



Thursday, March 17, 2022

AGENDA

Organizational Meeting – **7:00 PM**

Performing Arts Center

Dr. Kimberly Farah, Chair

Kristin Savage, Vice Chair

Christopher K. Kellan, Superintendent

- 1. Call to Order**
- 2. Roll Call – Clerk**
- 3. Pledge of Allegiance**
- 4. Election Results and Election of Officers**
 - a. Chair
 - b. Vice Chair
- 5. Appointments**
 - a. School District Clerk
 - b. School Board Recording Secretary
 - c. School Treasurer
 - d. Assistant School Treasurer
 - e. School Counsel
- 6. Bonding (RSA 197:23-a, Policy Code: DH)**
 - a. School Treasurer
 - b. Assistant School Treasurer
- 7. Designating Banks**
 - a. Bank Depository
- 8. Review and Adopt Policies: DFA, EI, BCA-R**
- 9. Designating Dates, Times, and Place for Monthly Meetings**

Regular business meeting to immediately follow this organizational session.



ORGANIZATIONAL MEETING – March 17, 2022

1. Call to Order

2. Roll Call – Clerk

3. Pledge of Allegiance

4. Election Results and Election of Officers

Current School Board Chairperson will report out on the election results and then call for nominations from the floor for the office of the chair for the ensuing year. In the event more than one person is nominated for an office, he/she will initiate the voting by a show of hands.

a. Chair – nominations from the floor

Newly appointed chairperson to call for nominations of the following:

b. Vice Chair – nominations from the floor

5. Appointments

a. School District Clerk – Kat Lancaster is seeking reappointment.

b. School Board Recording Secretary – Corinne Zeuli is seeking reappointment.

c. Treasurer – Kathleen Beattie is seeking reappointment.

d. Assistant Treasurer – Gloria Dodge is seeking reappointment.

e. School Counsel – Seeking recommendation from the Board/Superintendent.

DrummondWoodsum currently serves in this capacity.

6. Bonding

a. Recommendation to bond the treasurer and assistant treasurer as required by statute and Department of Revenue Administration (Policy DH).

7. Designating Banks

a. Bank Depository – recommendation to appoint TD Bank as the District Bank.

8. Review and Adopt Policies

a. Policy DFA regarding investment is to be reviewed on an annual basis per district auditors and RSA's. No changes proposed.

b. Policy EI Risk Management requires an annual review and adoption. No changes are proposed.

c. School Board Ethics Statement (BCA-R)– to be reviewed and signed by all members on an annual basis in accordance with Board Policy BCA.

9. Meeting Dates, Times, and Place

Recommendation to hold school board meetings on the first and third Thursdays of the month at 7:00 PM at the Performing Arts Center, waive the first Thursday meetings in July and August, and to reserve the right to amend the meeting schedule as needed.

TIMBERLANE REGIONAL SCHOOL DISTRICT
2022 ANNUAL VOTING RESULTS

#1: Election of Officers		Atkinson		Danville		Plaistow		Sandown	
School Board (3 yr term)		NO VACANCY	383	Shawn O'Neil	665	Kristin Lewis Savage	309	Steven Maglio	
			504	Kim McCormick		Unopposed	597	Mark Sherwood	
School Board (2 yr term)		NO VACANCY		NO VACANCY	454	Katie Knutsen		NO VACANCY	
					367	Jim Sierpien			
School Board (1 yr term)		1063	Michael Boucher		NO VACANCY		NO VACANCY		NO VACANCY
		393	Jackie Wydola						
Budget Committee (3 yr term)		NO VACANCY	685	Kristi Auclair	635	Susan Sherman	705	Sierra M. Dolce	

#2: Operating Budget	YES	1382		596		647		698	3323	PASS
	NO	304		280		216		241	1041	
#3: One year CBA (Admin/Maintenance)	YES	1277		560		602		512	2951	PASS
	NO	400		316		260		418	1394	
#4: Authorization for Special Meeting on Cost Items	YES	1217		564		568		499	2848	PASS
	NO	389		278		268		411	1346	
#5: Three year CBA (Custodians)	YES	1263		544		616		505	2928	PASS
	NO	407		327		247		420	1401	
#6: Authorization for Special Meeting on Cost Items	YES	1205		558		566		500	2829	PASS
	NO	410		302		268		412	1392	
#7: Three Year CBA (Food Svc Workers)	YES	1281		572		624		511	2988	PASS
	NO	380		293		235		412	1320	
#8: Authorization for Special Meeting on Cost Items	YES	1196		557		552		498	2803	PASS
	NO	411		295		287		405	1398	
#9: Capital Reserve Fund by Surplus	YES	1266		513		569		469	2817	PASS
	NO	366		358		277		445	1446	
#10: General Acceptance of Reports	YES	1438		691		708		678	3515	PASS
	NO	155		143		126		209	633	
#11: Citizen's Petition Mask Mandate	YES	679		316		342		332	1669	
	NO	919		538		501		559	2517	FAIL
#12: Citizen's Petition NH School Administrators Association	YES	540		331		281		333	1485	
	NO	994		501		518		526	2539	FAIL
#13: Citizen's Petition NH School Boards Association	YES	518		320		279		336	1453	
	NO	1013		512		525		530	2580	FAIL

