



Thursday, December 15, 2022

AGENDA

Regular Business Meeting – 7:00 PM
Performing Arts Center

Christopher K. Kellan, Superintendent
Brian Boyle, Chair
Kristin Savage, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. National Anthem sung by the Chamber Choir
5. Approval of Minutes
6. Delegates and Individuals
7. 7:10 PM NH Kid Governor: Haydin Simmons
8. 7:20 PM Student Representative
9. Current Business
 - a. 7:25 PM Athletic Department, Middle School, and Elementary Schools' Goals – INFORMATIONAL
 - b. 8:00 PM Program of Studies: Second Read – ACTION
 - c. 8:05 PM Policies: First Read – ACTION
 - d. 8:10 PM Student Support Positions – ACTION
 - e. 8:15 PM Non-Union Wage Proposal – ACTION
 - f. 8:20 PM Employee Benefit: Vision Insurance -ACTION
 - g. 8:25 PM Safety Funding – ACTION
 - h. 8:30 PM Middle School Field Trip – ACTION
 - i. 8:35 PM Warrants – INFORMATIONAL
 - j. 8:40 PM Annual Meeting and Election Calendar - INFORMATIONAL
10. 8:45 PM Administrator's Report
11. 8:50 PM Personnel Report
12. 8:55 PM Committee Reports/Reports of the School Board
13. Correspondence Folder
14. Vendor and Payroll Registers
15. 9:00 PM Other Business
16. Nonpublic Session
17. Future Dates

DATE	TIME	LOCATION	TYPE OF MEETING
January 5	7:00 PM	SAU Boardroom	Regular Business
January 19	7:00 PM	SAU Boardroom	Regular Business



1-4. Open Meeting

5. Approval of Minutes (2 sets: December 1st regular business meeting and December 1st nonpublic meeting)

6. Delegates and Individuals

7. NH Kid Governor: Haydin Simmons

8. Student Representative (Matthew LaBelle to present)

9. Current Business

a. Athletic Department, Middle School, Elementary Schools' Goals

Presentations by Mr. Fantasia, Mr. Mencis, Mr. Snyder, Mrs. Stafford, Mrs. Liff, Mr. Harris, and Mrs. Lafreniere

b. Program of Studies: Second Read

Motion to act on the second read of the Program of Studies submitted by Mr. Pedersen. **The Program of Studies is not included in your packet.**

c. Policies: First Read

Motion to act on the first read of policies DK, EHAB, and JFAA.

d. Student Support Positions

Motion to act on the repurposing of 3 open and budgeted positions into In-School Student Support positions.

e. Non-Union Wage Proposal

Motion to act on the wage proposal increase for non-union employees.

f. Employee Benefit: Vision Insurance

Motion to act on the implementation of vision insurance for employees.

g. Safety Funding

Motion to act on the funds awarded through the Security Action for Education grant of \$174,159.55.

h. Middle School Field Trip

Motion to act on the proposed overnight Middle School field trip to Camp Cody in Freedom, NH from March 10-12, 2023.

i. Warrants

Review the proposed warrant articles with revisions to Articles 3 & 7 reflecting the costs of an agreement with TTA and TAAM, and revision to Article 15 to reflect use of the funds for the High School's boilers.

j. Annual Meeting and Election Calendar

The calendar is unchanged and provided for informational purposes.

10. Administrators' Reports

Mr. Krieger and Mr. Kellan to present.

11. Personnel Report - none

12. Committee Reports/Reports of the School Board

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

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

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

16. Nonpublic Session – If needed.

17. 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/trsd>
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

Timberlane Regional School Board Meeting Minutes

Regular Board Meeting
December 1, 2022
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Chairman Brian Boyle opened the December 1, 2022 Timberlane Regional School Board meeting at 7:00 PM; this was followed by roll call and the Pledge of Allegiance.

Board Members Present

Brian Boyle, Sheila Lowes, Mark Sherwood, Kristin Savage, Kim Farah, Shauna Manthorn, Katie Knutsen, Michael Boucher. Excused absence: Kim McCormick, Matthew LaBelle

Seated at the Board Table

Christopher Kellan, Superintendent of Schools
Justin Krieger, Assistant Superintendent

Administrators Present

Maria Watkins, CFO/Business Administrator
Karl Ingoldsby, Director of Plant Operations
Mark Pedersen, Director of Secondary Curriculum
Fran DeCinto, Director of Human Resources
Kurt Schweiss, Director of Music
Ken Henderson, Director of Technology
Sandra Allaire, Executive Director of Curriculum and Professional Learning
Kelley Brooks, Director of Special Education

APPROVAL OF MINUTES

MOTION: Dr. Farah motioned to approve the November 17, 2022 meeting minutes; seconded by Mr. Boucher. Motion passed 7-0-1 (Mr. Sherwood abstained)

MOTION: Mrs. Lowes motioned to accept the November 17, 2022 non-public minutes; seconded by Mrs. Savage

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Dr. Farah asked to strike 5, 6, and 7 from the minutes.

MOTION: Dr. Farah motioned to amend the minutes. Seconded by Mrs. Lowes. Motion passed 7-0-1 (Mr. Sherwood abstained)

MOTION: Mrs. Lowes motioned to accept the November 17, 2022 non-public minutes per the amendment and is withdrawing her previous motion. Seconded by Mrs. Savage. Mrs. Savage withdrew her second on the previous motion. Motion passed 7-0-1 (Mr. Sherwood abstained)

DELEGATES AND INDIVIDUALS

No public comment

STUDENT REPRESENTATIVE

Matthew LaBelle was absent.

