changing the term "Classified employees" to Support Staff" in the text of the policy.			
GDO	Support Staff Performance Evaluation	Feb. 2006	9/15/2011	NHSBA model policy is in use.			
GDR	Work Rules for Staff		2/24/2005	Not needed. Consider repealing.			
GEA	Athletic Team Coaches	Sept. 2011	11/15/2012	NHSBA model policy is in use.			
HF	Board Negotiations Agents		5/17/2012	No NHSBA equivalent. Consider repealing.			
HG	Superintendent Role in Negotiations		4/5/2012	No NHSBA equivalent. Consider repealing.			
HP	Staff Job Actions	June 2004	4/20/2017	NHSBA model policy is in use. Change "Staff" to "Employees".			
HPA	Staff Job Actions Unauthorized	Aug. 2006	4/20/2017	NHSBA model policy is in use. Change "Staff" to "Employees".			
IA	Instructional Goals	May 2014	2/24/2005	Not a policy per se. Review for currency. Consider deleting			
IAB	Video and Audio Recording in School Classrooms		12/3/2015	No NHSBA equivalent. Consider obtaining legal opinion.			
IB	Academic Freedom	Sept. 2021	2/24/2005	Replace existing TRSD policy with NHSBA model policy which reflects current legislation.			
IBDB	Online Publication		3/6/2014	Consider legal review.			
IC/JCA	School Year School Calendar	Aug. 2022	5/2/2013	NHSBA revised policy			
IF	Instructional Approach	May 2014	12/6/2007	NHSBA model policy IF - "Instructional Program" is in use.			
IFA	Instructional Needs of Individual Students	May 2014	1/3/2013	NHSBA model policy is in use.			
IGA	Curriculum Development and Adoption	May 2014	1/8/2015	NHSBA model Policies IGA & - IGD			
IGE	Parental Objections to Specific Course Material	Sept. 2021	1/3/2019	Replace current policy with current NHSBA model policy as it reflects current legislation (2021)			
IGEA	Curriculum Guides and Course Outlines		2/21/2019	Maintain current policy.			
IHA	Basic Instructional Program		2/24/2005	Recommend a name change to: "Instructional Program".			
IHAE	Physical Education	July 2004	2/24/2005	Replace current policy with current NHSBA model policy.			
IHAH	World Languages Program	May 2014		Recommend adopting NHSBA model policy.			
IHAK	Character and Citizen Development	Sept. 2017 R	2/15/2018	NHSBA model policy is in use.			
IHAKA	Moral and Ethical Education		2/24/2005				
IHAL	Teaching about Religion	July 2004	2/24/2005	Maintain current policy.			
IHAM	Health Education and Exemption from Instruction	July 2020	11/2/2017	Recommend adopting NHSBA model policy.			
IHAMA	Teaching about Alcohol Drugs and Tobacco	Nov. 2019 R	2/21/2019	NHSBA model policy is in use.			
IHAMB	Teaching About Self-Protection	May 2017	4/5/2012	NHSBA model policy is in use.			
IHAMC	HIV AIDS				REPEALED	6/16/2016	
IHAO	Vocational Education		2/24/2005	Recommend review to determine current information.			
IHAP	Energy Conservation		2/24/2005	Maintain current policy.			
IHBA	Programs for Pupils with Disabilities	August 2007	9/20/2001	Adopt updated NHSBA model policy.			
IHBAA	Evaluation Requirements for Children with Specific Learning Disabilities	Aug. 2022	1/3/2019	NHSBA revised the policy Aug 2022.			
IHBAB	Special Education Evaluation		10/15/2009	Refer to Special Education Director for review.			
IHBBA	Limited English Proficiency Instruction	Sept. 2008	5/17/2012	NHSBA model policy is in use.			
IHBCA	Pregnant and Married Students	April 2016	2/24/2005	Recommend adopting NHSBA model policy.			
IHBF	Out of School Instruction		4/3/2014	No comparable NHSBA policy.			
IHBG	Home Education	Sept. 2021	10/6/2022	Recommend adopting NHSBA model policy.	Updated and adopted 10/6/22		
IHBH	Extended Learning Opportunities	May 2008	12/19/2013	Recommend adopting NHSBA model policy.			
IHBI	Alternative Learning Plans	May 2014	1/3/2019	Recommend adopting NHSBA model policy as it is more comprehensive.			
IHCA	Summer Learning	Oct. 2021	6/2/2022				
IHCD	Advanced College Placement	Oct. 2021 R	1/7/2016	Recommend adopting NHSBA model policy as it is more comprehensive.			
IHDA	Adult Education Program		2/18/2016	Maintain current policy.			
IHA	Grouping for Instruction-Course Weighting		5/8/2014	Maintain current policy.			
IIB	Class Size	Sept. 2008	6/16/2011	Review existing policy.	Sent back to Curriculum and Assessment to do research	7/18/2022	
IJ	Instructional Materials	May 2018	8/19/2010	Compare with NHSBA Policy II - Instructional Resources and Instructional Resource Plans for possible revision.			