Kathleen Lancaster

Kat Lancaster
District Clerk

2022 MARCH VOTING RESULTS

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

BONDED EMPLOYEES AND OFFICERS

State law requires that the Treasurer and Assistant Treasurer be bonded. The District will arrange a Public Officials Bond to cover the Treasurer and each Assistant Treasurer as required by statute and Department of Revenue Administration regulations.

It is the practice that any employee who administers student activity money shall be bonded.

Any employee who administers funds for the District will be bonded appropriately. The District will arrange a Blanket Position Bond, including a Faithful Performance endorsement on all employees who administer funds for the District. The cost of said bond to be paid by the District.

Legal Reference:

RSA 197:22, Treasurer's Bond
NH Department of Revenue Regulations

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Adopted: 10-07-99 Revised: 10-16-08 Revised: 05-02-13 Revised: 05-08-14	Page 1 of 2

INVESTMENT

The School Board authorizes the School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE

1. Prudence. The standard of prudence to be used by the School District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officials Association's Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall

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subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

3. Internal Controls. The School District Treasurer and Superintendent or his/her designee shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

The Board will review the investment policy annually.

Statutory Reference:
RSA 197:23-a
RSA 383:22

Timberlane Regional School District	Policy Code: EI
Adopted: 01-01-83 Reaffirmed: 02-07-91 Revised: 09-20-01, 06-02-16, 09-06-18 Reaffirmed: 03-18-21	Page 1 of 1

RISK MANAGEMENT

The Board will annually re-affirm, at the March organizational meeting, a comprehensive plan for Risk Management to protect the financial resources of the district, preserve its ability to provide an educational program, and protect individuals from personal loss as a result of carrying out their responsibilities for the district.

Administration of this Board policy will be under the direction of the Business Administrator for property and liability, and the Director of Human Resources for employee coverages. Administration is charged with responsibility to regularly evaluate exposures, develop strategies to control losses, place insurance coverage, maintain property appraisals and inventories, process claims, maintain loss records, and supervise loss prevention activities.

The Board may assume the risk of property damage, legal liability, and dishonesty in all cases in which the exposure is so small or dispersed that a loss would not significantly affect the operations or financial position. The Board will institute a planned, funded program of self-insurance where risks can be reasonably predicted, combined with excess insurance against catastrophic loss.

The Board may also participate in a pooled risk management program. The pooled risk management program may be utilized for: the defense of claims and indemnification for losses arising out of the ownership, maintenance, and operation of real or personal property and the acts or omissions of school officials, school employees, or agents of the school district; the provision of loss prevention services including, but not limited to, inspections of property and the training of personnel; and the investigation, evaluation, and settlement of claims by and against the school district. Membership in a pooled risk management program will conform to the provisions set forth in RSA 5-B and related statutes.

Legal Reference:

RSA 194:3, III Powers of Districts

RSA 194:5-B:6 Declaration of Status Tax Exemption, Liability

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Adopted: 09-20-01 Revised: 04-02-09 Revised: 09-05-13 Revised: 03-31-20	Page 1 of 2

SCHOOL BOARD MEMBER ETHICS/EXPECTATIONS

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.

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11. Work with the other Board members to establish effective Board policies, and foster a relationship with the District administration toward the effective implementation of those policies and management of the District operations, personnel and facilities.
12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.
13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.
14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

 School Board Member Signature

 Date



TIMBERLANE REGIONAL SCHOOL BOARD MEETING DATES FOR 2022-23

Christopher K. Kellan, Superintendent

JULY 21	AUGUST 18	SEPTEMBER 1 15	OCTOBER 6 20
NOVEMBER 3 17	DECEMBER 1 15	JANUARY 5 19	FEBRUARY 2 16
MARCH 16	APRIL 6 20	MAY 4 18	JUNE 1 15

Meetings will convene at 7:00 PM at the
Performing Arts Center, 40 Greenough Road, Plaistow, NH
(unless otherwise indicated in individual meeting postings).

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

Approved by the Timberlane Regional School Board on _____