

TIMBERLANE REGIONAL SCHOOL BOARD

ATKINSON, DANVILLE, PLAISTOW, SANDOWN

THURSDAY, JANUARY 20, 2022

Regular Business Meeting – 7:00pm

Performing Arts Center*
40 Greenough Road, Plaistow

Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair

Christopher K. Kellan, Superintendent

*The Board will meet in-person in the auditorium at the Performing Arts Center.
The meeting will be Livestreamed and is open to the public. Face coverings/masks are mandatory

AGENDA

1. **7:00PM** Call to Order – Chair
2. Roll Call – Clerk
3. Pledge of Allegiance
4. Approval of Minutes [1/6/22 and 1/10/22]
5. Delegates and Individuals
6. Student Representative
7. Current Business
 - a. **7:05PM** Budget Transfer Request – INFORMATIONAL/ACTION
 - b. **7:10PM** PAC Positions – INFORMATIONAL/ACTION
 - c. **7:20PM** SAU Staffing - INFORMATIONAL
 - d. **7:30PM** School Board Goals – INFORMATIONAL
 - e. **7:40PM** Policies Review - ACTION
8. **7:50PM** Administrator’s Report
9. **7:55PM** Personnel Report
10. **8:00PM** Committee Reports/Reports of the School Board
11. Correspondence Folder
12. Vendor and Payroll Registers
13. **8:05PM** Other Business
14. Nonpublic
15. Future Dates

DATE	MEETING TYPE	LOCATION	TIME
February 3	Regular Meeting	PAC	7:00PM
February 10	Deliberative Session	PAC	7:00PM
February 17	Regular Meeting	PAC	7:00PM
March 3	Regular Meeting	PAC	7:00PM
March 17	Regular Meeting	PAC	7:00PM

The MISSION of the Timberlane Regional School District is to engage all students in challenging and relevant learning opportunities, emphasizing high aspirations and personal growth.

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://livestream.com/trsd/trsb/videos/228562007>
Materials presented at the Board meeting may be viewed at:

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Regular Business Meeting
January 6, 2022
7:03PM**

**Performing Arts Center
40 Greenough Road
Plaistow, NH**

Call to Order

Chairwoman Farah opened the January 6, 2022, meeting of the Timberlane Regional School Board to order at 7:03PM and took roll call.

Board Members Present

Brian Boyle, Kimberly Farah, Steven Finnegan, Amy Gentile, Barbara Kiszka, Katie Knutsen, and Shawn O'Neil

Joined via Zoom

Mr. Christopher Kellan, Superintendent of Schools

The Pledge of Allegiance followed roll call.

Dr. Farah then requested a moment of silence for Jon Jenne who passed away expectedly. He was part of the team at Danville Elementary where he will be truly missed.

APPROVAL OF MINUTES (00:03:46)

MOTION: Mr. O'Neil motioned to accept the TRSB public meeting minutes of December 10th, 2021; seconded by Mr. Boyle. The motion passed 7-0.

MOTION: Mr. O'Neil motioned to accept the TRSB public meeting minutes of December 16th, 2021; seconded by Mr. Boyle. The motion passed 6-0-1. (Ms. Gentile abstained.)

DELEGATES & INDIVIDUALS (00:4:26)

Michael Boucher, of Atkinson, said he hoped that in this new year, we could all work together rather than resorting to bad language, threats, and drive byes. He also stated that he hoped that the HR department would be addressed as the paper makes it seem as though the HR director did her job after the fact. He would like to see the STEM events and the Diversity Committee return as both are desperately needed. He also addressed a meme that was posted online by a board member and that parents are requesting the board vote to censure Mr. O'Neil as a result.

Coral Hampe, of Danville, spoke as TTA President, read the following statement: The Timberlane Teachers' Association and the Timberlane Regional School Board participated in mediation on December

30th in attempt to reach an agreement on a successor collective bargaining agreement which would become effective July 1, 2022. I've issued the the following statement:

"The TTA negotiating team informed the general membership at a meeting held on Monday night that they were unable to reach a settlement with the Timberlane School Board negotiating team. Our team made significant concessions and still the School Board team refused to reach an agreement. Unless something happens before January 11th, there will not be a new contract and our members will be working under the terms of the current contract for the 2022-23 school year.

"At a time when there is a severe teacher shortage, Timberlane teachers will be seeing a contract with no step movement or a cost-of-living increase until a new contract can be negotiated and presented to the voters in 2023. The lack of a contract will only exacerbate these issues. The TTA negotiating team and membership have expressed our grave concerns about the ability to retain staff and recruit quality professionals.