IJD	Counseling Services		2/24/2005				
IJJ	Textbook Selection and adoption		2/24/2005				
IJK	Supplemental Materials Selection and adoption	May 2006		Consider adoption of this policy.			
IJL	Selection and Adoption of Library Resources	July 2004	6/18/2009	Consider reviewing and updating this policy as it relates to resources identified.			
IJM	Challenged Materials		2/24/2005	Consider reviewing and updating this policy.			
IJNB	Internet Access for Students				REPEALED	1/19/2017	
IJO	School Community and Home Relations	May 2014	1/3/2019 R				
IJOA	Student Trips	July 2004	2/24/2005	Modify to include the requirement of written Parental Consent. See NHSBA model policy.			
IJOB	Community Resource Persons		2/24/2005	No comparable NHSBA policy.			
IJOC	Volunteers	April 2011	9/6/2018	Maintain current policy.			
IK	Earning of Credit	August 2021	4/4/2019	Consider adding NHSBA model policy language related to acceptance/transfer of credits.			
IKAA	Interdisciplinary Credit	May 2014	12/19/2013	NHSBA model policy is in use.			
IKAB	Student Progress Reports		6/6/2013	Maintain current policy.			
IKB	Homework	May 2014	9/16/2010	NHSBA model policy is in use.			
IKC	Placement Promotion and Retention of Students	May 2014	2/21/2019	Maintain current policy.			
IKF	High School Graduation	Sept. 2021	9/1/2022				
IKFA	Early Graduation	Sept. 2016	4/4/2019	Maintain current policy. Minor change from NHSBA Model policy.			
IKFAA	Graduation Ceremony		6/20/2013	Maintain current policy.			
IKFD	Graduation of Home Education Students		2/24/2005	Needs revision due to changes in home education requirements.			
IKFD	Auditing Courses		11/6/2014	Consider reviewing, updating, or deleting this policy.			
IL	Evaluation of Instructional Programs	May 2014	8/19/2010	NHSBA model policy is in use.			
ILB	Test Administration		2/24/2005	Consider reviewing, updating, or deleting this policy.			
ILBA	Assessments	May 2014	9/3/2015 R	Modified version of NHSBA Model Policy.			
ILBAA	High School Graduation Competencies	May 2014	2/21/2019	Modified version of NHSBA Model Policy.			
ILD	Educational Questionnaires Surveys and Research	May 2018	6/2/2016	Current ILD references Non-Educational/Non-Academic Surveys, etc.			
ILM	Teaching Methods		2/24/2005	No comparable NHSBA policy.			
IMAH	Daily Physical Activity	May 2014	1/3/2019 R	Confirm policy/practice status.			
IMB	Controversial Issues		2/24/2005	Consider reviewing, updating, or deleting this policy.			
IMBA	Online Virtual Education	May 2014	11/6/2014	Recommend adopting NHSBA model policy.			
IMBC	Alternative Credit Options for High School Graduation	Sept. 2021	1/9/2014	Recommend adopting NHSBA model policy.			
IMBCA	CCSNH Dual and Concurrent Enrollment Program		12/7/2017	No comparable NHSBA policy.			
IMBD	High School Credit for 7th and 8th Grade Coursework	May 2014	5/2/2019	NHSBA model policy is in use.			
IMC	Controversial Speakers	May 2006	2/24/2005	Recommend adopting NHSBA model policy IMC - Controversial Speakers and Programs			
IMC	Controversial Speakers and Programs	May 2006		Recommend adopting NHSBA model policy.			
IMD	School Ceremonies and Observances		2/24/2005				
IMDA	Patriotic Exercises	May 2018	2/15/2018	Recommend merging existing policy with NHSBA model policy.			
IMG	Animals in School	Feb. 2007	6/7/2018	Recommend adopting NHSBA model policy.			
IMGA	Service Animals	May 2018	4/4/2019	NHSBA model policy is in use.			
JA	Student Policies Goals		2/24/2005				
JBAA	Sexual Harassment and Sexual Violence - Students				REPEALED	9/2/2010	
JBA	Transgender and Gender Non-Conforming Students	April 2015		In Process.			
JCA	Change of School or Assignment - Best Interest	Nov. 2020	1/3/2019 R	Recommend adopting NHSBA model policy.			
JEA	Compulsory Age Attendance	Oct. 2004	5/8/2014	NHSBA model policy is in use.			
JEB	Entrance Age	Oct. 2004	11/1/2007	Recommend adopting NHSBA model policy.			
JEBA	Early Entrance to Kindergarten	July 2019		Recommend adopting NHSBA model policy.			
JEC	Manifest Educational Hardship		1/3/2019	Withdrawn Nov. 2020 and merged as part of revised JCA.			
JF	Enrollment	July 2019		Recommend adopting NHSBA model policy.			
JFA	Residency	Oct. 2004	1/6/2022				
JFAA	Admission of Resident Students	Sept. 2014		Recommend adopting NHSBA model policy.			
JFAB	Admission of Non-Residential Students	Sept. 2013	7/25/2019 R		have legal clarify	7/18/2022	