CURRENT BUSINESS

a. First Read: Program of Studies

Mr. Pedersen addressed the Board. The Second Read will be at the December 15, 2022 School Board meeting before it goes to print. He referred the Board to the Executive Summary that highlights the changes and those were reviewed with the Board. Salem and Pinkerton still have changes coming in. Mrs. Allaire let the Board know that at a recent State level meeting of Curriculum Directors, it was explained that the requirement will be to offer a Financial Literacy Course which is already offered and it will not affect graduation credit requirements. She mentioned that Economics is required for graduation. Mr. Pedersen stated the online version of the Program of Studies is the most up-to-date version.

MOTION: Mrs. Lowes motioned to accept the First Read of Program of Studies for school year 23/24. Seconded by Mrs. Savage. Motion passed 8-0-0

b. NESDEC Enrollment Reports

Mr. Kellan presented the NESDEC enrollment report to the Board and stated it is the most recent report that has been received. The Board had discussion on the historical enrollment and the methodology used in determining their projections.

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c. Goals: High School and Music Department

Mr. Kellan referred the Board to the Executive Summary which includes a brief introduction to goal setting. He explained we are trying to be much more aligned in our goal setting, having a common direction, clear vision moving forward with goal setting as a District. The Executive Summary also includes the School Board and Superintendent goals. Mr. Vaccarezza addressed the Board and introduced his administrative team. He spoke about last year's goals for Timberlane Regional High School. He explained the additional grading and training on additional competencies and explained how the process is done. He stated they are looking for a 4% student achievement increase in reading, writing and speaking, a 4% improvement to culture and climate and a 4% increase in participation rates and achievement scores on the SAT test. There was discussion on competency training.

The Board had a lengthy discussion on SAT participation rates and achievement scores. Mr. Vaccarezza said they are hoping to implement the usage of PSAT's. Currently, he said 77% of the students are taking the SAT's.

Mr. Schweiss addressed the Board to discuss music goals and the Performing Arts Center goals. He indicated this is mainly a continuation of the goals from last year. The Music Department will improve communication by augmenting and enhancing the digital and social media footprint as measured by the creation of a website and updating social media accounts. The Music Department will evaluate secondary music elective offerings and the instrumental lesson program. They will explore new and expand opportunities for student musicians to perform for their school and greater community as measured by an increase in student performances. A small holiday performance is planned at the beginning of the next school board meeting on December 15, 2022 which will be held at the Performing Arts Center.

Goals for the Performing Arts Center were discussed. They want to bring in more student artwork into the building for display. They would like to provide opportunities to workshop with and watch Timberlane alumni perform outside of high school. They are looking to explore, implement and refine new box office software, protocols, and procedures. Tickets will still be available at the ticket booth and cash and checks will still be accepted, however, people will be able to also purchase tickets on line using a credit card which will reduce time and long lines. They are also hoping to have the ability to choose their seating.

d. Draft of 2023-2024 School Calendar

Mr. Kellan presented the draft calendar to the Board. He mentioned that legislation now requires that there be greater coordination between sending schools who are accessing CTE programs. That legislation speaks to the fact you can only have less than 10 days different from Salem and Pinkerton. There was discussion with Mrs. Allaire on the proposed changes to Early Release days, Professional Development days and required

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trainings. It was noted that this draft calendar is not on the website yet. This calendar will be brought back before the Board.

e. Policies

MOTION: Mrs. Lowes motioned to adopt as a second read Policy DJE and Policy KF as written. Seconded by Mr. Sherwood Motion passed 8-0-0

f. Transportation Contract

Mr. Kellan presented his Executive Summary to the Board regarding the Transportation Committee's contract recommendation. It is the recommendation of the Committee to award First Student all three transportation contracts and explained their reasoning. The Board members reviewed the transportation financials and breakdown showing the budgets for transportation for FY 2023 through FY 2026. This would be a 3-year contract. A boilerplate was provided for the Board members and Mr. Kellan explained they have not yet negotiated a contract. There was some discussion of what the members would like to have included in the contract, such as, an escalation clause and a \$500 penalty but the language is not yet in the contract. It was the consensus of the Board to hold off on a vote until the contract is presented to them.

Mrs. Lowes asked if they will continue to look at ride shares with First Student. Mr. Kellan said they would.

MOTION: Mrs. Savage motioned to give authority to proceed to negotiate a contract with First Student. Seconded by Dr. Farah. Motion passed 8-0-0

g. Proposed Budget and Default Budget

Mrs. Watkins presented the proposed default budget to the Board along with a detail page with explanations of the line items. Dr. Farah questioned the special education increase and asked if it was driven by the increase in student numbers or in the cost of the services being provided by outside providers. Mr. Kellan explained a significant portion of that is the legislation that requires us to fund students to their 22nd birthday where previously it was only to their 21st birthday. That legislation came into play after budgets were voted in last year for this year. The Department of Education is assisting districts with that funding, essentially covering any expenses that we have and we submit those expenses and they are going to fund those for this year. We now have to prepare for the future. Mrs. Brooks commented there are also increases in some of their tuitions for the out of district students. The Board reviewed the proposed budget line items. Free and Reduced

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lunches were discussed. There was no further questions or discussion on the proposed default budget.

Mrs. Watkins presented the proposed budget and informed the Board the Budget Committee has requested we add in a \$1 million contingency for capital improvements and adding it to the 4600 line on top of what they had in there last year. This was the first pass for the Budget Committee. After some discussion regarding the lease proposal, it was mentioned the Budget Committee has two more meetings and is expected to finalize the budget by December 22, 2022. A joint meeting is scheduled with the Budget Committee for December 15, 2022 and the School Board meeting will follow.