"Some members of the School Board negotiating team have insisted on the elimination of the early retirement incentive which has been in place for union and non-union employees for decades. This benefit has always been paid in the next fiscal year after retirement and the expense for this program has been funded by the savings enjoyed by the district when more veteran teachers with higher pay retire. It would be unconscionable to eliminate this program in its entirety for employees. The Union had even agreed to limit the total amount which could be paid each year, cap individual amounts for most employees and eliminate the benefit for new employees. None of these concessions were enough for the Board team."

"And finally, certain facts do not change, Timberlane is nowhere near competitive with surrounding districts when it comes to salaries. We are 10th out of 18 comparable districts for starting pay for a teacher with a master's degree and 17th out of 18 for a teacher at the top step for a master's degree."

"We remain committed to working with stakeholders in our community to advocate for the best possible education for the students of Timberlane. They deserve nothing less."

"On a personal note, I have been a loyal member of the Timberlane Community for over 15 years. It was disheartening to attend negotiations sessions where we had to listen to lies and negative attitudes. But, the worst, was listening to my loyalty being called an 'unfunded liability'.

Mr. Boyle gave the following response: As the TTA President mentioned, and the only thing I probably agree with her on, is that we did go to mediation. As a five-year member the Timberlane School Board, and being involved in several negotiations over the years, I was disappointed that we weren't able to come to some kind of agreement. So, I just wanted to let the people at home know some hard and fast numbers.

Six years ago, the three-year contract was \$1,969,289. My first year on the board, we put that three-

year contract up to \$2,620,207 million.

What the TTA walked away from was an increase of \$2.3M to that. \$4,928,980. So, we just almost doubled the dollar amount that it cost the taxpayers over the last three years. Doubled it.

Yes, I am part of the people are heavily against the retirement incentive. It should be called a retirement bonus. What I attempted to do with the team is to protect the top 68 people. We have approximately 300 teachers. We were going to protect the top 68 and leave the remaining staff at 1 \$15K cap which puts it at the highest in the state. That's what we were doing, and I hope this Timberlane School Board will continue that.

As the father of a teacher, I respect the teacher's contrary to what you might think of this negotiation, but I also have to negotiate as a member of management, as a member of the Timberlane School Board. What we put together, there is no question in my mind, was a solid offer. Again, it was \$2.3M more than three years ago, thank you.

Nolan Pelletier, of Plaistow, again spoke about parental choice and unmasking children. He discussed the efficiency of masks, saying that cloth masks are no more than decorations and yet the board continues to keep our children muzzled up. He said that the board is more concerned with parents wearing ineffective masks than they are about safety in the schools. He brought up the last teacher who was arrested for child pornography.

David Kiley, of Atkinson, also discussed how masks are inadequate and does not protect people from this virus. Mr. Kiley wants the board to look outside their biases and remove masks. Children are not vectors of transmission. He asked the board to please reconsider taking the masks off the children because they are being harmed by them.

Shawn O'Neil, of Danville, stated that he wished the board had surveyed parents at the beginning of the year when it was asked for. He is submitting a Citizen's Petition tonight and everyone is going to have the opportunity to say what they want.

ANNUAL MEETING WARRANT (00:22:13)

Dr. Farah stated that this needs to be finalized and posted by the 11th of January 2022.

Article 2 - Operating Budget:

MOTION:	Mr. O'Neil motioned to approve \$75,753,607 as the School Board's recommendation for the operating budget; seconded by Mr. Boyle. The motion passed 7-0-0.
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Article 5 – Three Year Collective Bargaining Agreement (Timberlane Custodian's Union)

MOTION:	Mr. Finnegan motioned to ratify the collecting bargaining agreement as agreed to by the Custodian's Union and the Board and recommend the same for the warrant; seconded by Mr. Boyle. The motion passed 7-0-0.
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Article 6 – Authorization for Special Meeting on Cost Items

MOTION: Mr. Boyle motioned to recommend authorizing a special meeting as worded in Article 6; seconded by Mr. Finnegan. The motion passed 6-1-0. (Mrs. Kiszka opposed.)

Article 7 – Three Year Collective Bargaining Agreement (Timberlane Food Service Workers Union)

MOTION: Mr. Finnegan motioned to ratify the collecting bargaining agreement as agreed by the Food Service Workers Union and the Board and recommend the same for the warrant; seconded by Mr. O’Neil. The motion passed 7-0-0.