KEY	Policy Name	R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE
Adopted recently	Policy Name	R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE
Repealed	JFABB	Admission of Exchange Students	Feb. 2005	2/24/2005	Recommend adopting NHSBA model policy.		
Priority	JFABC	Student Admissions Post Secondary		2/24/2005	Review existing policy.		
Withdrawn	JFABD	Admission of Homeless Students	July 2019	9/1/2022			
Dated reviewed prior to 2017	JFABE	Education of Children in Foster Care	July 2019	9/1/2022			
Requires review	JFAM	Education of Military Children and Military Connected Students	Aug 2022		Recommended policy.		
	JFI	Student Demonstrations and Strikes		5/2/1996	Recommend recinding.		
	JG	Assignment of Students to Classes and Grade Levels	May 2014	4/3/2014	NHSBA model policy is in use.		
	JH	Student Absence and Excuses	Sept. 2013	9/3/2020	Recommend adopting NHSBA model policy.		
	JHC	Student Early Release Precautions	Sept. 2009	4/3/2014	Recommend adopting NHSBA model policy due to greater specificity.		
	JJ	Student Rights and Responsibilities	March 2021	6/3/2021	NHSBA model policy is in use.		
	JIA	Student Due Process Rights	March 2021	11/5/2020	Withdrawn	Repealed/Revoked 7/1/21	
	JIB	Student Involvement in Decision Making	Oct. 2004	12/15/2016	NHSBA model policy is in use.		
	JIBA	Student Government	Oct. 2004	2/24/2005	Consistent with NHSBA model policy.		
	JIBB	Student Liaison to the School Board		12/5/2019	See Policy BBBF		
	JIC	Student Conduct	March 2021	6/3/2021	Recommend adopting NHSBA model policy.		
	JICA	Student Dress Code	Nov. 2007	4/19/2012	Virtually identical to NHSBA model policy.	research to be done by Daniel	7/18/2022
	JICB	Care of School Property by Students		2/24/2005			
	JICC	Student Conduct on School Buses	Sept. 2021				
	JICD	Student Discipline and Due Process	Sept. 2021	10/6/2022			
	JICDAA	Staff Student Relations				REPEALED	6/2/2016
	JICDD	Student Discipline/Out of School Actions	Sept. 2015				
	JICE	Student Publications	May 2006	2/24/2005			
	JICEA	Year Book Portrait and Submissions (TRSD)		11/17/2005			
	JICEA	Student Productions (NHSBA)	Oct. 2004				
	JICF	Gang Activity	Oct. 2004	4/19/2012	Virtually identical policies.		
	JICFA	Hazing	Sept. 2017	4/19/2018 R	Virtually identical policies.		
	JICH	Prohibited Drug and Alcohol Use by Students	May 2006	9/1/2022	NHSBA model policy is in use.		
	JICJ	Weapons on School Property	April 2013	4/4/2019	NHSBA model policy is in use.		
	JICJ	Unauthorized Communication Devices	Sept. 2014				
	JICK	Pupil Safety Violence Prevention and Antibullying	Sept. 2015	5/2/2019	Recommend adopting NHSBA model policy.		
	JICL	Internet Access for Students	April 2010	1/19/2017	NHSBA model policy is in use.		
	JIE	Pregnant and Married Students	Oct. 2004	2/24/2005	NHSBA model policy is in use.		
	JIH	Student Interrogations and Searches	April 2009	11/3/2016	Maintain existing policy which explicitly addresses searches of vehicles.		
	JIU	Student Protests and Demonstrations	Aug. 2006	1/19/2017	NHSBA model policy is in use.		
	JJA	Student Activities and Organizations	Aug. 2022	4/3/2008	Recommend NHSBA model policy as it establishes the ability to establish eligibility requirements. Current policy does not.		
	JJAA	Student Organizations		2/24/2005			
	JJC	Student Performances	Oct. 2004	2/24/2005	Recommend adopting NHSBA model policy.		
	JJE	Student Fundraising Activities	Sept. 2009	2/21/2019	Keep existing policy.		
	JJG	Contests for Students	Oct. 2004	2/24/2005	Keep existing policy as it is more detailed than the NHSBA Model Policy.		
	JJIB	Interscholastic Athletics	Feb. 2006	6/4/2009	Keep existing policy as it is more detailed than the NHSBA Model Policy.		
	JJIC	Athletics Co Curricular Activities Eligibility	Aug. 2006	3/6/2014	Keep existing TRSD policy as it is more detailed than the NHSBA Model Policy.		
	JJJ	Access to Public School Programs by non public, Charter School and Home Educations Pupils	8/2022	10/6/2022			
	JKA	Corporal Punishment	Sept. 2010	10/6/2022			
	JKAA	Use of Child Restraint and Seclusion	Sept. 2014	9/3/2015 R	Legal review recommended.		
	JKB	Detention of Students	Oct. 2004	4/3/2014	Review both policies with Administration, amend as necessary and then move to Policy Committee.		
	JKD	Suspension and Dismissal		2/24/2005	Review current policy and compare to JICD.		
	JL	Student Gifts and Solicitations				REPEALED	12/15/2016