Mrs. Savage asked Mrs. Watkins how long she expected the Voucher presentation by Commissioner Frank Edelblut to last. The Board would like it to last no longer than 30-45 minutes and should be done by 8:00 PM.

h. Warrant Articles

Mr. Mike Davey with EEI and Mr. Ingoldsby submitted preliminary budgets to the CIP Committee and reviewed them with the Board. Mr. Davey explained that most of the major infrastructure was installed between 1996 to early 2000. A lot of the systems will be coming up at the end of life. He stated when they looked at everything that could be done in the next 5 to 10 years, the numbers came in at over \$100 million. He discussed with the Board the possibility of a 20-year lease which would allow a lot more work to be done over time. He provided a breakdown of figures for four options. The options were reviewed and discussed. Mr. Davey explained the options and the cost savings from rebates and grants. The Board discussed whether to include the lease amount in the budget or present it to the voters as a separate warrant article. After further discussion, it was the consensus of the Board to have the lease as a warrant article. The \$1 million requested by the Budget Committee should still remain in the budget for capital improvements and the lease will be a warrant article. It was also the consensus of the Board to go with Lease Option A.

Mrs. Watkins suggested getting the boilers done for Article 15 Use of Capital Reserve Fund.

ADMINISTRATORS' REPORT

Mr. Krieger informed the Board about some preliminary contact and work they have done with Dr. Bill Preble who works out of The Center for School Climate and Learning. Moving forward, they will most likely form a team and send it to a conference on January 18, 2023. They are beginning to talk to Bill about doing some professional development here as a staff in January. He will continue to provide the Board with updates about how they are moving forward.

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With regards to trying to partner with colleges and universities, Mr. Krieger informed the Board of the intensive application process with UNH. Unfortunately, we were not selected to participate in some of their 3-year intern programs. He said the reason they were not selected was due to the unprecedented number of schools that applied and UNH only awards it to two high schools and two middle schools across the State of New Hampshire. They will still be continuing with their relationship with SNHU, Rivier, Granite State and Northshore Community.

Mr. Kellan spoke regarding how we had Pollard and Danville both as ATSI schools starting back in 2018. They have since come off of that are out of ATSI for both of those schools. Hayden Simmons from Pollard School was elected as the next Kid Governor. For 3 out of 4 years, Timberlane students have been selected as Kid Governor. Hayden will be at the next School Board meeting on December 15, 2022. They finished the Disc Assessment. Mr. Kellan read the list of students selected for All Eastern. He read the list of students selected for classical All-States. Mr. Kellan mentioned the holiday season has begun at the PAC with lots of concerts. He participated in some of the rehearsals and encouraged everyone to come out and enjoy it. Raffle tickets are available on line for the raffle baskets. Mr. Kellan presented a slide show showing Grade 6 Superheroes and Supervillain projects based on elements that were randomly selected by students from a hat and he described what the project involved.

PERSONNEL REPORT

<p>MOTION: Dr. Farah motioned to accept the nomination of Mia Brennan as school nurse at the Sandown North Elementary School. Seconded by Mrs. Manthorn. Motion passed 8-0-0</p>

COMMITTEE REPORTS

Mr. Boucher highlighted the middle school robotics team had a regional qualifier competition. Unfortunately, it didn't end as they had hoped. He stated that hopefully as the program continues to be offered, they can get the word out to get more volunteers to coach the teams.

Mr. Sherwood stated the Policy Committee was able to get through everything on the agenda. Some policies will be coming to the Board at next meeting.

Mrs. Savage has no report. Mr. Boyle had no report. Dr. Farah has no report. Mrs. Manthorn had no report. Mrs. Knutsen had no report. Mrs. Lowes had no report.

CORRESPONDENCE

No correspondence

VENDOR AND PAYROLL REGISTERS

No Vendor and Payroll registers

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OTHER BUSINESS

No other business

MOTION: Dr. Farah motioned to enter non-public under 91-A:3, Paragraph II (a) (c) (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 and (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Knutsen. Motion passed 8-0-0

The Board was polled:

Boucher – yes Knutsen – yes Manthorn – yes Farah – yes Savage – yes Sherwood – yes
Lowe – yes Boyle – yes

The motion carried 8-0-0 to enter non-public at 9:45 PM.

Respectfully submitted,

Linda Mahoney
Recording Secretary



TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

December 15, 2022

First Read

Policy	Changes/Recommendations
DK: Payments, Checks & Manifests	This policy is required by law. PC recommends to adopt the NHSBA's policy template with the noted changes.
EHAB: Data Governance and Security	PC recommends to adopt the policy with NHSBA's revisions as required by law.
JFAA: Admission of Resident Students	This is a NHSBA recommended policy. PC recommends to adopt this policy.

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

Payments, Checks & Manifests

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District’s general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require a signatures from the building principal or assistant principal. The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF through DAF-11.

Electronic signatures, including, e.g. computer generated signatures, may only be used as provided under Board policy EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer’s absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the CFO/Business Administrator or Assistant Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.

The Board strictly prohibits any person from signing a blank check, ~~and physical (paper) checks will be pre-numbered.~~

Legal References:

RSA 197:23-a, Treasurer’s Duties
 RSA 294-E, Uniform Electronic Transfers Act

Timberlane Regional School District	Policy Code: EHAB
Adopted: 06-20-19 Revised:	Page 1 of 5

DATA GOVERNANCE AND SECURITY

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

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

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

A. Definitions

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

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

B. Data and Privacy Governance Plan - Administrative Procedures.

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

The Data Governance Plan shall include:

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

Timberlane Regional School District	Policy Code: EHAB
Adopted: 06-20-19 Revised:	Page 2 of 5

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

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

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

C. Information Security Officer.

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

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

D. Responsibility and Data Stewardship.

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

E. Data Managers.

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

<p>Timberlane Regional School District</p>	<p>Policy Code: EHAB</p>
<p>Adopted: 06-20-19 Revised:</p>	<p>Page 3 of 5</p>

F. Confidential and Critical Information.

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

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

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

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

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

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

All District staff, volunteers, contractors and agents who are granted access to critical or confidential information/data are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such confidential or critical data/information. All individuals using confidential and critical data/information will strictly observe all administrative procedures, policies and other protections put into place by the District including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information no longer needed in a confidential and secure manner.