Article 8 – Authorization for Special Meeting on Cost Items

MOTION: Mr. Finnegan motioned to recommend authorizing a special meeting as worded in Article 8; seconded by Mr. O’Neil. The motion passed 6-1-0. (Mrs. Kiszka opposed.)

Article 13 – Capital Reserve Fund by Surplus

MOTION: Mr. O’Neil motioned to ratify and recommend Article 13; seconded by Mr. Finnegan. The motion passed 7-0-0.

Article 14 – General Acceptance of Reports

MOTION: Mrs. Kiszka motioned to ratify and recommend Article 14; seconded by Mr. Finnegan. The motion passed 7-0-0.

FACILITIES UPDATE (00:29:21)

Dr. Farah brought the Board’s attention to an executive summary provided by Mr. Ingoldsby. She also thanked him and his team for their hard work this year. Mrs. Kiszka noted that they are still looking for a community member with building inspector/contractor knowledge to sit in on the Performance Contract Review team. Once the audit is complete, they will need assistance prioritizing issues with the money they have. The request was made for any interested parties to email or call the SAU for more information.

SCHOOL GOALS PRESENTATIONS (00:32:50)

Athletic Department – Angelo Fantasia

Goal 1: By June 30th, 2022, The Athletic Department will upgrade its Emergency Action Plan to ensure alignment with Senate Bill 148-FN. This bill take effect on September 1, 2022.

Goal 2: The Athletic Department will provide a minimum of three diverse student – leadership training opportunities for TRMS and TRHS students throughout the school year, including a basic training session and a minimum of one advanced training session.

Goal 3: By July 31, 2022, the Athletic Department, in conjunction with the Athletic trainers from Exeter Hospital and Core Physicians, will create and implement a new injury tracking system to record and manage any students -athlete injuries.

Music Department – Kurt Schweiss

Goal 1: The Music Department will improve communications with all music community stakeholders by augmenting and enhancing our digital and social media footprint, as measured by the creation of a website and new social media accounts with at least one update every two weeks.

Goal 2: The Music Department will evaluate secondary music elective offerings to utilize more effectively shared staffing and resources between buildings, as measured by increased enrollment and student interactions for the 22-23 school year.

Goal 3: The Music Department will evaluate traditional performance offerings and determine the safest means to conduct student concerts, as measured by successfully completing the same or more student performances as were held prior to the 19-20 school year.

Performing Arts Center – Eric Constantineau

Goal 1: The PAC will be a hub of student-centered art through student art submissions from all schools ranging from first grade to the high school's AP Art classes. By next September, will have display cases for three-dimensional art and sculptures.

Goal 2: The PAC will be presenting an ongoing series started this year called the Timberlane Alumni Performance Series in which Timberlane Alumni who are working in the performing arts will come back to the PAC to present classes, workshops, and performances.

Goal 3: Establish a student entertainment committee who will be given the responsibility of picking, booking, and running all aspects of bringing in a professional act in the performing arts for a show. Students involved will learn aspects of the performing arts they have not formally been privy to.

Mrs. Kiszka expressed that she would like the PAC to operate in a break even or making money format. Ms. Gentile asked about offering CTE courses within this area. Mr. Boyle stated he wasn't worried about breaking even with the PAC, it was never about that. Dr. Farah also requested that the Administration bring the interim Music/Performing Arts discussion back before the board in the next two months to better define roles moving forward.

Evening Division – Scott Strainge/Sandy Allaire

Goal 1: The Evening Division program will develop a dual enrollment program, as measured by the addition of two college level offerings for students in the Evening Division Program in the 22-23 school year.

Goal 2: The Evening Division Program will expand offerings to support the completion of diploma requirements as measured by the addition of Art and World Language courses.

Goal 3: By August 2022, TRHS will complete the necessary steps to become a HiSET Testing site for the state of NH, as measured by certification of the school as a testing site by ETS. The company that administers the HiSET exam.

Dr. Farah wondered why the HiSET cap is 15 students. Mrs. Allaire indicated it was self-imposed, but she

wasn't sure if it was budgetary, staffing levels or something else.

SAU ADMINISTRATION (00:55:42)

The Board successfully negotiated with Mr. Kellan to become the Superintendent of Schools for the term commencing January 1, 2022, extending through June 30th, 2025. Congratulations Mr. Kellan!!!