	JLA	Student Insurance Program	Oct. 2004	2/24/2005	Confirm that the SB provides insurance for all Middle School and High School Athletics per current TRSD policy. If so, use existing policy and add the following statement from NHSBA model policy, "The Board makes available a student accident policy, but the student's parents must pay for the policy if the coverage is taken. The District does not provide student accident coverage.		
	JLC	Student Health Services	June 2020	5/16/2019	Recommend adopting NHSBA model policy.		
	JLCA	Physical Examinations of Students	June 2020	1/9/2014	Recommend adopting NHSBA model policy.		
	JLCB	Immunizations of Students	June 2020	5/17/2012	Recommend adopting NHSBA model policy.		
	JLCC (TRSD)	Communicable Diseases		5/17/2012	The TRSD policy addresses communicable diseases in general and also head lice in particular.*		
	JLCCA	HIV AIDS				REPEALED	6/2/2016
	JLCD	Administering Medication to Students	July 2020	5/16/2019	Review both policies with Nurses and Administration, amend/combine as necessary and then move to Policy Committee.		
	JLCDA	Medical Treatment-Parental Consent	Aug 2022		Recommended policy.		
	JLCE	First Aid and Emergency Care	July 2020	2/21/2019	Review both policies with Nurses and Administration, amend/combine as necessary and then move to Policy Committee.		
	JLCEA	Use of Automatic Defibrillators	Oct. 2004		Confirm reasons for repeal of existing policy. Consider adopting revised NHSBA model policy.	REPEALED	6/2/2016
	JLCF	Wellness	Aug. 2022	2/17/2011	Consider adopting revised NHSBA model policy as it includes additional aspects.		
	JLCEA	Feminine Hygiene Products	Nov. 2019	R	Recommend adopting NHSBA model policy.		
	JLCH	Exclusion of Students Who Present a Hazard	June 2020	10/1/2020	NHSBA model policy is in use.		
	JLCI	Do Not Resuscitate Orders	July 2020		Consider adopting NHSBA model policy.		
	JLCI	Coordinated School Health Program	July 2020		Consider adopting NHSBA model policy.		
	JLCJ	Concussions and Head Injuries	Nov. 2020	1/5/2012	Recommend adopting NHSBA model policy.		
	JLCIA	Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation	Sept. 2021	10/6/2022			
	JLCK	Special Physical Health Needs of Students	April 2017	5/16/2019 R	Recommend adopting NHSBA model policy.		
	JLD	School Guidance Programs and Services	April 2017	4/3/2008	Recommend adopting NHSBA model policy. Several small changes.		
	JLDBA	Behavior Management and Intervention	May 2008	7/25/2019	Recommend adopting NHSBA model policy. One small change.		
	JLDBB	Suicide Prevention and Response	Aug. 2022	12/17/2020	Confirm compliance with the Policy, which requires an approved and implemented Suicide Prevention Plan		
	JLDF	Reporting Child Abuse and Neglect	July 2019	4/19/2018	Update Policy Title and adopt NHSBA policy.		
	JLJI	Safety Program / Joint Loss Management Program	Withdrawn	12/17/2009	Refer to Policy EB "Safety Program"		
	JLIA	Supervision of Students	Sept. 2009	2/24/2005	Recommend adopting NHSBA model policy.		
	JLIE	Student Automobile Use	Oct. 2004	2/24/2005	Recommend Administration review both policies and make amendments if/as necessary.		
	JLIF	Receipt and Use of Sex Offender Registry Information	May 2017	4/20/2017	Recommend adopting NHSBA model policy which has one additional paragraph.		
	JLILC (NHSBA)	Head Lice / Pediculosis	June 2020		This NHSBA policy addresses head lice only.		
	JJM	Student Awards and Scholarships	Oct. 2004	2/24/2005	Recommend combining both current and NHSBA policy language.		
	JO	Work Permits for Students Under Age 16		2/24/2005			
	JP	Student Gifts and Solicitations	Oct. 2004	2/24/2005	Maintain current policy.		
	JQ	Student Fees, Fines, and Charges	Oct. 2004	1/19/2012	NHSBA model policy is in use.		
	JRA	Student Education Records and Information	May 2018	6/2/2016	Recommend adopting NHSBA model policy which has additional provisions that determine how corrections to educational records can be made.		
	JRAB	Health Insurance Portability and Accountability Act		2/24/2005			
	JRB	Confidential Student Information	April 2015		Recommend adopting NHSBA model policy.		
	KA	School, Family and Community Partnerships	May 2014		Recommend adopting NHSBA model policy.		
	KA	School Community and Home Relations - REPEALED				REPEALED	1/3/2019
	KB	Title I Family and Community Engagement	Sept. 2016	2/21/2019	NHSBA model policy is in use. Determine if the annual evaluations are being performed per policy.		
	KCB	Community Involvement in Decision Making	Oct. 2004	1/31/2013	Maintain current policy as it is more descriptive.		
	KCD	Public Gifts and Donations	Sept. 2017	2/21/2019	Maintain current policy as it includes "crowdfunding" options.		
	KD	School District Social Media Websites	Sept. 2015		Recommend adopting NHSBA model policy as it provides "Guidelines for Content".		