<p>Timberlane Regional School District</p>	<p>Policy Code: EHAB</p>
<p>Adopted: 06-20-19 Revised:</p>	<p>Page 4 of 5</p>

G. Using Online Services and Applications.

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

H. Training.

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

I. Data Retention and Deletion.

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

J. Consequences

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

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

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

Timberlane Regional School District	Policy Code: EHAB
Adopted: 06-20-19 Revised:	Page 5 of 5

Legal References:

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

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

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

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

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

RSA 31:103-b, Cybersecurity

RSA 189:65 * Definitions

RSA 186:66 * Student Information Protection and Privacy

RSA 189:67 * Limits on Disclosure of Information

RSA 189:68 * Student Privacy

RSA 189:68-a * Student Online Personal Information

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

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

Timberlane Regional School District	Policy Code: JFAA
Adopted:	Page 1 of 2

Establish Residence and Admission of Students

The school district of residence of a student is defined by RSA 193:12, II.

New Resident Students

All new resident students, accompanied by a parent/guardian, should register at the respective school as early as possible.

Children entering school for the first time must have proof of physical examination, immunization records, a copy of the child's birth certificate and proof of residency satisfactory to the Superintendent or his/her designee. Principals or their designees will meet with new student and parents/legal guardians to explain school programs.

The following groups of students in the Timberlane Regional School District must show proof of residency:

1. All students enrolling for the first time in the Timberlane Regional School District.
2. Students who have moved within the District to a new sending area.

It is understood that the Superintendent reserves the right to grant special permission for attendance at schools other than those considered to be in attendance area or residence of the student. The Superintendent further reserves the right to limit special exceptions based on class sizes and overall school enrollment.

Two of the following must be provided as proof of residence:

1. Property Tax Statement
2. Renter's Agreement
3. Mortgage Statement dated within sixty (60) days.

Timberlane Regional School District	Policy Code: JFAA
Adopted:	Page 2 of 2

4. Homeowner's/Renter's Insurance Policy
5. Purchase and Sale Agreement
6. Lease Agreement
7. Utility bill or delivery of service bill of gas (natural or propane), electric, oil, water/sewer, cable/Dish Service or telephone showing the legal/physical address; must be dated within sixty (60) days.
8. Driver's License
9. Rent Receipt including verification of Landlord's address and phone number
10. Voter Registration
11. Social Services Papers: Social Security, ADFC, Homeless Shelter Verification

In the event residency cannot be established through the above documents, an Affidavit of Residence needs to be executed prior to enrollment.

The School Board considers illegal attendance by non-residents to be theft of services from the Timberlane Regional School District and directs the Superintendent to inform the appropriate Law Enforcement Agency. If residency is in question, the District reserves the right to work with an independent third-party investigator to further review and investigate residency of a student.

Legal References:

- RSA 193:1, Duty of Parent, Compulsory Attendance by Pupil*
- RSA 193:12,II Legal Residence Required*
- RSA 110-D, Interstate Compact on Educational Opportunities for Military Children*



EXECUTIVE SUMMARY

December 1, 2022

In-School Support Positions TRHS & TRMS

This executive summary highlights the proposal to repurpose 3 open and budgeted positions into In-School Student Support (ISS) positions one at each the high school and middle school. These ISS positions will be to ensure that students can maximize their time in school having access to teachers and other supports, while still serving the needed discipline per policy. For example, if a student is suspended for 5- 10 days out of school due to fighting, weapons, or drugs, they often fall further behind in their classes, as they do not have access to teachers to help guide them, or give them quality instruction. By keeping suspended students in school for some or all of the days of suspension, the ISS teacher can work with those students and help to coordinate access to their teachers, lessons and work, so those students do not fall behind. Similarly, this ISS teacher can be used as a resource for teachers and administrators to work with students in real time to intervene with issues that arise so they do not become larger, more egregious issues later.

The funding for these positions would come from three open and vacant positions that are no longer needed as originally purposed as their teaching loads were absorbed. This was due to declining enrollment and a purposeful re-organization of resources and human capital. These positions include a full time TRHS science teaching position, a 2/5ths TRHS engineering position, and a full time TRMS art position. Given the needs of the schools, and the commitment to have kids working with trained educators as much as possible, these positions provide a much needed resource.

With approval of the requested repurpose, the district would like to post for and hire these positions immediately. The ideal candidate will be certified or certifiable as a classroom teacher or school counselor, with strong interpersonal and conflict resolution skills.

Respectfully submitted,

Mark Pedersen
Director of Secondary Education
Timberlane Regional School District

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: In-School Support Teacher
Date: 11/30/2022
Reports to: Building Principal
Supervises: No
Affiliated Position: Yes Name of Union: TTA
Terms of Employment: School Year

SCOPE:

The In-School Support Teacher is a certified educator assigned the primary responsibility of providing students given in school discipline with a curriculum of academic, behavioral, and disciplinary interventions. Students referred to the In School Support Coordinator will be assisted in making a plan to give the student the tools for a successful school year, including communication with teachers, counselors, administrators, and parents/guardians.

POSITION DUTIES AND RESPONSIBILITIES:

- Responsible for carrying out the rules and policies governing the in-school suspension program.
- Be a designated safe area for students in need for alternative discipline.
- Work in conjunction with school administration to coordinate work assignments for students.
- Follow teacher plans in assigning work to students.
- Assist students in completing assignments.
- Work with students and or other staff members during student reflection period on issues such as behavior management and the prevention of undesirable behaviors that resulted in student being assigned to ISS
- Compile students' work and return it to teachers.
- Connect students to other school supports.
- Communicate student progress with families.
- Maintain necessary educational records.
- Perform other duties as assigned by High School Administration.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Education from an accredited college or university.
Experience with High School or Middle School students preferred.