Mr. Kellan thanked everyone for the support he has received since arriving in July. He is excited about the level of talent that we have in the district. He looks forward to working together to realize the potential that we have as an incredible school district. Improving communication out to our community, engaging the community in the decision-making process, and making Timberlane the best place it can be are all key components for Mr. Kellan moving forward.

POLICIES (00:58:28)

MOTION:	Ms. Gentile motioned to accept policy ADB (Drug-Free Workplace & Drug Free Schools), for first read; seconded by Mrs. Knutsen. The motion passed 7-0-0.
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MOTION:	Mrs. Kiszka motioned to approve policies BGC (Policy Review and Evaluation), BGE (Policy Dissemination), JFA (Residency), and ACAC (Title IX Sexual Harassment Policy and Grievance Process) for second read; seconded by Mr. Finnegan. The motion passed 7-0-0.
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ADMINISTRATORS REPORT (01:01:06)

Mr. Kellan reported that unfortunately we are struggling with staffing at all our schools as well as with the busses. He expressed his appreciation to the Administrators, to the Principals, Assistant Principals who are working day and night to ensure there is staff in place to meet the needs of our students. He is grateful to all the staff for doing everything they can to be in school.

Mr. Pederson received some new documentation on Covid-19 protocols. The Administration is reviewing it for any changes that might be implemented because of these new protocols.

If tomorrow is a snow day, it will be a traditional snow day, not a distance learning day.

Mr. Pederson spoke to the Board about the updated guidance. If you are confused about how this affects you, please contact your student's health office. These changes will not be implemented until at least Monday.

SCHOOL BOARD RESIGNATION (01:13:40)

Mr. Boyle has given his resignation, effective March 7, 2022. This allows for someone from Atkinson to run for his seat. It will be a one-year term. He has been a work horse on the board and will be very much missed. Mr. Boyle thanked the residents of Atkinson.

PERSONNEL REPORT (01:15:30)

MOTION: Mr. O’Neil motioned to accept the resignation of James Pelletier, Assistant Principal, Pollard Elementary, with thanks and gratitude for his service; seconded by Mr. Finnegan. The motion passed 7-0-0.

MOTION: Mr. Finnegan motioned to accept the professional retirements of Marcia Blutstien (School Counselor, Pollard Elementary), Lee Daneau, (Math Teacher, TRHS), Patty Deyermond (English Teacher, TRHS), Brooke La Monica (Math Teacher, TRMS), Terri Spear (Special Ed – Elementary Evaluator, Atkinson Academy/Pollard) with gratitude and thanks for their service; seconded by Mr. O’Neil. The motion passed 7-0-0.

COMMITTEE REPORTS/REPORTS TO THE SCHOOL BOARD (01:17:26)

The Board negotiating team will continue to work with the unions through January 11, 2022. The Budget Committee cancelled their meeting and will proceed to the public hearing on the budget on January 13th, 2022. There was a great Curriculum & Assessment meeting. Elementary Tech will come back for a second read next month. Mr. Mencis & Mr. Woodworth proposed a middle school scheduling change, potentially for next year. They are going to research it further and bring it back to the C&A committee. There were some discussions around summer learning that got passed on to policy. It was sent to policy to redefine the policy to address inequities. Policy met today. They will meet again in February where they are looking to add an extra meeting to get more policies through the process.

We know that we have had tremendous loss of learning over the last eighteen months due to the pandemic. We know we have funds that should be used to promote and try to bring those students back up. Dr. Farah would like, in the next two months, to have a discussion, or a presentation to the board, about where we feel we are and to see what our plan is to do some summer work or to provide opportunities for students to enhance their learning, especially those who may have suffered more academically than others due to remote learning.

Mr. O’Neil asked about bussing and the numerous transportation issues currently affecting the district. Ultimately, we have a contract with them, what are they doing to correct the issues? Mr. Kellan spent a good amount of time speaking with both companies over the past two days. This is absolutely a staffing issue that’s been compounded by Covid. He is hoping that some of the strategies they put in place this week will help but they are still down several busses.

Ms. Gentile asked people to be mindful of supporting the teachers and staff. When we do that, we support our students. It’s been really challenging. We are still in the middle of a pandemic, and we have teachers and staff that go way beyond daily just trying to keep kids in school and to support other staff. Flexibility, patience, grace, and gratitude are needed right now.