KEY							
	Adopted recently						
	Repealed						
	Priority						
	Withdrawn						
	Dated reviewed prior to 2017						
	Requires review						
Policy	Policy Name R = Required by Law	NHSBA Date	TRSD Date	Comments/Recommendations	BOARD NOTES	DATE	
KDA	Public Information Program	Withdrawn	2/21/2019	Recommend adoption of the NHSBA model policy. It includes "Annual Report" in the list of documents. Typo in the last sentence - "...by not limited to" should be, "...but not limited to."			
KDC	Website Publishing	Feb. 2005	4/7/2016	Publishing standards, paragraph #3: Edit to read, "...or contain violence and profanity" to read, "violence or profanity".			
KDCA	Display and Distribution of Informational Materials and Announcements	Oct.2004	11/19/2009	Review both policies and amend/combine as beneficial and then move to Policy Committee.			
KDD	News Media Relationships		5/17/2012	Maintain existing policy.			
KE	Public Complaints	May 2007	12/20/2012	Very similar policies. Recommend adopting NHSBA model policy as it provides guidance for complaints made to individual School Board members.			
KEB	Public Complaints About School Personnel	May 2007	2/24/2005	Recommend adopting NHSBA model policy as it provides more procedural guidance.			
KEC	Challenged Materials	Oct. 2004	2/24/2005	Rename to: Reconsideration of Instructional Materials			
KED	Facilities or Services Grievance Procedure	May 2006	5/16/2019	Delete the first paragraph so the policy mirrors the NHSBA Model Policy.			
KEE	Website Accessibility and Grievance	Sept. 2018		Recommend adopting NHSBA model policy.			
KF	Use of Facilities	April 2006	12/15/2016				
KFA	Public Conduct on School Property	Aug. 2022		Recommend adopting NHSBA model policy.			
KFB	Assaults on School Property		10/18/2012				
KFD	Use of Automated External Defibrillators REPEALED	Oct. 2004		Recommend adopting NHSBA model policy.			
KFE	Use of School Facilities by Horses		2/24/2005	Maintain existing policy.			
KFF	Use of School Facilities by Motor Vehicles		2/24/2005	Maintain existing policy.			
KH	Public Solicitation in the Schools	Oct. 2004	12/15/2016	Recommend adopting NHSBA model policy as it provides a timeline for these process OR revise existing policy to include such timeline.			
KHA	Staff Gifts and Solicitations				REPEALED	9/3/2015	
KHB	Advertising in Schools	Oct. 2004	2/24/2005	Recommend adopting NHSBA model policy.			
KHBA	Posting of Community Services		2/24/2005	Maintain existing policy.			
KHC	Public Gifts to Schools		2/24/2005	Maintain existing policy.			
KI	Visitors on School Grounds	Oct. 2004	6/16/2011	Maintain existing policy.			
KJ	Relations with Community Organizations		2/24/2005	Maintain existing policy.			
KJA	Relations with Booster Organizations		2/24/2005	Maintain existing policy.			
KJE	Relations with Parent Organizations		2/24/2005	Maintain existing policy.			
KL	Legislative Representative	Feb. 2008	10/16/2008	Maintain existing policy.			
KLB	Relations with Fire Department		2/24/2005				
KLC	Relations with Planning Authorities		2/24/2005				
KLG	Relations with Police Authorities	Sept. 2016	10/20/2011	Maintain existing policy.			
KM	Relations with State Government Authorities		2/24/2005	Review existing policy.			
KNAI	Interrogations and Searches				REPEALED	11/3/2016	
LA	Inter-Organizational Relations	Oct. 2005	4/3/2008	NHSBA model policy is in use.			
LC	Relations with Education Research Agencies	Oct. 2004	2/24/2005	NHSBA model policy is in use.			
LDA	Student Teaching and Internship	Oct. 2004	2/24/2005	Maintain existing policy. Virtually identical Policies.			
LEB	Advanced College Placement		1/7/2016	See Policy IHCD			
LF	State Education Agency Relations		2/24/2005	Maintain existing policy.			
LG	Federal Education Agency Relations		2/24/2005	Maintain existing policy.			
LI	Relations with Educational Accreditation Agencies		2/24/2005	Maintain existing policy.			