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Department of Education Certification required

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of school and classroom rules, procedures, and practices.
- Ability to interpret and establish appropriate rules, methods, and techniques in maintaining a disciplined academic environment.
- Strong computer experience.
- Strong interpersonal skills and patience.
- Experience working with students and knowledge of conflict resolution techniques is strongly encouraged.
- Ability to handle and react to potential volatile situations and take appropriate action.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Rarely required
3. Lift 25 to 50 lbs:	Not required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine,

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Occasionally required
8. Balancing:	Occasionally required

Summary of Occupational Exposures: N/A

Applicants will be subjected to a criminal background check required by state law.



EXECUTIVE SUMMARY

December 15, 2022

Non-Union Salary Increase

I am proposing a 4.5% wage pool for increases for non-union employees. As you are aware we have six unions and out of 729 staff, 42 are non-union. Salary increases will be based on performance reviews and consideration of comparable compensation in the job market. The School Board has discretion regarding the salary adjustment for the Superintendent. All other salary increases will be subject to the approval of the Superintendent. The 4.5% wage pool cost of living increase is \$122,713, FICA \$9,388 and New Hampshire Retirement System \$18,610 for a total cost of \$150,710.

This includes employees who are in the following departments/job titles:

Related Services

Certified Occupational Therapy Assistants (COTA)
Speech-Language Pathologist
Speech-Language Assistants (SLA)
Transition Facilitator

Facilities

Director of Plant Operations
Facilities Supervisor
Facilities Grounds Supervisor
Mail Courier

Finance

CFO Business Administrator
Assistant Business Administrator
Payroll Coordinator
Staff Accountant/Accounts Payable
Administrative Assistant/Finance

Technology

Technology Specialists
Senior Technology Specialist-Data
Technology Network Administrator
Senior Technology Specialist -AV
Principal Technology Specialist
Theatrical Production Technician

SAU Office

Superintendent
Assistant Superintendent
Executive Director of Curriculum, Instruction, Assessment and Learning
Director of Special Education
Director of Student Services
Chief Executive Administrative Assistant to the Superintendent
Receptionist

Human Resources

Director of Human Resources
Lead Human Resources Generalist
Human Resources Coordinator
Human Resources Administrative Assistant

Respectfully submitted,

Christopher K. Kellan
Superintendent of Schools



EXECUTIVE SUMMARY

December 15, 2022

Vision Insurance Proposal

We currently offer district employees the following benefits:

- Health
- Dental
- Life insurance
- Flexible Spending Account

We are proposing to offer to all district employees that work 30 hours or more the option to enroll in Vision Insurance with Anthem effective 7/1/2023. Employees would fully pay for this benefit (there would be no district contribution). The cost would be as follows:

\$7.11/month for Employee Only
\$13.68/month for Employee +1
\$23.61/month for Employee + Family

The above prices are locked in for 3 years.

Respectfully,

Fran DeCinto
Fran DeCinto
HR Director

Your Anthem Blue Cross and Blue Shield Proposal Packet

The benefits of Anthem's vision coverage

A Fully Insured proposal for Timberlane Regional School - HealthTrust SAU 106

Effective July 01, 2023 through June 30, 2026



Created on:

November 16, 2022

Anthem 

Why choose Anthem for your vision coverage

The benefits of Blue View Vision

Regular eye care is not only important for maintaining good eye health, but routine exams can detect early warning signs of serious health problems when they are easier to treat. That means taking care of your eyes can help protect your overall health — and that is vital for the overall health and productivity of your workforce. With Blue View VisionSM, we make it easier and more affordable for your employees to take care of their eyes and help catch health issues earlier.

Access, options, and savings all come standard with Blue View Vision

Anthem Vision creates a simplified, personal experience for your employees by combining the capabilities of a traditional vision carrier with best-in-class network access, discounts, and services — all powered by our unique digital platform and artificial intelligence.

With Blue View Vision, your employees can enjoy:



Access

Our network includes over 39,000 eye doctors and other eye care providers at more than 28,000 locations nationwide, making our network one of the largest in the country.¹ With so many choices, members can find an eye care professional close to home or work.



Options

Members can buy eyewear from their network eye doctor or from a variety of popular regional and national stores, such as LensCrafters®, Pearle Vision®, and Target Optical®. Plus, members have access to online providers including Glasses.com, ContactsDirect, 1-800 CONTACTS, and Ray-Ban.com.



Extra benefits for kids

Plans that cover eyewear include coverage for UV-blocking Transitions® lenses and impact-resistant polycarbonate lenses for kids under age 19 at no additional cost.



Real savings

Members save an average of 75% off retail costs when visiting a network provider,² 40% off extra pairs of glasses,³ and 20% off accessories and lens upgrades.³ Also, our clients with 5,000 or fewer employees save 0.5% on their fully insured medical premium, or 50 cents per employee per month on their self-insured medical fees, when they add Anthem vision to an Anthem medical plan.⁴



Excellent service

Award-winning customer service with live representatives is available seven days a week, with extended evening hours. Online self-service tools like the Sydney Health app help members look up coverage and claims information, as well as find care — all while delivering next-level, personal engagement.



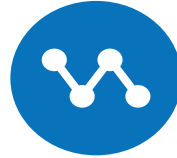
A focus on whole health: vision + medical coverage

When you buy an Anthem vision and medical plan together, you receive Anthem Whole Health Connection® at no additional cost. Anthem Whole Health Connection joins your Anthem plans for earlier identification and better management of health conditions, including interventions to help prevent diseases before they develop.

Anthem Whole Health Connection paves the way for communication among eye doctors and primary care doctors, providing:



One dedicated account team to simplify administration from enrollment through claims processing.



Connected vision and medical clinical programs. We offer two-way sharing of patients' health information among eye doctors and other network providers on the patients' care team, including primary care doctors and care managers. That means if an eye exam detects a medical condition like diabetes, the information can be quickly communicated to a patient's care team.