MOTION: Mr. O’Neil motioned to go into non-public under 91-A:3, Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Mr. Finnegan. The motion passed 7-0-0.

The Board was polled:

Boyle – Yes Farah – Yes Finnegan - Yes Gentile – Yes

Kiszka – Yes Knutsen – Yes O’Neil - Yes

The motion carried 7-0-0 and the Board entered nonpublic session at 8:36PM.

MOTION: Mrs. Kiszka motioned to exit the non-public meeting; seconded by Mrs. Knutsen. The motion passed 7-0-0.

The Board was polled:

Boyle – Yes Farah – Yes Finnegan - Yes Gentile – Yes
Kiszka – Yes Knutsen – Yes O’Neil - Yes

The motion carried 7-0-0 and the Board re-entered public session at 9:05PM.

MOTION: Mr. O’Neil motioned to seal the non-public meeting minutes by reason that divulgence would likely affect adversely the reputation of someone other than a member of the Board; seconded by Mrs. Knutsen. The motion passed 7-0-0.

The Board was polled:

Boyle – Yes Farah – Yes Finnegan - Yes Gentile – Yes
Kiszka – Yes Knutsen – Yes O’Neil - Yes

With no other business before the Board, Chairman Farah adjourned the meeting at 9:07PM.

Respectfully submitted,

Kat Lancaster
Recording Secretary

Approved by the Board on _____.

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://livestream.com/trsd/trsb/videos/228640276>
Materials presented at the Board meeting may be viewed at:

**TIMBERLANE REGIONAL SCHOOL BOARD
MEETING MINUTES**

**Special Meeting
January 10, 2022
6:33 PM**

**SAU 106 Board Room
30 Greenough Road
Plaistow, NH**

Call to Order

Chairwoman Farah opened the January 10, 2022, meeting of the Timberlane Regional School Board to order at 6:33PM and took roll call.

Board Members Present

Brian Boyle, Kimberly Farah, Barbara Kiszka, Katie Knutsen, and Kristin Savage

Joined via Zoom

Mr. Christopher Kellan, Superintendent of Schools

SAU Administration Present

Dana O’Gara
Maria Watkins

The Pledge of Allegiance followed roll call.

Article 3 – Three Year Collective Bargaining Agreement (Timberlane Administrative Assistants and Maintenance Union)

MOTION: Mr. Boyle motioned to ratify the collecting bargaining agreement as agreed to by the Timberlane Administrative Assistants and Maintenance Union and the Board and recommend the same for the warrant; seconded by Mrs. Savage. The motion passed 5-0-0.

***with Corrected Titles of the Union**

Article 4 – Authorization for Special Meeting on Cost Items

MOTION: Mr. Boyle motioned to recommend authorizing a special meeting as worded in Article 3; seconded by Mrs. Savage. The motion passed 4-1-0. (Mrs. Kiszka opposed.)

With no other business before the Board, Chairman Farah adjourned the meeting at 6:39PM.

Respectfully submitted,
Kat Lancaster
Recording Secretary

Approved by the Board on _____.



January 20, 2022

Budget Transfer Request

A budget transfer is being requested which exceed the \$25,000 transfer amount pursuant to policy DBJ 'Transfer of Appropriations' and will require School Board approval. A copy of said policy is attached for your convenience.

From account: 100.4600.450.12.33.4 (Building Renovation)

To account: 100.1100.738.11.33.4 (Replacement Equipment)

Amount: \$25,156

From account: 100.4600.450.12.33.4 (Building Renovation)

To account: 100.1100.330.11.33.4 (Professional Services-Technology)

Amount: \$58,572

Reason: The Access Control System Upgrade - for all buildings was part of the Capital Improvement Priorities, approved by the school board in October of 2021.

This is a request to reclass funds to the actual expenditure accounts.

If this transfer meets with your approval, kindly accept the same by Motion and Vote. Should it be easier, feel free to motion to accept "those budget transfers in the amounts and accounts specified in the CFO/BA's budget transfer request dated January 20, 2022".

I am happy to address any questions you may have.

Respectfully Submitted By:
Maria Watkins, CFO/Business Administrator

Timberlane Regional School District	Policy Code: DBJ
Adopted: 10-07-99 Revised: 04-16-09 Revised: 11-06-14	Page 1 of 1

TRANSFER OF APPROPRIATION (FUNDS)

Although it is the intent of the School Board to limit its spending to the amount specified for each account, in the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation. All transfers of appropriations will be made consistent with the provisions of RSA 32.