# 2023 Timberlane Regional School District Warrant State of New Hampshire

To the inhabitants of the School District of the Towns of Atkinson, Danville, Plaistow, and Sandown, New Hampshire, qualified to vote in District affairs:

## First Session of Annual Meeting (Deliberative)

You are hereby notified to meet at the Timberlane Performing Arts Center, 40 Greenough Road, Plaistow, New Hampshire, on Thursday, the 9<sup>th</sup> day of February 2023, at 7:00 p.m. This session shall consist of explanation, discussion, and debate of warrant articles number 2 through number X. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

## Second Session of Annual Meeting (Voting)

Voting on warrant articles number 1 through number X will be conducted by official ballot to be held in conjunction with town meeting voting to be held on Tuesday, the 14<sup>th</sup> day of March 2023, at the Town election polls in Atkinson, Danville, Plaistow, and Sandown, New Hampshire.

Atkinson	Voting will be conducted at the Atkinson Community Center from 7am-8pm
Danville	Voting will be conducted at the Danville Community Center from 8am-8pm
Plaistow	Voting will be conducted at the Plaistow Public Works Garage from 7am-8pm
Sandown	Voting will be conducted at the Sandown Town Hall from 8am-8pm

## Article 1 - Election of Officers

To choose the following school district officers:

Atkinson Voters	School Board Member	1-Year Term
Atkinson Voters	School Board Member	3-Year Term
Danville Voters	School Board Member	3-Year Term
Plaistow Voters	School Board Member	3-Year Term
Atkinson Voters	Budget Committee Member	3-Year Term
Danville Voters	Budget Committee Member	3-Year Term
Plaistow Voters	Budget Committee Member	3-Year Term
Plaistow Voters	Budget Committee Member	1-Year Term
Sandown Voters	Budget Committee Member	1-Year Term

**Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$X? Should this article be defeated, the operating budget shall be \$X which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*  
*Recommended by the Budget Committee*

**Article 3 - X Year Collective Bargaining Agreement (Timberlane Administrative Assistants/Secretaries and Skilled Maintenance Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Administrative Assistants and Maintenance Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

- Fiscal Year
- Estimated Increase
- X-Year Total

And further to raise and appropriate the sum of \$X for the 2023-24 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*  
*Recommended by the Budget Committee*