Health reminders, also called care alerts, to help employees manage ongoing health problems like diabetes and heart disease.



Here for all your coverage needs

Your health and the health of your employees is our first priority. With coverage options including dental, vision, life, disability, and supplemental health (accident, critical illness, hospital indemnity), our ancillary insurance plans drive significant value, helping you cover all your benefit needs, such as network access and discounts, service, and pricing options to fit every budget.

The Anthem Whole Health Connection program drives additional value by helping improve health outcomes, lower costs, and create better health care experiences at no added cost.

Choosing the right vision plan is a big decision, but with Blue View Vision, your employees receive the care they need at a budget-friendly cost. Talk to your producer or Anthem representative, or visit us at [anthem.com/specialty](https://www.anthem.com/specialty), to learn more. We are here to help.



Medical



Pharmacy



Behavioral



Dental



Vision



Life



Disability



Supplemental
Health

¹ NetMinder data, May 2020.

² 2019 average in-network savings for Blue View Vision members across all benefit designs.

³ Discounts do not apply to frames for which a manufacturer has imposed a no-discount policy. Laws in some states may prohibit network providers from discounting products and services that are not covered benefits under the plan.

⁴ Our Whole Health Savings program applies to new or renewing fully insured or self-insured large groups with up to 5,000 eligible employees that add a new vision product. The vision plan added must be fully insured and meet a minimum 50% participation of eligible medical employees. This program does not apply to embedded vision or voluntary vision. Subject to underwriting approval. For complete details, please contact your sales representative.

Rate Summary Plan FS A.10.25.150.150

Timberlane Regional School - HealthTrust SAU 106

Effective July 01, 2023 through June 30, 2026 (Rates are guaranteed for 36 months)

Total Eligible Employees: 631



Monthly Funding, Commissions and Rates		Access Network	
Funding - Fully Insured		Commissions	
Voluntary		0.00%	
3-Tier		Employees	Monthly Rates
Employee			\$7.11
Employee+1			\$13.68
Employee+Family			\$23.61

Authorized Signature:

By typing my name I intend for it to serve as my signature, and that I am authorized to sign on behalf of this group.

Title:

Date:

Group Name: Timberlane Regional School - HealthTrust SAU 106

Proposed Blue View Vision plan design

Blue View Vision plan benefits	In-network	Out-of-Network	Frequency
Routine Eye Exam A comprehensive eye examination	\$10 copay	Up to \$42 reimbursement	Once every calendar year
Eyeglass Frames One pair of eyeglass frames	\$150 allowance, then 20% off any balance	Up to \$45 reimbursement	One every calendar year
Eyeglass Lenses (instead of contact lenses) One pair of standard plastic prescription lenses: <ul style="list-style-type: none"> Single vision lenses Bifocal lenses Trifocal lenses Lenticular lenses 	<ul style="list-style-type: none"> \$25 copay \$25 copay \$25 copay \$25 copay 	<ul style="list-style-type: none"> Up to \$40 reimbursement Up to \$60 reimbursement Up to \$80 reimbursement Up to \$125 reimbursement 	One every calendar year
Eyeglass Lens Enhancements¹ <ul style="list-style-type: none"> Transitions Lenses (for a child under age 19) Standard polycarbonate (for a child under age 19) Factory scratch coating 	<ul style="list-style-type: none"> \$0 copay \$0 copay \$0 copay 	No allowance when obtained out-of-network	Same as covered eyeglass lenses
Contact Lenses² (instead of eyeglass lenses) <ul style="list-style-type: none"> Elective conventional (non-disposable); OR Elective disposable; OR Non-elective (medically necessary) 	<ul style="list-style-type: none"> \$150 allowance, 15% off any balance \$150 allowance (no additional discount) Covered in full 	<ul style="list-style-type: none"> Up to \$105 reimbursement Up to \$105 reimbursement Up to \$210 reimbursement 	Once every calendar year

¹ When obtaining covered eyewear from a Blue View Vision provider, members may choose to add any of the listed lens enhancements at no extra cost.

² Contact lens allowance will only be applied toward the first purchase of contacts made during a benefit period. Any unused amount remaining cannot be used for subsequent purchases in the same benefit period, nor can any unused amount be carried over to the following benefit period.

Additional savings available from Access in-network providers

When obtaining covered eyewear from a Blue View Vision provider, members may choose to upgrade their new eyeglass lenses at a discounted cost. Costs shown are after any applicable eyeglass lens copayment.

Description	Member cost	Description	Member cost
<ul style="list-style-type: none"> Progressive Lenses <ul style="list-style-type: none"> Standard Premium Tier 1 Premium Tier 2 Premium Tier 3 Premium Tier 4 Anti-Reflective Coating <ul style="list-style-type: none"> Standard Premium Tier 1 Premium Tier 2 Premium Tier 3 	<ul style="list-style-type: none"> \$55 \$85 \$95 \$110 \$175 \$45 \$57 \$68 \$85 	<ul style="list-style-type: none"> Transitions lenses (Adults) Standard Polycarbonate lenses (Adults) UV Coating Tint (Solid and Gradient) Other lens upgrades and add-ons Retinal Imaging (obtained at same time as covered eye exam) Standard contact lens fitting and follow-up after comprehensive eye exam Premium contact lens fitting and follow-up after comprehensive eye exam Additional supplies of conventional contact lenses after benefits have been used Additional complete pairs of eyeglasses Eyeglass materials purchased separately Other items including most non-prescription sunglasses, eyewear accessories such as lens cleaning supplies, contact lens solutions, eyeglass cases, etc. 	<ul style="list-style-type: none"> \$75 \$40 \$15 \$15 20% off retail price Up to \$39 Up to \$55 10% off retail price 15% off retail price 40% off retail price 20% off retail price 20% off retail price

Other discount offers on LASIK surgery and much more available through Anthem's SpecialOffers program.