The Board authorizes the Superintendent or Business Administrator to transfer funds between function object codes (7-digit code) up to \$25,000. Any transfer in excess of \$25,000 shall first require Board approval and authorization. Any transfer of funds between line items by the Superintendent shall be done so only to achieve purposes set forth the goals or aims to be accomplished through the expenditure of public funds.

Excess funds may not be transferred from the Unemployment Compensation line item.

The Superintendent is authorized to develop administrative rules or regulations to accompany this Policy.

Statutory Reference:
 RSA 32
 RSA 282-A:71, III

DBJ - TRANSFER OF APPROPRIATION

TIMBERLANE REGIONAL SCHOOL BOARD GOALS FOR 2021-22

ACADEMICS /ADMINISTRATION

1. Implement organizational structure for new SAU incorporating current Timberlane staff.
2. The board will continue to support the SLT and instructional staff in the pursuit of academic excellence by timely approval of curriculum changes, supporting recommendations for educational tools and support of resources including those needed for remote learning.
3. Advance the work of the district focused on providing students with career pathways, extended learning opportunities, vocational experiences, dual enrollment, and non-traditional courses.
4. Identify needs for PreK-12 resulting from remote learning and support district personnel in addressing those needs.
5. Identify needs for PreK-12 STEAM opportunities to be expanded in the district prior to budget development.
6. Review data on preparedness for college, workplace, and career, and on success post college gathered via survey for TRSD line of STEAM resources and materials available in classrooms with an explanation of utilization by staff.
7. Develop job descriptions for all positions and organizational charts for each department/section etc.
8. Identify a comparison group of New Hampshire School districts and use the individual district and aggregate data as metrics to gauge TRSD's student academic achievement and academic growth patterns.
9. Support curriculum work done K-5 to align instruction, assessment, and reporting and to build consistency between elementary buildings.
10. Identify opportunities and pathways for staff to receive professional development aligned with their professional goals and individual choice.
11. Advance the work within the district to organize and implement an evaluation system for administrators.

FINANCIAL

1. Review impact of COVID-19 pandemic on 2020-2021 budget year including possible encumbrances that must be made prior to the end of the budget year no later than June 1, 2021.
2. Evaluate the current budget and look at how to best allocate funds to address any concerns/gaps identified in above academic goal.
3. Audit for TRSD to be free of significant deficiencies and material weaknesses, and to the Board no later than February 2022.

FACILITIES

1. Remove modular classes from behind PAC, convert to storage containers, and increase parking.
2. Develop a comprehensive Preventative Maintenance Schedule for district equipment.
3. The Superintendent's Leadership Team, CIP Committee, and the School Board shall collaboratively prioritize projects through a predefined process based on safety, educational need, and life cycle.
4. Develop a 5-year Facilities Plan with a spend rate of \$2 million per year for facilities improvements.
5. Create a proposal for solar engineering on district buildings.

BUDGET – FIRST BOARD MEETING IN OCTOBER

1. Receive first draft of CFO's proposed/recommended Operating Budget for FY 21-22 with an executive summary for

TIMBERLANE REGIONAL SCHOOL BOARD GOALS FOR 2021-22

any major budget drivers by October 1, 2021.

2. Receive first draft of CFO's proposed Default Budget for FY 21-22 and be provided explanations of justifications for any increases or decreases by line item as is required by statute.

CULTURE CLIMATE – JANUARY 1, 2022

1. Work with superintendent to incorporate aspects of the strategic plan related to culture and climate into district schools.
2. Evaluate the prior implementation of the No Bullying initiative and determine if it should be reinstated.
3. Continue to ensure timely and clear communication to communities regarding district decisions and situations.
4. Support a consistent initiative for collegial feedback and inter building collaboration throughout the district.

Adopted by the School Board on May 20, 2021
Dr. Kimberly Farah, Chair
Kristin Savage, Vice Chair
Timberlane Regional School Board

**TIMERLANE POLICY COMMITTEE
RECOMMENDATIONS TO THE SCHOOL BOARD**

[January 20, 2022]

SECOND READ

	Policy	Changes/Recommendations
1	ADB Drug Free Workplace	PC recommends Adopting Language from NHSBA – First Read

<p>Timberlane Regional School District</p>	<p>Policy Code: ADB</p>
<p>Adopted: _____</p>	<p>Page 1 of 3</p>

DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS

A. Drug-Free Workplace

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i)

determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.