**Article 4 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 3 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 3 cost items only? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board*

**Article 5 - X Year Collective Bargaining Agreement (Timberlane Administrators' Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Administrators' Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

- Fiscal Year
- Estimated Increase
- X-Year Total

And further to raise and appropriate the sum of \$X for the 2023-24 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board**  
**Recommended by the Budget Committee**

**Article 6 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 5 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 5 cost items only? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board**

**Article 7 - X Year Collective Bargaining Agreement (Timberlane Teachers' Association)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Teachers' Association and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

- Fiscal Year
- Estimated Increase
- X-Year Total

And further to raise and appropriate the sum of \$X for the 2023-24 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board**  
**Recommended by the Budget Committee**

**Article 8 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 7 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 7 cost items only? (MAJORITY VOTE REQUIRED)

**Recommended by the School Board**

**Article 9 - X Year Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries and benefits at the current staffing levels over the amount paid in the prior fiscal year:

- Fiscal Year
- Estimated Increase
- X-Year Total

And further to raise and appropriate the sum of \$X for the 2023-24 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***  
***Recommended by the Budget Committee***

**Article 10 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 9 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 9 cost items only? (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***

**Article 11 - Capital Reserve Fund by Surplus**

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$250,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from those funds in the June 30, 2023 unassigned fund balance available for transfer on July 1 of this year which were apportioned as Capital Expenses in 2022-2023 in accordance with Article 6 of the Timberlane Regional School District Articles of Agreement? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***  
***Recommended by the Budget Committee***

**Article 12 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2022 Annual Report? (MAJORITY VOTE REQUIRED)

***Recommended by the School Board***

## **Articles for Consideration**

### **Article XX – Emergency Contingency Fund**

Shall the School District establish a contingency fund for the upcoming fiscal year for unanticipated expenses that may arise as the district continues to respond to the national economic crisis and further raise and appropriate \$500,000 to go into the fund? Any appropriation left in the fund at the end of the year will lapse to the general fund and used to offset the local education property tax rate. (MAJORITY VOTE REQUIRED)

Recommended by the School Board 0-0-0

Recommended by the Budget Committee 0-0-0

### **Article XX - Fund Balance Retention**

Shall the Timberlane Regional School District vote to authorize, indefinitely until rescinded, to retain year-end unassigned general funds in an amount not to exceed, in any fiscal year, 5% of the current fiscal year's net assessment, in accordance with RSA 198:4-b, II. (MAJORITY VOTE REQUIRED)

Recommended by the School Board 0-0-0

Recommended by the Budget Committee 0-0-0

### **Article XX – Use of Capital Reserve Fund**

Shall the voters of the Timberlane Regional School District appropriate the sum of \$950,000 to repair the XXXXXXXX and to authorize the District to withdraw the sum of \$950,000 from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund? No amount to be raised by additional taxation. (MAJORITY VOTE REQUIRED)

Recommended by the School Board 0-0-0

Recommended by the Budget Committee 0-0-0



# EXECUTIVE SUMMARY

October 20, 2022

Below please find a list of the projects that the CIP Committee is recommending for FY2023 and FY2024.

### FY2023 Capital Improvement Priorities

Project	Location	Classification	Cost	Potential Rebate	Estimated Annual Energy Savings
ECM 9 LED conversion	AA, Danville, Pollard, Sandown North	Lighting	\$ 1,101,490	\$ 173,000	\$ 89,000
ECM 1 Upgrade Pneumatic Controls	TMS	Automation	\$ 463,739	\$ 12,000	\$ 3,900
ECM 3 Replace Ballasted Roof (G)	Atkinson Academy	Roof	\$ 262,010		
ECM 5 Replace 3 Electric Panels	Sandown Central	Automation	\$ 63,840		
<b>Total</b>			<b>\$ 2,057,079</b>	<b>\$ 185,000</b>	<b>\$ 92,900</b>

### FY2024 Capital Improvement Priorities

Project	Location		Cost	Potential Rebate	Estimated Annual Energy Savings
ECM 6 Boiler Upgrade	THS	Boilers	\$ 945,200	\$ 20,000	\$ 3,000
ECM 2 Consolidate boilers & Convert to LP	Danville	Boilers	\$ 769,365	\$ 16,000	\$ 15,000
ECM4 HVAC Controls	Danville	Automation	\$ 359,100		\$ 3,950
<b>Total</b>			<b>\$ 2,073,665</b>	<b>\$ 36,000</b>	<b>\$ 21,950</b>

Respectfully Submitted By:  
Maria Watkins, CFO/Business Administrator



## Executive Summary

### Exit Interview Process

Currently, HR attaches an Exit Interview Form to an employment separation letter (which provides information with respect to benefit continuation after employment ends), which is sent to all terminated employees. Employees are provided with an opportunity to either meet with the HR Director for an exit interview or to complete the form and return it to HR.