This information is intended to be a brief outline of plan benefits. The most detailed description of benefits, exclusions, and restrictions can be found in the Certificate of Coverage. Discounts are subject to change without notice. Laws in some states may prohibit network providers from discounting products and services that are not covered benefits under the plan. Discounts will not apply when a manufacturer has imposed a no discount policy on the item.

Transitions and the *swirl* are registered trademarks of Transitions Optical, Inc

Assumptions and Conditions

Timberlane Regional School - HealthTrust SAU 106

Effective July 01, 2023 through June 30, 2026



Quote highlights

Funding type: Fully Insured

If the following underwriting assumptions and conditions are not met, the terms and premium rates in this package will not be valid.

Non Voluntary:

Participation: 70% or higher; minimum enrolled 2

Voluntary:

Participation: 69.9% or lower; minimum enrolled 10

Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

Vision Proposal ID: Timberlane_Regional_School_-_HealthTrust_SAU_106_070123_111622094702_VISION



EXECUTIVE SUMMARY

December 15, 2022

Safety Funding

With the intent of improving security in NH schools, the Public-School Infrastructure Commission developed and approved a Security Action for Education (SAFE) grant application that public and nonpublic schools could use to apply for grant funds for eligible projects. The Commission agreed upon three general project categories that would be eligible for SAFE grant funding. These categories were access control, surveillance, and emergency alerting. In order for a project to be eligible for funding, the proposed activity was required to fall under one of these three categories.

Timberlane Regional School District was awarded \$174,159.55 funding under the SAFE grant. Kerrie Ward prepared and submitted twenty-seven applications for safety projects under the designated categories at our seven schools. We were awarded funds for fourteen of the projects to cover the re-keying of the district and the door shades for our classrooms.

If this grant meets with your approval, kindly accept it by Motion and Vote. Should it be easier, feel free to motion to accept “the funds awarded through the Security Action for Education (SAFE) grant”.

Respectfully Submitted,

Maria Watkins

CFO / Business Administrator



EXECUTIVE SUMMARY

December 15, 2022

The Leaders In Prevention (LIP) program brings together teams of eight middle school students and two advisors for a long weekend of activities and Action Planning with numerous other teams from across New Hampshire. Schools, after-school groups, and community organizations identify students -- from all walks of life and levels of skill -- with leadership potential who are capable of working as part of a team, and willing to bring new skills and energy back to their community.

Students participate in an array of learning opportunities – both within their own team and together with all of the participating teams – around topics in school climate, substance abuse prevention, and community involvement. Every participant has the opportunity to develop or expand their leadership skills, build positive relationships with their peers and youth & adult mentors, and explore new ideas to improve their schools & communities. Through this process, they learn more about themselves and each other, and about how to work effectively as a team.

Before Covid, TRMS staff members, Kelley Binette & ML O'Sullivan, frequently attended this program. They plan to take eight (8) students who have already participated in training. The students will create an action plan for TRMS. We are requesting approval for the students to attend the March 10-12, 2023 program that is located at Cody Cody in Freedom, NH. A bus will take the students to the program and the parents will pick them up there. The funding will come from the School Counseling budget. The Teen Institute is fully staffed.

Respectfully submitted,

Mitchell Mencis
Middle School Principal

[Leaders in Prevention Link](#)

NEW HAMPSHIRE TEEN INSTITUTE

HOME

WHO WE ARE

OUR PROGRAMS

2023 LIP Staff Applications!

TESTIMONIAL: [DONATE](#)

LEADERS IN PREVENTION

NHTI's Winter Programming for Middle School Students

The Leaders In Prevention (LIP) program brings together teams of eight middle school students and two advisors for a long weekend of activities and Action Planning with numerous other teams from across New Hampshire. Schools, after-school groups, and community organizations identify students -- from all walks of life and levels of skill -- with leadership potential who are capable of working as part of a team, and willing to bring new skills and energy back to their community.

Students participate in an array of learning opportunities – both within their own team and together with all of the participating teams – around topics in school climate, substance abuse prevention, and community involvement. Every participant has the opportunity to develop or expand their leadership skills, build positive relationships with their peers and youth & adult mentors, and explore new ideas to improve their schools & communities. Through this process, they learn more about themselves and each other, and about how to work effectively as a team.

The program culminates in each team designing an Action Plan for a project they will implement in their school or community.

PRICING

NH Teen Institute’s pricing for this program is based on current grants and camp costs.

Winter 2023 is \$2200 per team, which includes all program materials and accommodations. *Scholarships are available to help with the cost of the program!*

EXAMPLES OF PAST COMMUNITY ACTION PLANS CREATED BY 5th, 6th, 7th & 8th GRADERS AT LIP:

<p>Hinsdale Middle School</p> <p>Cleaned & fixed up their local baseball field, then planted flowers.</p>	<p>Stewartstown Community School</p> <p>Created a "Paws-itivity" Bulletin Board in their school. All members of the school community (whose mascot is a bulldog) were encouraged to anonymously write positive things they witness--things that often go unnoticed--on pawprint-shaped paper cutouts, and hang them on a public bulletin board.</p>
<p>Timberlane Middle School</p>	<p>Franklin Middle School</p> <p>Haverhill Co-operative Middle School</p>

Register Today!

2023 LIP Sessions

Feb 10-11-12

March 10-11-12

@ Camp Cody in Freedom, NH

Interested? Fill out our

[LIP 2023 Google Form](#)

and we will be in touch!

NEW HAMPSHIRE TEEN INSTITUTE

[HOME](#)

[WHO WE ARE](#)

[OUR PROGRAMS](#)

[2023 LIP Staff Applications!](#)

[TESTIMONIAL](#) [DONATE](#)

Londonderry Middle School

Presented skits for 6th graders during Peer Mediation/ Anti-Bullying/Harassment Awareness Week. They also conducted tours for incoming 5th grade students.

Team members also ran trainings where they taught skills for healthy decision-making to the younger students in their town.

TESTIMONIALS

"I have attended many wonderful programs, seminars and clinics devoted to youth leadership training, but the Leaders In Prevention weekend is, by far, the best. My Kearsarge students gained valuable insight into the "how" of leadership while establishing the skills necessary to understand the "why" of leadership. They did not have a clue of what to expect and several were apprehensive; the L.I.P. staff quickly made positive connections with each student and instilled a level of trust that was only surpassed by the constant level of enthusiasm and energy that surrounded each moment."

Percy Hill, Assistant Principal, Kearsarge Regional Middle School



New Hampshire Teen Institute
1 Sundial Ave., Ste. 219
Manchester, NH 03103
P 978-206-1188



OUR MISSION

To empower teens to lead healthy lifestyles and create stronger communities through community-focused prevention and leadership workshops.

OUR VISION

For EVERY teenager to have the opportunity to discover the full capacity of their personal power and create positive change in their schools and communities.

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 9th 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 14th 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
Sandown Voters	School Board Member	1-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 - Three 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	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Estimated Increase	\$204,947	\$178,081	\$176,543
3-Year Total			\$559,571

And further to raise and appropriate the sum of **\$204,947** 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 - 3 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	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Estimated Increase	\$539,984	\$226,788	\$234,453
3-Year Total			\$1,001,225

And further to raise and appropriate the sum of **\$539,984** 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 - Three 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	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
Estimated Increase	\$2,463,663	\$1,655,227	\$1,639,283
3-Year Total			\$5,758,173

And further to raise and appropriate the sum of **\$2,463,663** 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 13 - 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

Recommended by the Budget Committee

Article 14 - 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

Recommended by the Budget Committee

Article 15 - Use of Capital Reserve Fund

Shall the voters of the Timberlane Regional School District appropriate the sum of \$950,000 to repair the High School's boilers 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

Recommended by the Budget Committee

Article 16 - Lease Purchase Agreement

Shall the School District vote to authorize the School Board to enter into a **X**-year lease purchase agreement for the installation of up to **\$X** of energy saving equipment and associated building and facility improvements at **X**, and further to raise and appropriate **\$X** for annual lease payments to be partially offset by energy savings and a resulting reduction in costs? This lease agreement will contain a non-appropriation clause. Lease payments in future years will be **\$X**.

Recommended by the School Board

Recommended by the Budget Committee

TRSD 2023 ANNUAL MEETING AND ELECTION CALENDAR

DEADLINE/DATE	ACTION	REFERENCE
By Wednesday, January 4, 2023	Post Public Notice of School Board Budget Hearing (By the 2 nd Tuesday in January)(must be 7 days in advance)	RSA 40:13, II-a (a)
By Friday, January 6, 2023	Citizens Petition <u>Bond Articles Only</u> Must be Submitted (Friday preceding the 2 nd Tuesday in January – 5pm)	RSA 40:13, II-a (b)
By Tuesday, January 10, 2023	All Other Citizens Petition Articles Must be Submitted (By the 2 nd Tuesday in January – 5pm)	RSA 40:13 II-a (b) RSA 197:6
By Tuesday, January 10, 2023	Deadline for finalization of cost items CBA's to be presented at annual meeting (By the 2 nd Tuesday in January)	RSA 32:5-a
Tuesday, January 10, 2023	Supervisor of Checklist Posts Checklist (On the 4 th Tuesday before Deliberative)	RSA 671:15 RSA 654:26 & 27
Thursday, January 12, 2023	Public Hearing on Proposed Budget/Bond (On or before the 3 rd Tuesday in January)	RSA 40:13, II-a (c) RSA 33:8-a
Tuesday, January 24, 2023	Supervisor of Checklist Correction Session (On day immediately prior to first day of filing)	RSA 671:15 – 669:5
Wednesday, January 25, 2023	First Day of Filing Period For Candidates. File at SAU Office, 30 Greenough Road, Plaistow, NH 8:30am-4pm (Begins on the 7 th Wednesday before election)	RSA 671:19 RSA 669:19
By Thursday, January 26, 2023	Last Day for Budget Committee to Deliver Budget and Warrant Article Recommendations for Posting (Thursday before last Monday in January)	RSA 40:13, II-a (c)
Saturday, January 28, 2023	Supervisor of Checklist Holds A Checklist Correction Session (On Saturday 6-13 days before Deliberative)	RSA 671:15 – 669:5 RSA 654:27)
By Monday, January 30, 2023	Post Warrants and Budget For Session I and II At Place of Meeting And One Other Location (On or before last Monday in January)	RSA 40:13, II-a (d) RSA 197:5-A, 197:7
Friday, February 3, 2023	Last Day of Filing Period For Candidates (Second Friday after first day of filing period)	RSA 671:19 RSA 669:19
Thursday, February 9, 2023	Deliberative Session I TRHS PAC – 7:00 PM (snow date: February 10, 2023) (Between the 1 st and 2 nd Saturdays following the last Monday in January)	RSA 40:13 III, IV
Tuesday, February 14, 2023	Supervisors of Checklist re-post Checklist (On the 4 th Tuesday before voting)	RSA 671:15 RSA 654:26 + 27
Saturday, March 4, 2023	Supervisor of Checklist Holds A Checklist Correction Session (Two Saturdays before voting)	RSA 671:15 – 669:5 RSA 654:27
Tuesday, March 14, 2023	District Voting (Session II) Budget/Bond Voting and Election Absentee Ballots Collected <u>Residents may register at the polls.</u> Atkinson – Atkinson Community Center, Rte 121 – 7am-8pm Danville – Community Center, Rte 111 – 8am-7pm Plaistow – Public Works Garage, 144F Main Street – 7am-8pm Sandown – Sandown Town Hall, Main Street – 8am-8pm	RSA 40:13 VIII