After the separation from SAU 55, there was a period when Exit Interview Forms were not routinely sent to terminated staff, however, of those sent out, we received a total of three. The total number of staff that resigned or retired from July 1, 2021 through early September 2022 was 37. That number would not include any employees that were non-renewed or resigned in lieu of termination.

As we are interested in receiving this feedback, we will be sending Exit Interview Forms to previous employees who were terminated from the district from July 1, 2021 up to the present.

Respectfully,

*Fran DeCinto*

Fran DeCinto  
HR Director



October 17, 2022

## EXECUTIVE SUMMARY

### INFORMATIONAL UPDATE

#### TRSD Assessment Calendar

The Timberlane Regional School District administers a variety of assessments to students throughout the school year. The district assessment calendar on the following page includes assessment dates or assessment windows for the:

- i-Ready Fall, Winter, and Spring Benchmark Assessments (K-8)
- NH Statewide Assessment System (NH SAS) Summative Assessments:
  - English Language Arts (ELA) and Math, grades 3-5
  - ELA and Math, grades 6-8
  - Science Grade 5
  - Science Grade 8
  - Science Grade 11
- SAT School Day (Grade 11)

In addition to the assessment dates / windows for each assessment, the assessment calendar includes information relative to when assessment results are available to schools and families:

- I-Ready data is available in an on-going manner. Student data is available as soon as an individual student completes an i-Ready assessment and schools are able to access and generate school and grade-level reports once each i-Ready benchmarking window closes.
- Preliminary NH SAS results are available through the state assessment portal each spring, shortly after the assessment window closes. Official state-level assessment data, however, which factors in state-level cut scores for proficiency levels as well as participation data, is typically not available to school districts each year until late November or early December. The official 2022 NH SAS assessment data has not yet been released from embargo by the Department of Education. Once the district has access to that data, we will prepare a presentation for the Curriculum and Assessment Committee and then for the TRSD School Board. Based on prior years, we anticipate that we should be prepared to present that information in late December or early January.



# 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

Assessment Date / Assessment Window	Assessment(s)	When are Results Available?
September 6th - 23 <sup>rd</sup> , 2022	i-Ready Fall Benchmark <b><u>Grades K-8</u></b>	When window closes  October 13th, 2022 - i-Ready Fall Data reviewed at Principals and Directors meeting  October 14 <sup>th</sup> , 2022 – i-Ready Fall Student Score Reports were sent home;  November 1, 2022: Fall i-Ready Results to be reviewed by C & A Committee
January 9th - 20 <sup>th</sup> , 2023	i-Ready Winter Benchmark <b><u>Grades K-8</u></b>	When window closes.
March 22 <sup>nd</sup> , 2023	SAT School Day <b><u>Grade 11</u></b>	Late Spring 2023 (anticipated): Individual student state testing results available. Families will have access to individual student reports via the NH SAS Family Portal (new for 2022-2023)
March 23 <sup>rd</sup> , 2023	NH SAS Science Summative <b><u>Grade 11</u></b>	
April 10th - 15 <sup>th</sup> , 2023	NH SAS Science Summative <b><u>Grade 5</u></b>	June 2023: Preliminary grade-level results available to schools and districts. These preliminary results do not include state-level cut scores for levels of proficiency, factor in the impact of participation levels below 95%, or provide state-level averages.
May 1st-12 <sup>th</sup> , 2023	NH SAS ELA and Math Summative <b><u>Grade 6-8</u></b>	
May 1st-12 <sup>th</sup> , 2023	NH SAS Science Summative <b><u>Grade 8</u></b>	
May 8th - 19 <sup>th</sup> , 2023	NH SAS ELA and Math Summative <b><u>Grades 3-5</u></b>	Late November / early December 2023: state-level data with proficiency levels and state averages is typically released from embargo around this time period.
May 30th - June 9 <sup>th</sup> , 2023	i-Ready Spring Benchmark <b><u>Grades K-8</u></b>	When window closes.

Respectfully submitted,  
 Sandy Allaire, Executive Director of Curriculum, Assessment, and Learning  
 Lucy Canotas, Director of Elementary Education  
 Mark Pedersen, Director of Secondary Education